



CITY OF CANYON LAKE

City Hall

31516 Railroad Canyon Road
Canyon Lake, CA 92587

www.canyonlakeca.gov

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

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

AGENDA

Regular Meeting of the Canyon Lake City Council
Wednesday, February 14, 2024

Closed Session 4:30 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

Castillo, Dain, Smith, Terry, Welty

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. D083322
2. CONFERENCE WITH LABOR NEGOTIATORS: Pursuant to Government Code Section 54957.6
Agency Designated Representative: City Manager
Canyon Lake Firefighters Association
3. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - Pursuant to Government Code Section 54956.9(d)(2)
Significant Exposure to Litigation, Two Cases

OPEN SESSION

OPEN SESSION CALLED TO ORDER

INVOCATION

FLAG SALUTE

ROLL CALL

Castillo, Dain, Smith, Terry, Welty

CLOSED SESSION REPORT

CEREMONIAL MATTERS *Presentations, Awards, Proclamations*

Citizen of the Month
Student of the Month

COMMUNITY REPORTS

LIMIT 3 MINUTES

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

PUBLIC SAFETY UPDATES

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

PUBLIC COMMENT

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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. 2024-03 Approving Claims and Demands of the City.

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

Recommendation: Approve the Minutes of the City Council meeting of January 10, 2024.

(4) **Second Reading and Adoption of Ordinance No. 243 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Section 2.01.050 of the Canyon Lake Municipal Code Related to the Compensation of City Council Members Pursuant to Senate Bill 329**

Recommendation: Conduct second reading and adopt Ordinance No. 243 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Section 2.01.050 of the Canyon Lake Municipal Code Related to the Compensation of City Council Members Pursuant to Senate Bill 329 (SB 329).

PULLED CONSENT CALENDAR ITEMS

PUBLIC HEARINGS

(5) **Resolution Amending the Canyon Lake Citywide Fee Schedule in Relation to Single-Family Rental Property Registration, Inspection and Crime-Free Rental Housing Program and Introduction and First Reading of Ordinance No. 244 - An Ordinance of the City Council of Canyon Lake, California, Amending Title 5, Chapter 5.22 (Single-Family Rental Property Registration, Inspection, and Crime-Free Rental Housing Program) of the Canyon Lake Municipal Code**

Recommendation: (1) Adopt Resolution No. 2024-04 Amending the Canyon Lake Citywide Fee Schedule in Relation to Single Family Rental Property Registration, Inspection and Crime-Free Housing Program; and (2) Introduce and read by title only Ordinance No. 244 - An Ordinance of the City Council of Canyon Lake, California, Amending Title 5, Chapter 5.22 (Single-Family Rental Property Registration, Inspection, and Crime-Free Rental Housing Program) of the Canyon Lake Municipal Code.

BUSINESS ITEMS

(6) **Adopt a Resolution Approving Support for the Southwestern Riverside County Higher Education Coalition**

Recommendation: Adopt Resolution No. 2024-05 supporting the Southwestern Riverside County Higher Education Coalition.

(7) **Discussion and Direction Regarding Department of Housing and Community Development Comments on the City’s Accessory Dwelling Unit Ordinance**

Recommendation: Discuss and provide direction to Staff on the proposed Zoning Ordinance amendment; and direct Staff to schedule a public hearing for the March 13, 2024, City Council meeting to approve an Ordinance amendment consistent with State requirements.

(8) **Discussion and Direction Regarding Proposed Fees for the Emergency Medical Services Subscription Program for Fiscal Year 2024-2025**

Recommendation: Discuss and provide direction to Staff regarding proposed fees for the Emergency Medical Services Subscription Program for the 2024/2025 Fiscal Year.

CITY MANAGER COMMENTS

ANNOUNCEMENTS

The next regular City Council meeting will be held on Wednesday, March 13, 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.

AFFIDAVID OF POSTING: I, Sheryl L. Garcia, City Clerk of the City of Canyon Lake, California, do hereby declare that the foregoing agenda was posted on February 8, 2024, at least seventy-two (72) hours prior to the meeting per Government Code 54954.2, and as required by Resolution 2019-42 of the Canyon Lake City Council.

Sheryl L. Garcia, MMC, CPM
City Clerk



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Nicole Dailey, City Manager

BY: Elizabeth Luna, Executive Assistant and Accounting Technician I

DATE: February 14, 2024

SUBJECT: Approve Claims and Demands of the City

Recommendation

Adopt Resolution No. 2024-03 Approving Claims and Demands of the City.

Background

All claims and demands are reported and summarized for review and approval by the City Council on a routine basis at each City Council meeting. The attached claims represent the paid claims and demands since the City Council meeting of January 10, 2024.

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. 2024-03

ATTACHMENT 1

RESOLUTION NO. 2024-03

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

WHEREAS, the Finance & Planning Committee of the City of Canyon Lake reviewed Exhibit A at their regularly scheduled meeting on February 14, 2024; and

WHEREAS, Exhibit A was presented at the regular meeting of the City Council on February 14, 2024, at which all present, were given an opportunity to comment.

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

Demands are approved as shown on the Demand\Warrant Register of February 14th, in the amount of \$593,012.47 as follows:

Payroll Earnings (Gross)	\$ 142,903.12	(For Month of January)
Payroll Processing Fees	\$ 746.58	(For Month of January)
Payroll Taxes - Employer	7,202.52	(For Month of January)
On-line Retirement	16,437.26	(For Month of January)
On-line Health	24,900.83	(For Month of January)
Principal	403.75	(For Month of January)
Aflac	794.44	(For Month of December)
Nationwide Deferred Comp.	6,769.14	(For Month of January)
Citizens Business Bank Interest	1,949.05	(For the Month of December)
General	\$ 390,905.78	
TOTAL	<u>\$ 593,012.47</u>	

PASSED, APPROVED AND ADOPTED this 14th day of February, 2024.

Dale Welty, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk

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

Vendor ID	Invoice Description	Cash Required
2 Hot Uniforms	Tactical Pants for Samuels	491.53
Alliant	Special Event Liability-2023 Winter Wonderland	778.00
Amazon	Windshield Wipers for Fire Station Vehicle	35.53
	Fire Station Supplies	125.95
American Legal	Advance Legislative Service (Annual ALS Hosting)	327.00
ANIMAL FRIENDS	Animal Control Services December 2023	3,500.00
Bound Tree	Fire Station Medical Supplies	17.43
Champion Trophy	Firefighter of the Year and Reserve Plaques	129.30
	Name Plates for FF/Reserve of the Year	19.40
CL CHAMBER	Annual Organization Level Sponsorship -2024	5,000.00
CL PEST	Bi-Monthly Pest Control for Admin	60.00
	Monthly Pest Control for Fire Station December 2023	45.00
	Monthly Rodent Bait for Fire Station December 2023	40.00
	Installation of 2 Additional Bait Stations for Fire Station	100.00
Cotter Construction Inc.	Renovations for Rental Bldg 35142 RRCR	11,000.00
CPS	HR Consulting Services 10/1/23-11/25/23	277.50
CTAI	Landscape for Fire Station December 2023	250.00
	Landscape Maintenance Fee for Medians & Parkways December 23	4,775.00
Curtis	Fire Station Emergency Response Equipment	577.52
Dain	Auto Allowance January 2024-Dain	100.00
DATA TICKET	Code Enforcement Citation Processing November 2023	113.75
	Monthly Parking Fee November 2023	100.00
	Monthly EMS Response Fee November 2023	100.00
DOJ	Fingerprints for November 2023	32.00
Gordon	Reserve Stipend for December 2023	100.00
HINDERLITER	Contract Services-Sales Tax (Oct-Dec 2023) Audit Services	1,372.40
Jake Stouffer	Reserve Stipend for December 2023	50.00
Jeremy Smith	Auto Allowance January 2024-Smith	100.00
John Hancock	EE & ER Contributions for Semi-Monthly Check Date 12/28/23	1,394.11
	EE & ER Contributions for Bi-Weekly Check Date 12/22/23	3,944.48
Johnson Controls	Quarterly Security Services for City Hall 1/1/24-3/31/24	166.12
	Quarterly Security Services for Admin 1/1/24-3/31/24	554.07
Kasey Castillo	Auto Allowance January 2024-Castillo	100.00
Kleinberg Tech	Fire Prevention Module Training	1,250.00
Koopman	Reserve Stipend for December 2023	50.00
Longobardo	Reserve Stipend for December 2023	100.00
Luksch	Reserve Stipend for December 2023	100.00

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

Vendor ID	Invoice Description	Cash Required
Maitlund	Reserve Stipend for December 2023	50.00
Mark Terry	Auto Allowance January 2024-Terry	100.00
Michel	Reserve Sitpend for December 2023	150.00
Mijares	Reserve Stipend for December 2023	50.00
Nicole Dailey	Reimbursement for Mermaids Fundraiser	140.00
OTIS	City Hall Maintenance Service Contract from 1/1/24-12/31/24	5,609.52
Pin	Veteran Coins for Veteran Day Event	539.00
PORAC	Membership Dues for Check Dates 12/8/23 & 12/22/23	450.00
PZL, Inc.	Planning Services for December 2023	2,940.00
Rincon	Canyon Lake Housing Element 11/1/23-11/30/23	18,373.50
SanchezJ	Reserve Sitpend for December 2023	50.00
Sean Rivello	Reserve Stipend for December 2023	150.00
Stoddart	Reserve Stipend for December 2023	100.00
Time Warner	Digital Converter for City Hall 12/22/23-1/21/24	5.54
	Internet for Fire Station 12/10/23-1/9/24	306.81
Toshiba Business Solutions, USA	Admin B/W & Color Copies 11/26/23-12/25/23	75.71
	Fire Station B/W & Color Copies 11/25/23-12/24/23	54.01
Welty	Auto Allowance January 2024-Welty	100.00
Willdan	EMS User Fee Study thru November 24, 2023	420.00
Report Total		66,940.18

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

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
CASH	Petty Cash Reimbursement, 12/31/23	<u>305.00</u>
Report Total		<u><u>305.00</u></u>

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

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
Bankcard	See Credit Card Review 2637	1,650.81
	See Credit Card Review 2637	1,272.96
	See Credit Card Review 0776	427.32
	See Credit Card Review 3437	3,229.19
	See Credit Card Review 0066	543.29
	See Credit Card Review 7235	1,471.10
	See Credit Card Review 7227	415.54
Report Total		<u>9,010.21</u>

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

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
Curtis	Fire Station Firefighting Gloves	818.81
GAS CO	Gas Charges for City Hall 11/29/23-12/29/23	300.54
	Gas Charges for 31520 Railroad Cyn Rd 11/29/23-12/29/23	15.37
Lawrence	Fire Station Additional Gate Repairs from Police Activity	1,264.07
	Fire Station Repairs to Rear Bay Door #3	789.37
SDRMA	Dental & Vision Insurance February 2024	1,685.62
WRCOG	FY 23/24 Solid Waste Cooperation Dues (AB939)	4,720.74
Report Total		<u>9,594.52</u>

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

Vendor ID	Invoice Description	Cash Required
AMERICAN FORENSIC AMP	Sheriff's Blood Draw, 11/17/23	66.85
	Rent for February 2024-31526 Railroad Canyon Rd., Suite 5	2,834.00
	Rent for February 2024-31526 Railroad Canyon Rd., Suite 4	430.00
Atlas	Canyon Lake Safety Element Update February 2023	3,110.00
BIO-TOX	Blood Analysis, 12/19/23	128.58
Bound Tree	Fire Station Medical Supplies	302.01
CA Dept of Tax and Fee Admin	Diesel Fuel #245-963712 Period Ending 12/31/23	115.00
California PPE	Fire Station Repairs to Reserves Turnouts	123.00
CL PEST	City Hall Rodent Trapping with 2 Follow ups	349.00
CMG Mortgage, Inc.	Refund for Business License Renewal-Cancellation Approved	43.00
Colantuono, Highsmith & Whatley	Attorney Fees for adv. Richard Beck Services thru 12/31/23	15,385.50
Control Pump	Landscape Booster Station for December 2023	375.00
Corelogic	Database for Code Enforcement December 2023	155.21
CR&R	Trash Services for Rental Bldg. January 2024	201.12
Curtis	Fire Station Turnout Pants	1,651.00
DATA TICKET	Code Enforcement Citation Processing December 2023	100.00
	Monthly Parking Fee December 2023	100.00
	Monthly EMS Response Fee December 2023	100.00
DCS Testing	Fire Station Annual Fire Hose and Ladder Testing	2,193.25
Delgado	Janitorial Services for January 2024	1,180.50
	Janitorial Services for January 2024	59.00
DOJ	Fingerprints for December 2023	32.00
DSA	Disability and Education Fee Quarter Ended 12/31/2023	251.60
Energy Service Partners	Refund for Energy Storage System-Homeowner Cancelled Job	316.00
GREENHALGH	Retiree Health Insurance February 2024	184.72
HINDERLITER	Economic Development Services -Quarter 4 (Oct-Dec 2023)	1,710.00
Holt Architecture	City Hall an Council Chambers Renovation Project	6,504.00
Jacob Green & Associates	Staff Support/Video Production State of the City 2023	32,160.00
John Hancock	EE & ER Contributions for Bi-Weekly Check Date 1/19/24	3,944.48
	EE & ER Contributions for Semi-Monthly Check Date 1/12/24	1,394.11
	EE & ER Contributions for Bi-Weekly Check Date 1/5/24	3,944.48

Date: 1/22/24
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City of Canyon Lake
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
Kings III of America, LLC	Elevator Phone 1/1/24-3/31/24	195.00
LANCE, SOLL	2023 Government Audit - Final Bill	1,900.00
Life-Assist	Fire Station Medical Supplies	121.16
Mijares	Reserve Stipend for Working Veterans Day 2023	50.00
Moore R	Reimbursement for PALS (Moore)	165.00
NFPA	Fire Station NFPA Annual Membership	175.00
	Fire Station NFPA Fire Code Subscription Renewal	1,552.50
Pitney Bowes - Purchase Power	Refill Meter, 1/2/2024	400.00
PORAC RMT	PORAC Contributions for January 2024	450.00
PVM	Street & Facility Maintenance Services 12/1/23-12/31/23	2,076.63
	Street & Facility Maintenance Services 12/1/23-12/31/23	1,877.91
RAMS	Accounting Services for December 2023	4,544.00
riv Co Exec	Sheltering Costs 3rd Quarter January - March 2024	21,971.00
Riv Co Treasurer	FY 23-24 Property Taxes for 31542 RRRCR-2nd Installment	1,319.38
	Supplemental Tax Bill for 31542 RRRCR Suite 1-2nd Installment	654.56
Shuster	Quarter 4 Advisory Fee 10/1/23-12/31/23	750.00
South Coast Emergency	Fire Station Battery Replacement on E-1	2,161.62
STAPLES	Office Supplies for Admin & City Hall	1,460.34
Syntech	Microsoft Subscriptions & Programs 1/1/24-1/31/24	1,471.00
	Monthly IT Support 1/1/24-1/31/24	2,875.00
The Code	Plan Check Services for 11/26/23 to 12/30/23	4,039.87
Toshiba	Monthly Copier Lease for Fire Station February 2024	120.83
	Monthly Copier Lease for Admin & City Hall February 2024	799.32
ZF	Fire Station Medical Director Fees	600.00
Report Total		131,173.53

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

Vendor ID	Invoice Description	Cash Required
ABILA	Accounting Software 2/1/24-2/29/24	205.69
Liebert Cassidy Whitmore	Firefighter Recognition Petition Client/Matter #CA136-00004	130.50
PORAC Retiree Medical Trust	Payroll Deductions for December 2023	450.00
Riv Co Sheriff Dept Lake Elsinore	Sheriff's Contract Law 9/21/23-10/18/23	164,482.27
Toshiba Business Solutions, USA	Admin B/W & Color Copies 12/26/23-1/25/24	304.91
	Fire Station B/W & Color Copies 12/25/23-1/24/24	49.72
US Bank	See Credit Card Review	2,875.72
Report Total		168,498.81

City of Canyon Lake
 Check/Voucher Register - Checks Prior Month
 From 1/1/2024 Through 1/31/2024

Check Number	Vendor Name	Effective Date	Check Amount
EFT 865	SOUTHERN CALIFORNIA EDISON	1/2/2024	730.49
EFT 866	SOUTHERN CALIFORNIA EDISON	1/2/2024	277.38
EFT 867	SOUTHERN CALIFORNIA EDISON	1/2/2024	611.82
EFT 868	SOUTHERN CALIFORNIA EDISON	1/8/2024	136.09
EFT 869	SOUTHERN CALIFORNIA EDISON	1/8/2024	11.46
EFT 870	SOUTHERN CALIFORNIA EDISON	1/8/2024	223.02
EFT 871	SOUTHERN CALIFORNIA EDISON	1/8/2024	471.55
EFT 872	SOUTHERN CALIFORNIA EDISON	1/8/2024	45.30
EFT 873	SOUTHERN CALIFORNIA EDISON	1/8/2024	68.31
EFT 874	Sparkletts	1/8/2024	169.37
EFT 875	SOUTHERN CALIFORNIA EDISON	1/22/2024	443.82
EFT 876	SOUTHERN CALIFORNIA EDISON	1/22/2024	268.49
EFT 877	ELSINORE VALLEY MUNI WATER DI	1/22/2024	98.76
EFT 878	ELSINORE VALLEY MUNI WATER DI	1/22/2024	73.32
EFT 879	ELSINORE VALLEY MUNI WATER DI	1/22/2024	106.99
EFT 880	ELSINORE VALLEY MUNI WATER DI	1/22/2024	521.13
EFT 881	ELSINORE VALLEY MUNI WATER DI	1/25/2024	<u>1,126.23</u>
Report Total			<u>5,383.53</u>

Credit Card Review

California Bank & Trust Statement dated 12/28/23

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	League of California Cities	Fire Chief's Leadership Seminar	\$ 450.00	10-421-6510
2	The Trendy Chef Catering	Winter Wonderland Food for Staff	\$ 13.05	10-100-6831
3	Canyon Lake Market	Fire Station Coffee Supplies	\$ 5.69	10-421-6220
4	3M Marketplace	FIT Testing Supplies	\$ 59.76	10-421-6231
5	Stater Brothers	Food for Crew Hose Testing	\$ 30.25	10-421-6220
6	Los Amigos Mexican Food	Food for Crew Hose Testing	\$ 50.81	10-421-6220
7	Apple.com	Monthly iCloud Storage	\$ 0.99	10-421-6310
8	Stater Brothers	Donuts with Santa Supplies	\$ 16.55	10-100-6831
9	Lowe's	Fire Station New/Replacement Faucet	\$ 183.79	10-421-6220
10	Costco	Donut with Santa Supplies	\$ 315.04	10-100-6831
11	San Diego Mission Bay Resort	Hotel for League of the Cities Conference	\$ 213.00	10-421-6510
12	Canyon Lake Market	Donuts with Santa Supplies	\$ 23.45	10-100-6831
13	Krispy Kreme	Donuts with Santa Supplies	\$ 329.90	10-100-6831
14	USPS	Return Medical Supplies Postage	\$ 10.55	10-421-6210
15	Krispy Kreme	Credit for Krispy Kreme	\$ (229.90)	10-100-6831
16	The Home Depot	Fire Station 2.5 & 38 Gallon Tote	\$ 269.22	10-421-6220
17	The Home Depot	Fire Station Light Flush Mount	\$ 400.51	27-400-7001
18	The Home Depot	Fire Station Exterior Lights	\$ 872.45	27-400-7001
19	The Home Depot	Fire Station 2.5 Gallon Tote	\$ 71.64	10-421-6220
20	The Home Depot		\$ (162.98)	10-421-6220
			\$ 2,923.77	

Account Breakdown

City Council Events	10-100-6831	\$ 468.09
Fire Department Office Expense & Supplies	10-421-6210	\$ 10.55
Fire Department Departmental Expense	10-421-6220	\$ 448.42
Fire Department Communications	10-421-6310	\$ 0.99
Fire Department Emergency Response Equip	10-421-6231	\$ 59.76
Fire Department Conference/Meeting/Travel	10-421-6510	\$ 663.00
Fire Station Upgrades	27-400-7001	\$ 1,272.96
		\$ 2,923.77

Check Figure \$ -

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

California Bank & Trust Statement dated 12/28/23

ITEM #	CREDITOR	DESCRIPTION	AMOUNT	ACCOUNT
1	Embroidery and More	City Shirts and Jackets for Staff	\$ 285.00	A
2	Embroidery and More	City Shirts for Staff	\$ 243.60	10-310-6210
3	PG Ecommerce	Fraud	\$ 235.39	10-310-6210
4	PG Ecommerce	Fraud	\$ 211.99	10-310-6210
5	Lowe's	Supplies	\$ 30.64	10-310-6210
6	Cal True	Supplies	\$ 118.44	10-310-6210
7	Amazon	Office Supplies	\$ 89.25	10-310-6210
8	Amazon	Office Supplies	\$ 32.31	10-310-6210
9	Amazon	Office Supplies	\$ 8.61	10-310-6210
10	Cal True	Office Supplies	\$ 23.13	10-310-6210
11	Adjustments-Purchases	Fraud Reversal	\$ (211.99)	10-310-6210
12	Adjustments-Purchases	Fraud Reversal	\$ (235.39)	10-310-6210
13	Staples	Office Supplies	\$ 132.39	10-310-6210
14	Etsy.com	Fraud	\$ 0.20	10-310-6210
15	Amazon	Code Enforcement Supplies	\$ 28.00	10-520-6210
16	Staples	Office Supplies	\$ 74.64	10-310-6210
17	Staples	Office Supplies	\$ 308.24	10-310-6210
18	Staples	Duplicate Charge	\$ 308.24	10-310-6210
19	Adjustments-Purchases	Etsy Fraud Reversal	\$ (10.21)	10-310-6210
20	Adjustments-Purchases	Sharp Electronics Fraud Reversa	\$ (194.39)	10-310-6210
21	Fraud Adjustment	Duplicate Charge Reversal	\$ (308.24)	10-310-6210
22	Amazon	Prime Membership Fee	\$ 16.15	10-310-6210
23	Fastsigns	Canyon Lake Warning Sign	\$ 1,824.78	10-360-6220
24	Embroidery and More	City Shirts and Jacket for Staff	\$ 217.61	10-320-6220
			\$ 3,229.19	

Account Breakdown

City Manager Office Expense	10-310-6210	\$954.08
City Clerk Departmental Expense	10-320-6220	\$ 217.61
Building Office Expense and Supplies	10-360-6210	\$149.25
Finance Office Expense and Supplies	10-330-6210	\$55.47
Building Departmental Expense	10-360-6220	\$ 1,824.78
Code Enforcement Supplies	10-520-6210	\$ 28.00
Rental Repairs and Maintenance	60-580-6325	
		\$ 3,229.19

Check Figure \$

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the Finance Committee

California Bank & Trust Statement dated 12/28/23

ITEM #	CREDITOR	DESCRIPTION	AMOUNT	ACCOUNT
1	Facebook	Ad for Winter Wonderland & Tree Lighting	\$ 15.00	10-100-6831
2	CSMFO	CSMFO Conference -Liz	\$ 35.00	10-330-6710
3	Michaels Stores	Holiday Stocking Supplies	\$ 67.40	10-310-6855
4	Tommy's Express	Car Wash November 2023	\$ 10.00	10-310-6415
5	Wal-Mart	Holiday Stocking Supplies	\$ 33.14	10-310-6855
6	Dollar Tree	Holiday Stocking Supplies	\$ 12.33	10-310-6855
7	CSMFO	CSMFO Meeting Inland Empire Chapter -Liz	\$ 65.00	10-330-6710
8	CSMFO	CSMFO Meeting Inland Empire Chapter -Kayla	\$ 65.00	10-330-6710
9	Facebook	Ad for Winter Wonderland & Tree Lighting	\$ 15.00	10-100-6831
10	Facebook	Ad for Winter Wonderland & Tree Lighting	\$ 15.00	10-100-6831
11	Michaels Stores	Holiday Stocking Supplies	\$ 21.54	10-310-6855
12	Facebook	Ad for Winter Wonderland & Tree Lighting	\$ 15.00	10-100-6831
13	Tommy's Express	Car Wash December 2023	\$ 10.00	10-310-6415
14	Michaels Stores	Mayor Hand off Gift	\$ 48.92	10-100-6225
15	Tommy's Express	Car Wash December 2023	\$ 10.00	10-310-6415
16	Facebook	Ad for Winter Wonderland & Tree Lighting	\$ 15.00	10-100-6831
17	Tommy's Express	Car Wash December 2023	\$ 87.96	A \$ 43.98 10-520-6415 \$ 21.99 10-360-6415 \$ 21.99 10-310-6415
			<u>\$ 543.29</u>	

Account Breakdown

City Council Meeting Expense	10-100-6225	\$ 48.92
Council Promotion and Advertising	10-100-6831	\$ 75.00
City Manager Vehicle Maintenance	10-310-6415	\$ 51.99
City Manager Contingency	10-310-6855	\$ 136.41
Finance Training and Education	10-330-6710	\$ 165.00
Building & Safety Vehicle Maintenance	10-360-6415	\$ 21.99
Vehicle Maintenance	10-520-6415	\$ 43.98
		<u>\$ 543.29</u>

Check figure \$ -

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California Bank & Trust Statement dated 12/28/23

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	VIPS Café Restaurant	Breakfast Meeting -City Attorney	\$ 90.94	10-310-6510
2	CLPOA-Country Club	Chamber Business Roundtable Breakfast	\$ 29.52	10-310-6510
3	Google	Google Storage	\$ 29.99	10-310-6210
4	Red Robin	Working Lunch-City Clerk	\$ 85.39	10-310-6510
5	Canyon Lake Country Club	City/POA/EVMWD Roundtable Breakfast	\$ 124.84	10-310-6510
6	PZA	Lunch Meeting-Councilmember Dain & Castillo	\$ 54.86	10-310-6510
			\$ 415.54	

Account Breakdown

City Manager Office Expense	10-310-6210	\$ 29.99
Conference/Meeting/Travel Expense	10-310-6510	\$ 385.55
		\$ 415.54

Check Figure \$

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California Bank & Trust Statement dated 12/28/23

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	MedPro Waste Disposal	Bio Waste Disposal: 18 Gallons	\$ 225.00	10-421-6231
2	The Home Depot	Training Materials	\$ 148.27	10-421-6710
3	Panda Express	Food For Crew Hose Training	\$ 54.05	10-421-6220
			\$ 427.32	

Account Breakdown

Fire Department Departmental Expense	10-421-6220	\$ 54.05
Fire Station Emergency Response Equipment	10-421-6231	\$ 225.00
Fire Station Training & Education	10-421-6710	\$ 148.27
		\$ 427.32
		\$ -

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California Bank & Trust Statement dated 12/28/23

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Municipal Management Asso	MMASC Membership Fee	\$ 90.00	10-310-6520
2	Amazon	Office Supplies	\$ 110.88	10-310-6210
3	Amazon	Office Supplies	\$ 53.68	10-310-6210
4	HomeGoods	Staff Holiday Party Supplies	\$ 9.22	10-310-6855
5	Amazon	Office Supplies	\$ 13.35	10-310-6210
6	Amazon	Office Supplies	\$ 13.95	10-310-6210
7	Amazon	Office Supplies	\$ 24.23	10-310-6210
8	HomeGoods	Staff Holiday Party Supplies	\$ 38.48	10-310-6855
9	Target	Staff Holiday Party Supplies	\$ 135.50	10-310-6855
10	Amazon	Office Supplies	\$ 34.24	10-310-6210
11	Wal-Mart	Staff Holiday Party Supplies	\$ 147.57	10-310-6855
12	CLPOA-Country Club	Staff Holiday Party Food	\$ 800.00	10-310-6855
			\$ 1,471.10	

Account Breakdown

City Manager Office Expense	10-310-6210	\$ 250.33
City Manager Membership	10-310-6520	\$ 90.00
City Manager Contingency	10-310-6855	\$ 1,130.77
		\$ 1,471.10

Check Figure \$ -

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US BANK Statement dated 1/6/24

ITEM #	CREDITOR	DESCRIPTION	AMOUNT	ACCOUNT
1	Amazon	Office Supplies	\$ 20.46	10-310-6210
2	Graphics and Printing	Business Cards-Markin	\$ 225.20	10-520-6210
3	Amazon	Office Supplies	\$ 19.90	10-310-6210
4	Amazon	Office Supplies	\$ 36.15	10-310-6210
5	Dewens Energy	Fire 1, 2, and 3 Fuel	\$ 612.73	10-421-6425
6	Amazon	Office Supplies	\$ 62.46	10-310-6210
7	Staples	Office Supplies	\$ 189.70	10-310-6210
8	Arlo Technologies	City Hall Security Cameras	\$ 12.99	10-550-6610
9	Dewens Energy	Fire 1 and 2 Fuel	\$ 188.68	10-421-6425
10	Zoom US	Zoom Subscription for Meetings	\$ 16.62	10-310-6210
11	Arlo Technologies	Admin Office Security Cameras	\$ 17.99	10-550-6610
12	Adobe	Acrobat Pro Subscriptions	\$ 311.87	A
13	Dewens Energy	Fire 1 and 2 Fuel	\$ 573.41	10-421-6425
14	Frontier	Internet for City Hall & Admin Office	\$ 205.14	10-550-6320
15	Adobe	Creative Cloud All Apps 100GB	\$ 29.99	10-310-6210
16	Go Daddy	Website Domain Renewal	\$ 36.16	10-310-6610
17	Stoner Brothers	Office Supplies	\$ 86.46	10-310-6210
18	Habit Burger	Closed Session Meal-Dec. 11, 2023	\$ 118.71	10-100-6225
19	League of Cal Cities	Registration for January Division Meeting-Nicole	\$ 45.00	10-310-6510
20	League of Cal Cities	Registration for January Division Meeting-Jeremy	\$ 45.00	10-100-6510
21	Amazon	City Council Supplies	\$ 21.10	10-100-6220
			\$ 2,875.72	

Account Breakdown

City Council Dept. Expense	10-100-6220	\$ 21.10
City Council Meeting Expense	10-100-6225	\$ 118.71
Conference/Meeting/Travel Expense	10-100-6510	\$ 45.00
City Manager Office Expense and Supplies	10-310-6210	\$ 9461.74
City Manager Conference/Meeting/Travel Expense	10-310-6510	\$ 45.00
City Manager Dept. Expense	10-310-6220	\$ 47.98
Professional/Specialized Services	10-310-6610	\$ 16.16
City Clerk Departmental Expense	10-320-6220	\$ 547.98
Building Dept Expense	10-360-6220	\$ 47.98
Finance Office Expense and Supplies	10-310-6210	\$ 47.98
Fire Department Fuel & Lubricants	10-421-6425	\$ 1,374.82
Fire Department Expense	10-421-6220	\$ 571.57
Code Enforcement Supplies	10-520-6210	\$ 225.20
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
		\$ 2,875.72

CheckPage 3

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the Finance Committee

ITEM NO. 3

**MINUTES
REGULAR MEETING OF THE
CANYON LAKE CITY COUNCIL
Wednesday, January 10, 2024**

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

CALL TO ORDER

Mayor Welty called the meeting to order at 5:30 p.m.

ROLL CALL

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

Absent: Council Member Castillo

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, et al. Riverside Superior Court Case No. CVRI2202608
2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - Pursuant to Government Code Section 54956.9(d)(2) Significant Exposure to Litigation, One Case

The City Council entered Closed Session at 5:30 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 Welty called the meeting to order at 6:30 p.m.

Council Member 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 Council Member Smith.

FLAG SALUTE

The Flag Salute was led by Council Member Dain.

ROLL CALL

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

Absent: Council Member Castillo

CLOSED SESSION REPORT

City Attorney Graham reported that there were no items to report.

CEREMONIAL MATTERS

Mayor Welty recognized Leslie Nettles as Citizen of the Month.

COMMUNITY REPORTS

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

Board Vice President Greg Doherty provided an update on behalf of 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.

Sheriff's Lieutenant Edwards provided an update on public safety statistics.

Fire Chief LaTendresse provided an update on fire statistics.

COMMITTEE AND COUNCIL REPORTS/COMMENTS

Council Member Smith shared welcoming the newest member of his family. He provided a real estate update. He shared that in the Riverside County Transportation Commission meeting, they are reviewing a sales tax measure to increase traffic and road construction. Council Member Smith noted that Riverside Transit Agency nominated him as chair for their board and is excited for the upcoming year.

Council Member Dain discussed the Southwest Riverside County Coalition on education and looking into opportunities to bring higher education to the area.

Mayor Pro Tem Terry stated his visit to the Canyon Lake Library was incredible and encourages citizens to stop by. He shared that Canyon Lake businesses are coming together to assist Eric Frega's family and that 10% of the sales and any donations will go towards the family.

Mayor Welty noted he attended the Northwest Vector Control meeting and stated that residents should call 9-1-1- for bug swarms. He shared that anyone interested in finding statistics on southern California can use Southern California Association of Government's website. He emphasized the importance of education and how great it would be to have higher education opportunities around the area.

PUBLIC COMMENT

Kim Pike spoke about renegotiating the contract between the Canyon Lake Library and the City of Canyon Lake.

Art Femister spoke about Item 5, regarding the vague wording of the ordinance.

CONSENT CALENDAR

Council Member Smith pulled item 5 for further consideration.

Motion and second by Council Member Smith/Council Member Dain to approve Consent Calendar Items 1, 2, 3, 4, 6 and 7.

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

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

(2) Approve Claims and Demands of the City

Action Taken: The City Council adopted Resolution No. 2024-01 Approving Claims and Demands of the City.

(3) Approval of City Council Minutes

Action Taken: The City Council approved the Minutes of the City Council meeting of December 13, 2023.

(4) Second Reading and Adoption 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

Action Taken: The City Council adopted 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.

(6) Designation of Voting Delegates for the Southern California Association of Governments (SCAG) 2024 Regional Conference and General Assembly

Action Taken: The City Council designated Mayor Welty as delegate and Council Member Smith as alternate for the Southern California Association of Governments (SCAG) 2024 Regional Conference and General Assembly.

(7) Introduction and First Reading of Ordinance No. 243 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Section 2.01.050 of the Canyon Lake Municipal Code Related to the Compensation of City Council Members Pursuant to Senate Bill 329

Action Taken: The City Council waived full reading and introduced by title only Ordinance No. 243 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Section 2.01.050 of the Canyon Lake Municipal Code Related to the Compensation of City Council Members Pursuant to Senate Bill 329 (SB 329).

PULLED CONSENT CALENDAR ITEMS

(5) Second Reading and Adoption 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

City Attorney Graham provided and presentation and answered questions from the City Council.

Motion and second by Council Member Smith/Mayor Pro Tem Terry to adopt 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.

Motion carried 4-0, with Council Dain, Council member Smith, Mayor Pro Tem Terry, and Mayor Welty voting aye.

PUBLIC HEARINGS

None.

BUSINESS ITEMS

(8) Presentation of Fiscal Year 2022-23 Audited Financial Statements and Related Reports

Finance Manager Terry Shea provided a presentation.

There were no public comments.

The City Council received and filed the Fiscal Year 2022-23 Annual Financial Statements, the Report on Internal Controls, and the Audit Communications Letter.

(9) Adopt a Resolution Approving an Application for Per Capita Grant Funds from the State of California Department of Parks and Recreation to Complete a Recreational Enhancement Project for the Community

City Manager Dailey provided a presentation.

There were no public comments.

Motion and second by Council Member Smith/Council Member Dain to adopt Resolution No. 2024-02 approving the submission of an application for Per Capita Grant Funds offered through the "Parks, Environment, and Water Bond Act of 2018" Proposition 68 offered by the State of California Department of Parks and Recreation to be used to acquire or improve recreational facilities at a yet to be determined, specific location within the City of Canyon Lake.

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

- (10) Discussion and Direction Regarding Amending Chapter 5.22 Single-Family Rental Property Registration, Inspection and Crime-Free Rental Housing Program

Council Member Smith recused himself from this item due to a potential conflict of interest.

City Manager Dailey provided a presentation.

Discussion ensued regarding the number of program participants, cost and self-certification. City Manager Dailey stated this item would be brought back for consideration at a future City Council meeting.

- (11) Presentation of the City's 2023 Accomplishments

City Manager Dailey provided a presentation.

The City Council received and filed the City's 2023 accomplishments.

CITY MANAGER COMMENTS

City Manager Dailey had no comments.

ANNOUNCEMENTS

Mayor to announce that the next regular City Council meeting will be held on Wednesday, February 14, 2024.

ADJOURNMENT

At 9:16 p.m., Mayor Welty adjourned the meeting.

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

BY: Steven Graham, City Attorney

DATE: February 14, 2024

SUBJECT: Second Reading and Adoption of Ordinance No. 243 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Section 2.01.050 of the Canyon Lake Municipal Code Related to the Compensation of City Council Members Pursuant to Senate Bill 329

Recommendation

Conduct second reading and adopt Ordinance No. 243 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Section 2.01.050 of the Canyon Lake Municipal Code Related to the Compensation of City Council Members Pursuant to Senate Bill 329 (SB 329).

Background

The Legislature is responsible for adjusting compensation amounts for general law cities. State law allows city councils to enact an ordinance to provide their council members with salaries that are limited based on the city's population. The Legislature last adjusted these amounts and populations in 1984 [AB 2281 (Hauser), Chapter 100, Statutes of 1984]. The City of Canyon Lake is permitted to compensate City Council Members a maximum of \$300 per month under Government Code section 36516(a)(2)(C). Under this existing legislation, the City can enact an ordinance, at any time, to increase City Council salaries beyond these amounts but the increase cannot exceed five percent for each calendar year from the last salary adjustment, and no ordinance can provide for automatic future increases. The City can also increase or decrease these salaries in any amount by submitting a measure to the voters.

The City's current compensation for City Council is \$300 per month, and it has remained unchanged for the last 33 years since the City was incorporated on December 1, 1990.

Discussion

At the City Council meeting on January 10, 2024, the City Council approved the first reading of Ordinance No. 243 amending Section 2.01.050 of the Canyon Lake Municipal Code related to the compensation of city council members pursuant to Senate Bill 329. SB 329, signed by the Governor on June 29, 2023, allows general law cities a one-time chance to “reset” city council salaries by enacting an ordinance to increase city council compensation to account for inflation since the last update in 1984.

SB 329 was sponsored by the League of California Cities (Cal Cities) noting that council member compensation had not been adjusted since 1984 despite an over 300 percent increase in the cost of living and referred to the bill as an “overdue reform.”

SB 329 is an acknowledgment of the important work of local governments, as well as the time and dedication that public service requires. No arguments in opposition were filed with the California Legislature and SB 329 passed without any votes in opposition. Cities across the state have been amending their municipal codes to address SB 329 including our neighboring cities such as the cities of Temecula and Wildomar.

Pursuant to SB 329, the new base compensation for council members would be \$950 per month and would become effective when at least one member of the City Council begins a new term following January 1, 2024. The City Council would be authorized to increase those amounts in future years, but such increases would necessitate future action by the City Council as automatic increases are not permitted.

Fiscal Impact

There is no impact to the current adopted budget.

Attachments

1. Ordinance No. 243

ATTACHMENT 1

ORDINANCE NO. 243

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AMENDING SECTION 2.01.050 OF THE CANYON LAKE MUNICIPAL CODE RELATED TO THE COMPENSATION OF CITY COUNCIL MEMBERS PURSUANT TO SENATE BILL 329

WHEREAS, the compensation schedule for general law cities has not been adjusted since 1984, resulting in city council compensation that has not kept pace with inflation; and

WHEREAS, enhancing compensation to account for inflation since 1984 ensures more individuals may serve the public and meet their familial obligations effectively; and

WHEREAS, the substantial time requirements and inadequate compensation deter many individuals from actively pursuing public office; and

WHEREAS, on June 29, 2023, Governor Newsom signed Senate Bill 329, which authorizes an increase in City Council Member salaries.

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

Section 1. Findings. The City Council finds that the adoption of this Ordinance per Senate Bill 329 will promote greater representation and meaningful engagement.

Section 2. Municipal Code Amendment. Title 2, “Administration and Personnel,” Chapter 2.01, “Council,” Section 2.01.050 “Compensation and Reimbursement,” of the Canyon Lake Municipal Code is hereby amended to read as follows:

2.01.050 Compensation.

- A. Purpose. The ordinance codified in this section is enacted pursuant to Section 36516 of the Government Code, which authorizes a city council to provide by ordinance that each member of the council may receive a compensation based upon the population of the city.
- B. Population.
 - 1) Section 36516(a)(3) of the Government Code states that “...the population of a city shall be determined by the last preceding federal census...”
 - 2) On April 1, 2020, the federal census determined that the population of the City of Canyon Lake is 11,082.

- C. Compensation. The compensation for each member of the City Council shall be nine hundred fifty dollars (\$950) per month. The compensation is payable at the same time and in the same manner as the compensation paid to each of the officers and employees of the city. Any amounts paid for retirement, health and welfare, and federal social security benefits, as well as amounts paid by the City to reimburse or as an allowance to a member of the City Council for actual and necessary expenses, shall not be included for purposes of determining compensation.
- D. Pursuant to Government Code Section 36515.5 and Senate Bill 329, the above amendment to City Council Member salary shall be effective when at least one member of the City Council commences a new term on or after January 1, 2024.

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 14th day of February, 2024.

Dale Welty, Mayor

ATTEST:

APPROVED AS TO FORM:

Sheryl Garcia, MMC, CPM
City Clerk

Steven Graham, City Attorney



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Nicole Dailey, City Manager

BY: Ruby Manzano, Code Enforcement Supervisor

DATE: February 14, 2024

SUBJECT: Resolution Amending the Canyon Lake Citywide Fee Schedule in Relation to Single-Family Rental Property Registration, Inspection and Crime-Free Rental Housing Program and Introduction and First Reading of Ordinance No. 244 - An Ordinance of the City Council of Canyon Lake, California, Amending Title 5, Chapter 5.22 (Single-Family Rental Property Registration, Inspection, and Crime-Free Rental Housing Program) of the Canyon Lake Municipal Code

Recommendation

(1) Adopt Resolution No. 2024-04 amending the Canyon Lake Citywide Fee Schedule in Relation to Single Family Rental Property Registration, Inspection and Crime-Free Housing Program; and (2) introduce and read by title only Ordinance No. 244 - An Ordinance of the City Council of Canyon Lake, California, Amending Title 5, Chapter 5.22 (Single-Family Rental Property Registration, Inspection, and Crime-Free Rental Housing Program) of the Canyon Lake Municipal Code.

Background

The City created a Single-Family Rental Property Registration, Inspection and Crime-Free Rental Housing Program, known as Rental Registration Program, in January 2020 with the adoption of Ordinance No. 192 adding Chapter 5.22 to Title 5 of the CLMC.

The purpose of the program is to identify single-family residential rental dwelling units in the City of Canyon Lake, to ensure that such units afford tenants a safe and decent place to dwell, and to require rental housing with substandard conditions to meet and maintain minimum building and housing code standards, exterior maintenance standards, and to reduce criminal activity. The program was created in response to community concerns regarding illegal activity and nuisance behaviors often associated with rental properties.

Under the Residential Rental Program, property owners are required to register their rental properties, which allows the City to inspect single-family residential rentals and to require a crime-free lease addendum, obligating renters to agree to live a “crime free lifestyle.” To date, approximately 320 properties are registered in the City.

At this time, staff estimates there are more than 850 rentals in the City based on a non-owner-occupied mailing list acquired from property tax records in the City. Therefore, approximately 38 percent of rental properties are currently registered in the program.

Discussion

To encourage greater compliance and streamline the program, on January 10, 2024, the City Council reviewed a variety of changes to the existing municipal. Based on the feedback provided, staff has proposed amendments to CLMC Chapter 5.22 as outlined and attached in Ordinance No. 192 including:

Removal of Business License Requirements – Business License Requirements were removed and replaced with a “Property Registration Fee” and a Residential Rental Certificate. Such certificates will be issued to each property owner rather than a business license per property. This fee is proposed at the same amount as the business license fee.

Multiple Residential Rentals – Added an allowance for multiple residential rental properties on a single registration form if owned by the same property owner. Property owners will now process all properties at one time rather than requiring a separate licensing process for each property. The fee is proposed at half the cost due to the reduced cost of processing the single application.

Option for Initial Self-Certification – If a property owner refuses the initial in-person inspection, staff may offer an initial Self-Certification that would require the submittal of photos and a signed affidavit certifying that the property meets the interior and exterior standards listed on the Self-Certification Program form. The fee for an initial Self-Certification is proposed at twice the cost of an in-person inspection due to the additional steps required prior to and as part of this certification.

Renewal Clarification – Addition of a section regarding renewals to further clarify the requirements of a registration renewal and inspection for this program.

Exemption for Owner-Occupied, Shared Housing – Addition of an explicit exemption for owner-occupied residences except for Accessory Dwelling Units (ADUs) which are still required to be registered appropriately.

Strengthened Enforcement Measures – Staff proposed several minor changes related to renewals and self-certification to better enforce the municipal code. Key changes include the addition of a late fee for those who do not complete their renewal and self-certification within 30 days.

In addition, staff has outlined new proposed fees based on these changes as part of the attached resolution for adoption by the City Council. Most fees were determined based on the Citywide Fee Study completed last year. Below is a summary of the proposed fee changes and related justification:

- Property Registration Fee – Initial Property: \$151 (same as business license)
- Property Registration Fee – Each Additional Property: \$75.50 (1/2 the cost of initial property registration)
- Property Registration Renewal – Each Property: \$39 (same as business license renewal)
- Initial Self-Certification Fee: \$158 (twice the initial inspection fee)
- Late Fee on Renewal – 30 days: \$58.50 (1.5 times renewal fee, same as business licenses)

The required public hearing notice was published in the Friday Flyer on February 2, 2024. The proposed fees will become effective following the official adoption of the proposed ordinance.

As part of the proposed changes, staff has also researched online payment and registration processes to streamline the process for staff and property owners. The proposed cost of adding the rental license management as part of the City's existing agreement with iWorq is \$4,000 per year. This proposed change will be included with other suggested upgrades to the City's permitting software as part of the mid-year budget review.

Fiscal Impact

The fiscal impact is unknown at this time as it will depend on the number of new participants in the program.

Attachments

1. Resolution No. 2024-04
2. Ordinance No. 244 Final
3. Ordinance No. 244 Proposed Revisions

ATTACHMENT 1

RESOLUTION NO. 2024-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AMENDING FEES FOR THE SINGLE-FAMILY RENTAL PROPERTY REGISTRATION, INSPECTION AND CRIME-FREE RENTAL HOUSING PROGRAM

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 wishes to amend fees for the Single-Family Rental Property Registration, Inspection and Crime-Free Rental Housing Program; and

WHEREAS, on January 10, 2024, the City Council held a discussion on the Single-Family Rental Property Registration, Inspection and Crime-Free Rental Housing Program and collected, examined, and analyzed written evidence regarding the proposed fees; and

WHEREAS, the City has reviewed and determined changes in fees regarding to initial and additional Property Registration, initial Self-Certification, and Late Renewals; and

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

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 14th day of February, 2024

Dale Welty, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk

EXHIBIT “A”

[to be attached]

FINANCE ADMINISTRATION SERVICES FEES

#	Description	Current Fee/Charge	Unit	Notes
9	Commercial Film Permit	\$307.00	cost for service per activity	
10	Residential Rental Inspection			
10.1	Initial Property Registration			
10.2	Additional Property Registration			
10.3	Property Registration Renewal			
10.4	Late Fee on Renewal			
10.5	Initial Inspection	\$79.00		
10.6	Initial Self-Certification			
10.7	Annual In-Person Inspection	\$79.00		
10.8	Annual Self-Certification Inspection	\$53.00		
	Hourly Rates			
11	Finance/ Administration	\$185.96		
12	Code Enforcement	New		

For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$363.99	0%	\$363.00	\$56
		\$151.00	New Fee
		\$75.50	New Fee
		\$39.00	New Fee
		1.5 times fee	New Fee
\$79.52	1%	\$79.00	NA
		\$158.00	New Fee
\$79.52	1%	\$79.00	NA
\$53.01	0%	\$53.00	NA
\$118.41	0%	\$118.00	-\$68
\$106.03	0%	\$106.00	NA

ATTACHMENT 2

ORDINANCE NO. 244

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AMENDING TITLE 5, CHAPTER 5.22 (SINGLE-FAMILY RENTAL PROPERTY REGISTRATION, INSPECTION, AND CRIME-FREE RENTAL HOUSING PROGRAM) OF THE CANYON LAKE MUNICIPAL CODE

WHEREAS, the City of Canyon Lake (“City”) determined rental homes are responsible for a disproportionate share of code enforcement and police calls for service that necessitates a disproportionate expenditure of public funds for such properties; and

WHEREAS, the City Council determined that illegal activity in the City interferes with the health, safety, quality of life, quiet enjoyment, and general welfare of the individuals residing near rental homes, and such illegal activity contributes to a decline in the value of surrounding properties; and

WHEREAS, existing state and local laws do not sufficiently encourage landlords, particularly absentee landlords, to take reasonable and proactive steps to abate these conditions and to ensure their premises are safe and decent; and

WHEREAS, the City Council determined it was necessary to implement a “Single-Family Residential Rental Registration, Inspection, and Crime-Free Rental Housing Program” to alleviate these problems, improve living conditions for renters, and protect the general welfare of individuals in affected neighborhoods; and

WHEREAS, the City Council adopted Chapter 5.22 in January 2020 to implement the new program rationally related to encouraging upkeep of all single-family rental property for the public health, safety, and welfare of the residents of the City; and

WHEREAS, the City Council determines that it is necessary to amend Chapter 5.22 to enhance the effectiveness of the Single-Family Residential Rental Registration, Inspection, and Crime-Free Rental Housing Program by simplifying procedures, clarifying language, and improving overall operational efficiency.

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

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

Section 2. CEQA Exemption. The adoption of this Ordinance does not require further review under the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15301, in view of the fact that the amended regulatory program applies to existing structures and buildings and is intended to provide for continuous and appropriate maintenance and protection of such structures and buildings for so long as the structures and buildings may remain unoccupied or vacant.

Section 3. Municipal Code Amendment – Chapter 5.22. Title 5, Chapter 5.22, Single-Family Residential Rental Registration, Inspection, and Crime-Free Rental Housing Program, is hereby amended to read as follows:

CHAPTER 5.22: SINGLE-FAMILY RENTAL PROPERTY REGISTRATION, INSPECTION AND CRIME-FREE RENTAL HOUSING PROGRAM

Section

- 5.22.010 Purpose.
 - 5.22.020 Definitions.
 - 5.22.030 Compliance with applicable laws and regulations.
 - 5.22.040 Rebuttable presumption.
 - 5.22.050 Local contact representative.
 - 5.22.060 Residential Rental Registration Program.
 - 5.22.070 Inspections.
 - 5.22.080 Inspection fees.
 - 5.22.090 Appeals.
 - 5.22.100 Self-Certification Program.
 - 5.22.110 Retention of completed self- certification forms.
 - 5.22.120 Complaint-based inspections.
 - 5.22.130 Voluntary inspection requests.
 - 5.22.140 Enforcement.
- Appendix A: Crime Free Lease Addendum

5.22.010 Purpose.

The purpose of this Chapter is to identify single-family residential rental dwelling units in the City of Canyon Lake, to ensure that such units afford tenants a safe and decent place to dwell, and to require rental housing with substandard conditions to meet and maintain minimum building and housing code standards, exterior maintenance standards, and to reduce criminal activity. The City Council has determined that requiring that all single-family residential rental dwelling units be registered with the City and inspected and requiring that landlords use a crime-free rental housing addendum, serves these legitimate governmental interests.

5.22.020 Definitions.

For the purposes of this Chapter, certain words and phrases used in this Chapter are defined as follows:

“Applicable Laws” means and includes all Federal, State and local statutes, ordinances and regulations that pertain to the condition, habitability and safety of dwelling units and residential property. Applicable Laws include, but are not limited to, the State Housing Law (California Health & Safety Code, Sections 17910 et. seq.), (California Health and Safety Code, Sections 11570 et. seq.), and the Canyon Lake Municipal Code, including but not limited to Title 8 (Building and Construction), and Title 9 (Planning and Zoning).

“Building Official” means an individual(s) who is designated by the City Manager to conduct inspections under the provisions of this Chapter.

“City” means the City of Canyon Lake and its respective departments thereof.

“Code Enforcement Officer” means an individual(s) who is designated by the City Manager to enforce applicable laws.

“Crime Free Lease Addendum” means the lease addendum described in Appendix A to this Chapter 5.22.

“Fair Housing Laws” means the Federal Fair Housing Act, as amended, (42 U.S.C. Sec. 3601 et seq.), the California Fair Housing and Employment Act (Government Code Sec. 12900 et seq.), and the Unruh Civil Rights Act (Civil Code Sec. 51).

“Local Property Management Company” shall mean an entity that is responsible for the day-to-day maintenance, upkeep and security of the property and is operated by a person who is licensed with the California Department of Real Estate as a real estate broker.

“Local Property Manager” shall mean a person who is responsible for the day-to-day maintenance, upkeep, and security of the property. The local property manager may be the owner of the property.

“Occupant” or “Tenant” means any person or persons who occupy a rental property, whether as a tenant or permittee of the owner.

“Owner” or “Property Owner” means a single individual, partnership or joint venture or any entity that has any kind of ownership interest in a rental property whether as an individual, partner, joint venture, stock owner, or ownership interest in some other capacity or the Owner’s designee, which may include a local management company. If more than one person or an entity owns the subject real property, Owner or Property Owner refers to each person or entity holding any kind of ownership interest in the property, and the Property Owners’ obligations in this Chapter are joint and several as to each Property Owner. Owner shall also mean any person having legal title to real property, including all individuals shown as Owners on the last equalized assessment roll of the Riverside County Assessor's Office, or an Owner’s authorized representative.

"Single-Family Residential Rental Property," "Rental Property" or "Residential Rental Dwelling Unit" means a dwelling unit as defined in the City Planning and Zoning Code, in a single structure, and is occupied or for occupancy by a person(s) other than the owner of the unit and includes the premises on which said rental property is situated and any common areas, including but not limited to parking lots, driveways, landscaping, accessory structures, fences, walls, swimming pools, hot tubs, and spas. For the purpose of this Chapter, the following types of dwelling units or facilities are not considered Single-Family Residential Rental Property:

- (1) Multi-family dwelling housing units as defined in the City Planning and Zoning Code;
- (2) Hotels or motels;

- (3) Accommodations in any hospital, extended care facility, residential care facility, convalescent home, nonprofit home for the aged, or dormitory that is owned and operated by an education institution; and
- (4) Mobile home parks.

“This Code” means the City of Canyon Lake Municipal Code.

5.22.030 Compliance with applicable laws and regulations.

Nothing in this Chapter shall be construed to:

- (a) Excuse, waive, limit, or modify any requirements or obligations in the applicable laws;
- (b) Authorize or permit the rental of any residential property for a term of less than 30 days;
- (c) Limit any right of the City to investigate and abate nuisances or to enforce any provisions of the applicable laws or any other provision of law; or
- (d) Conflict with any rights or obligations under the Fair Housing Laws or the Americans with Disabilities Act, as amended.

5.22.040 Rebuttable presumption.

For the purpose of this Chapter, if the owner on record has not filed for the homeowner’s property tax exemption for a property, it shall be a rebuttable presumption that the property is a rental property. This presumption can be rebutted by the owner of record providing reasonable documentation to the City that the property is owner occupied or is not being used for rental income.

5.22.050 Local contact representative.

- (a) For purposes of this Chapter, all owners of residential rental property shall designate a local contact representative with full authority to act on behalf of the owner for all purposes under this Chapter, including the acceptance of service of all notices from the City. The owner of residential rental property may act as the local contact representative.
- (b) A local contact representative must establish and maintain, at all times, a local telephone number and a residence or business address within 50 miles of Canyon Lake City Hall. A local contact representative shall be accessible by the City through that local telephone number 24 hours, 7 days a week.

5.22.060 Residential Rental Registration Program.

- (a) **Property Registration Fee.** As a condition of exercising the privilege of renting or leasing a rental property to any person and/or entity, the owner of the residential rental property shall pay a property registration fee. Once the registration and inspection process has been completed, the homeowner will receive a Residential Rental Certificate.

- (b) Contents of registration and payment of fees. The registration form shall contain all information required by the city manager and shall be accompanied by payment of the property registration fee, the inspection fee required under Section 5.22.080 and a certification, signed by the owner, that he or she will comply with and enforce the crime-free lease addendum as found in Appendix A of this Chapter 5.22 and as required by this Section 5.22.060.
- (c) Registering multiple residential rentals. One registration form shall be completed listing all residential rentals under the same owner of the residential rental properties. The initial registration fee will include the first residential rental. Each additional residential rental shall be required to pay a fee of one-half of a city business license fee.
- (d) Non-transferrable. Registration pursuant to this Chapter is non-transferrable to a new owner of the residential rental dwelling unit(s).
- (e) Failure to register. If the owner of residential rental dwelling(s) fails to register or re-register such units in compliance with this Chapter, the City Manager or their designee shall abate the nuisance by registering or re-registering said units in the name of the owner and set a date and time for initial inspection of said units, and shall send written notification to the owner that the property has been so registered, advising of the date and time set for inspection, accompanied with a bill for the costs of abating the nuisance by registration/processing fee and the total initial inspection fee for each unit, and include information on Self-Certification.
- (f) Revocation. Registration for a residential rental dwelling unit may be revoked if the City determines that the owner has violated subsection (b) of this section or has failed to pay any required registration, inspection, and/or re-inspection fees, or if the residential rental dwelling unit has been cited by a City or County employee for, or received written notice from a City or County employee of, a violation of the applicable laws, and the owner has failed to remedy such violation within the period of time specified in the citation or written notice. The City shall provide written notice of the revocation to the owner, which is appealable pursuant to Section 5.22.090.
- (g) Renewals. All residential rental property registrations must be renewed annually. The registration shall be renewed annually by the filing of a renewal application, completion of the self-certification program, if eligible, per Section 5.22.100, and payment of the appropriate fees as set by Resolution of the City Council from time to time. Failure to re-register and complete self-certification within thirty (30) days or to notify the City that the residential rental property is no longer a rental property shall result in late fees. Failure to respond within six (6) months of the expiration will result in the residential rental being considered a new residential rental property and subject to the costs of initial residential rental fees and inspections.
- (h) New occupant. The owner of a residential rental dwelling unit shall notify the City in writing whenever a new occupant takes possession of the dwelling on forms determined by the City.
- (i) Crime-free lease addendum. The owner of a residential rental dwelling unit shall include a crime-free lease addendum in substantially the form as found in Appendix A to this Chapter 5.22 in all rental agreements and leases executed after March 1, 2020.

(j) Exemption for owner-occupied shared housing. Owner-occupied residences in which an owner is renting or leasing a room(s) are exempt from the Residential Rental Registration Program. Owners renting or leasing Accessory Dwelling Units (ADUs) require registration and inspection under the Residential Rental Registration Program.

5.22.070 Inspections.

(a) Annual inspections. All residential rental property located in the City shall be subject to an annual inspection for compliance with applicable laws. The anniversary date for annual inspections shall be calculated from the date the owner received the first residential rental registration.

(b) Inspection upon tenancy change. All residential rental property shall be subject to a re-inspection upon any change in occupants at the property.

(c) Notice of inspection and procedures.

(1) After receiving a completed residential rental registration from an owner or upon receiving notice that a new occupant has taken possession of the dwelling, the City will conduct an exterior and interior inspection of the residential rental dwelling unit to identify violations of the applicable laws.

(2) The notice of inspection shall provide a minimum of 14 days' notice. Notice shall be mailed to the owner, the local contact representative at their last known address, and occupant. In the case of multiple owners of the same property, notice to any one of the property owners is sufficient notice.

(3) In the event an owner, local contact representative or tenant in possession of the property refuses to allow access to conduct the inspection, the City Attorney may use all legal remedies permitted by law to cause an inspection to take place, including, but not limited to, applying for an inspection warrant pursuant to Code of Civil Procedure Section 1822.50 et seq.

(4) Should the City be unable to obtain consent to conduct an inspection, the City may still process the owner's residential rental registration.

(5) No owner, local contact representative or tenant in possession shall be found in violation of this Chapter based solely on the refusal to allow access to conduct the inspection.

(d) City Code Enforcement Officers and/or the Building Official will be responsible for conducting the inspections authorized by this Section. The City may request that other City departments and/or Riverside County enforcement agencies participate in the inspection process.

(e) After completion of the inspection, the City shall send a written report of the inspection to the owner. The report shall contain:

(1) An itemization of any violations of the applicable laws identified during the inspection;

(2) The period of time for correcting each of the identified violations;

(3) A statement that the City will re-inspect the residential rental dwelling unit on the day after the period of time for correction;

(4) The re-inspection fee shall be listed with the re-inspection date and time accompanied by the date to which the said fee is due; and

(5) A statement that if the violations are not corrected within the period of time for correction the City will not issue the residential rental registration certificate and the City may pursue legal action as authorized under this Chapter to abate such violations.

(6) If no violations are found as a result of the inspection, the inspection report shall state, "No violations found on the date of inspection," and the City shall issue the residential rental registration certificate to the owner.

(f) Self-Certification. All residential rental property located in the City shall be subject to an annual inspection for compliance with applicable laws. In lieu of an in-person inspection by the City, an owner of a residential rental property may self-certify by paying the self-certification fee, providing photographs demonstrating compliance, and signing an affidavit certifying that the condition on the residential rental property meets the interior and exterior standards listed on the Self-Certification Program form.

(g) Annual inspections under this Section shall be conducted prior to renewal of the Residential Rental Certificate required under Chapter 5.01.

5.22.080 Inspection fees.

(a) Fees for administration and enforcement of the regulatory program established by this Chapter shall be set by resolution of the City Council and shall not exceed the City's actual cost of providing the services. Fees may include, without limitation, an initial inspection fee, a re-inspection fee, and a fee to file an appeal. Owners are also subject to the property registration and renewal fees as established by a Resolution by the City Council.

(b) The owner of a Residential Rental Dwelling Unit shall pay an annual inspection fee to the City sufficient to pay the costs of the City's annual inspection pursuant to this Chapter.

(c) Owners qualified for the Self-Certification Program under Section 5.22.100 shall pay the annual inspection fee for the first year of participation. If an owner is removed from the Self-Certification Program, he/she shall become subject to annual inspections and annual inspection fees.

5.22.090 Appeals.

(a) Any recipient of an administrative citation may contest the citation by the procedures set forth in Chapter 11.26 of this Code.

(b) Any party to an administrative citation hearing may appeal from an adverse ruling in accordance with the procedures in Chapter 11.26 of this Code.

5.22.100 Self-Certification Program.

(a) Well-maintained rental property with no outstanding violations of any applicable laws may qualify to participate in the Self-Certification Program. Qualifying properties will not be subject to annual inspections; provided that conditions of the rental property do not deteriorate during that time to the point where the rental property would no longer meet eligibility standards for the Self-Certification.

(b) To qualify for Self-Certification, a property owner must:

- (1) Complete the Self-Certification application packet provided by the City;
- (2) Pay the annual inspection fee and any other fees required by this Chapter;
- (3) Conduct a self-inspection of all exterior and interior site conditions of each rental property or properties for compliance with the requirements of the self-certification form provided by the City; and
- (4) Immediately make any repairs to the residential rental unit(s) that are necessary to achieve compliance with the requirements of the self-certification form;
- (5) Complete the self-certification form and certify that conditions at the rental property or properties meet the exterior and interior standards listed on the self-certification form.
- (6) Return the completed self-certification form to the City.

(c) Upon receipt of a completed self-certification form the City shall perform an inspection of the rental property. If the City determines that the property is qualified to participate in the Self-Certification a certificate of compliance will be issued, and the property owner will not be subject to the annual inspection requirement thereafter. The owner shall provide a copy of the Self-Certification certificate of compliance to the occupants of the corresponding residential rental property unit. Recertification in the Self-Certification shall be required every year for each residential rental unit.

(d) If the City determines that the property is not eligible to participate in the Self-Certification, then the residential rental property shall be subject to inspection and the property owner shall be assessed the annual inspection fee as well as any other applicable fees.

(e) The City may, from time to time, randomly subject properties in the Self-Certification to an annual inspection under Section 5.22.070 to ensure compliance with the program.

(f) At all times, the City shall retain the authority to investigate and address any violation of applicable laws.

(g) Any property owner that fails to maintain a rental property to meet all of the standards listed on the Self-Certification's checklist, or is found to have caused to allow conditions identified in the crime-free addendum to exist, shall immediately be removed from the Self-Certification and become subject to annual inspections.

(h) It is unlawful for any person to knowingly make a false statement of fact or knowingly omit any information that is required on the self-certification form.

(i) Self-Certification Compliance. A residential rental property owner shall complete Self-Certification within thirty (30) days from the certificate expiration date. If not, the residential rental property owner will be subject to the provisions of section 5.22.060(g).

5.22.110 Retention of completed self-certification forms.

(a) The property's local contact representative shall retain all certificate(s) of compliance for at least three years from the date the certificate of compliance was issued by the City.

(b) The local contact representative shall produce all certificate(s) of compliance to the City Manager or their designee upon request.

5.22.120 Complaint-based inspections.

Nothing contained in this Chapter shall prevent or restrict the City's authority to inspect any rental property in response to a complaint alleging code violations or violations of applicable laws and to pursue all remedies permissible under this Code or applicable laws.

5.22.130 Voluntary inspection requests.

Nothing contained in this Chapter shall be construed to prohibit a property owner or occupant from voluntarily requesting an inspection pursuant to this Chapter to determine whether the rental property complies with applicable laws.

5.22.140 Enforcement.

(a) Violations identified during inspection. If after a report of inspection is issued pursuant to Section 5.22.070(e), the owner fails to correct a violation of the applicable laws identified in the report of inspection within the time allowed, the City may issue an administrative citation pursuant to Chapter 11.26 of this Code or may take any other action authorized by law to enforce the provisions of this Code, including, without limitation, a petition to the Superior Court for the appointment of a receiver over the property.

(b) Failure to pay fees. Should an owner fail to timely pay the annual inspection fee or any re-inspection fee, the City is authorized to recover it, plus accrued interest and penalties, utilizing any remedies authorized by law.

(c) Strict liability. Violations of this Chapter shall be treated as a strict liability offense regardless of intent. Any person, firm and/or corporation that violates any portion of this Chapter shall be subject to prosecution under this Chapter, Chapter 11.26, and/or Section 11570 et. seq. of the California Health and Safety Code (Drug Abatement).

(d) Revenue and Taxation Code. The City may also utilize the provisions of the Revenue and Taxation Code Section 24436.5 to encourage the elimination of substandard conditions in rental

housing. The City is also authorized to bring an action under the Business and Professions Code for unfair business practices.

(e) Attorneys' fees. In an action, administrative proceeding, or special proceeding to abate a violation of this Chapter, the prevailing party may recover attorneys' fees pursuant to Government Code Section 38773.5. Recovery of attorneys' fees is limited to those individual actions or proceedings in which the City elects, at the initiation of that individual action or proceeding, to seek recovery of its own attorneys' fees. An award of attorneys' fees to a prevailing party shall not exceed the amount of reasonable attorneys' fees incurred by the City in an action, administrative proceeding, or special proceeding.

APPENDIX A: CRIME-FREE LEASE ADDENDUM

In consideration of the execution or renewal of this lease of the dwelling unit identified in the lease, Owner and Resident agree as follows:

1. Resident, any members of the resident's household or a guest or other person affiliated with the resident agree to live a "crime free lifestyle" and shall not engage in criminal activity, including drug related criminal activity, on or off the said premises. "Drug-related criminal activity" means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use of a controlled substance (as defined in § 102 of the CONTROLLED SUBSTANCE ACT (21 U.S.C. 802).
2. Resident, any member of the resident's household or a guest or other person affiliated with the resident shall not engage in any act intended to facilitate criminal activity, including drug-related criminal activity, on or off the said premises.
3. Resident, any member of the resident's household or a guest or other person, whether or not affiliated with the resident shall not permit the dwelling unit to be used for or to facilitate criminal activity, including drug-related criminal activity.
4. Resident, any member of the resident's household or a guest or other person affiliated with the resident shall not engage in the unlawful manufacturing, selling, using, storing, keeping, or giving of a controlled substance as defined in Health and Safety Code §§ 11350 et seq., at any locations, whether on or off the dwelling unit premises or otherwise.
5. Resident, any member of the resident's household or a guest, or other person affiliated with the resident shall not engage in any illegal activity, including: prostitution as defined in Penal Code § 647(b); criminal street gang activity, as defined in Penal Code §§ 186.20 et seq.; assault and battery, as prohibited in Penal Code § 240; burglary, as prohibited in Penal Code § 459; the unlawful use and discharge of firearms, as prohibited in Penal Code § 245; sexual offenses, as prohibited in Penal Code 245; sexual offenses, as prohibited in Penal Code §§ 269 and 288.
6. Resident, any member of the resident's household or a guest, or other person affiliated with the resident shall not engage in any nuisance activity as defined in Civil Code § 3479 and/or any

condition declared and deemed by the City Council of the City of Canyon Lake to constitute a nuisance, or any violation of the Canyon Lake Municipal Code

7. VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR IMMEDIATE TERMINATION OF TENANCY. A single violation of any of the provisions of this added addendum shall be deemed a serious violation and a material and irreparable non-compliance. It is understood that a single violation shall be good cause for termination of the lease. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be a preponderance of the evidence.

8. In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of this addendum shall govern.

9. This lease addendum is incorporated in the lease executed or renewed this day between Owner and Resident.

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

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

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

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

PASSED APPROVED AND ADOPTED this ___ day of _____, 2024.

Dale Welty, Mayor

ATTEST:

APPROVED AS TO FORM:

Sheryl Garcia, MMC, CPM

Steven Graham, City Attorney

ATTACHMENT 3

Section 3. TITLE 5, CHAPTER 5.22, SINGLE-FAMILY RESIDENTIAL RENTAL REGISTRATION, INSPECTION, AND CRIME-FREE RENTAL HOUSING PROGRAM, is hereby amended to read as follows:

CHAPTER 5.22: SINGLE-FAMILY RENTAL PROPERTY REGISTRATION, INSPECTION AND CRIME-FREE RENTAL HOUSING PROGRAM

Section

- 5.22.010 Purpose.
- 5.22.020 Definitions.
- 5.22.030 Compliance with applicable laws and regulations.
- 5.22.040 Rebuttable presumption.
- 5.22.050 Local contact representative.
- 5.22.060 Residential Rental Registration Program.
- 5.22.070 Inspections.
- 5.22.080 Inspection fees.
- 5.22.090 Appeals.
- 5.22.100 Self-Certification Program.
- 5.22.110 Retention of completed self- certification forms.
- 5.22.120 Complaint-based inspections.
- 5.22.130 Voluntary inspection requests.
- 5.22.140 Enforcement.

Appendix A: Crime Free Lease Addendum

5.22.010 Purpose.

The purpose of this Chapter is to identify single-family residential rental dwelling units in the City of Canyon Lake, to ensure that such units afford tenants a safe and decent place to dwell, and to require rental housing with substandard conditions to meet and maintain minimum building and housing code standards, exterior maintenance standards, and to reduce criminal activity. The City Council has determined that requiring that all single-family residential rental dwelling units be registered with the City and inspected and requiring that landlords use a crime-free rental housing addendum, serves these legitimate governmental interests.

(Ord. 192, passed 1-15-2020)

5.22.020 Definitions.

For the purposes of this Chapter, certain words and phrases used in this Chapter are defined as follows:

“Applicable Laws” means and includes all Federal, State and local statutes, ordinances and regulations that pertain to the condition, habitability and safety of dwelling units and residential property. Applicable Laws include, but are not limited to, the State Housing Law (California Health & Safety Code, Sections 17910 et. seq.), (California Health and Safety Code, Sections 11570 et. seq.), and the Canyon Lake Municipal Code, including but not limited to Title 8 (Building and Construction), and Title 9 (Planning and Zoning).

“Building Official” means an individual(s) who is designated by the City Manager to conduct inspections under the provisions of this Chapter.

“City” means the City of Canyon Lake and its respective departments thereof.

“Code Enforcement Officer” means an individual(s) who is designated by the City Manager to enforce applicable laws.

“Crime Free Lease Addendum” means the lease addendum described in Appendix A to this Chapter 5.22.

“Fair Housing Laws” means the Federal Fair Housing Act, as amended, (42 U.S.C. Sec. 3601 et seq.), the California Fair Housing and Employment Act (Government Code Sec. 12900 et seq.), and the Unruh Civil Rights Act (Civil Code Sec. 51).

“Local Property Management Company” shall mean an entity that is responsible for the day-to-day maintenance, upkeep and security of the property and is operated by a person who is licensed with the California Department of Real Estate as a real estate broker.

“Local Property Manager” shall mean a person who is responsible for the day-to-day maintenance, upkeep, and security of the property. The local property manager may be the owner of the property.

“Occupant” or “Tenant” means any person or persons who occupy a rental property, whether as a tenant or permittee of the owner.

“Owner” or “Property Owner” means a single individual, partnership or joint venture or any entity that has any kind of ownership interest in a rental property whether as an individual, partner, joint venture, stock owner, or ownership interest in some other capacity or the Owner’s designee, which may include a local management company. If more than one person or an entity owns the subject real property, Owner or Property Owner refers to each person or entity holding any kind of ownership interest in the property, and the Property Owners’ obligations in this Chapter are joint and several as to each Property Owner. Owner shall also mean any person having legal title to real property, including all individuals shown as Owners on the last equalized assessment roll of the Riverside County Assessor's Office, or an Owner’s authorized representative.

“Single-Family Residential Rental Property,” “Rental Property” or “Residential Rental Dwelling Unit” means a dwelling unit as defined in the City Planning and Zoning Code, in a

single structure, and is occupied or for occupancy by a person(s) other than the owner of the unit and includes the premises on which said rental property is situated and any common areas, including but not limited to parking lots, driveways, landscaping, accessory structures, fences, walls, swimming pools, hot tubs, and spas. For the purpose of this Chapter, the following types of dwelling units or facilities are not considered Single-Family Residential Rental Property:

(1) Multi-family dwelling housing units as defined in the City Planning and Zoning Code;

(2) Hotels or motels;

(3) Accommodations in any hospital, extended care facility, residential care facility, convalescent home, nonprofit home for the aged, or dormitory that is owned and operated by an education institution; and

(4) Mobile home parks.

“This Code” means the City of Canyon Lake Municipal Code.

(Ord. 192, passed 1-15-2020)

5.22.030 Compliance with applicable laws and regulations.

Nothing in this Chapter shall be construed to:

(a) Excuse, waive, limit, or modify any requirements or obligations in the applicable laws;

(b) Authorize or permit the rental of any residential property for a term of less than 30 days;

(c) Limit any right of the City to investigate and abate nuisances or to enforce any provisions of the applicable laws or any other provision of law; or

(d) Conflict with any rights or obligations under the Fair Housing Laws or the Americans with Disabilities Act, as amended.

(Ord. 192, passed 1-15-2020)

5.22.040 Rebuttable presumption.

For the purpose of this Chapter, if the owner on record has not filed for the homeowner’s property tax exemption for a property, it shall be a rebuttable presumption that the property is a rental property. This presumption can be rebutted by the owner of record providing reasonable documentation to the City that the property is owner occupied or is not being used for rental income.

(Ord. 192, passed 1-15-2020)

5.22.050 Local contact representative.

(a) For purposes of this Chapter, all owners of residential rental property shall designate a local contact representative with full authority to act on behalf of the owner for all purposes under this Chapter, including the acceptance of service of all notices from the City. The owner of residential rental property may act as the local contact representative.

(b) A local contact representative must establish and maintain, at all times, a local telephone number and a residence or business address within 50 miles of Canyon Lake City Hall. A local contact representative shall be accessible by the City through that local telephone number 24 hours, 7 days a week.

(Ord. 192, passed 1-15-2020)

5.22.060 Residential Rental Registration Program.

(a) ~~Registration required~~Property Registration Fee. As a condition of exercising the privilege of renting or leasing a rental property to any person and/or entity, the owner of the residential rental property shall pay a property registration fee. Once the registration and inspection process has been completed, the homeowner will receive a Residential Rental Certificate. register with the City for a business license in conformance with all requirements of the business license regulations identified under Chapter 5.01 of this Code.

(b) Contents of registration and payment of fees. The registration form shall contain all of the information required by the city manager and shall be accompanied by payment of the property registration license fee set forth in Chapter 5.01, the inspection fee required under Section 5.22.080 and a certification, signed by the owner, that he or she will comply with and enforce the crime-free lease addendum as found in Appendix A of this Chapter 5.22 and as required by this Section 5.22.060.

(c) Registering multiple residential rentals. One registration form shall be completed listing all residential rentals under the same owner of the residential rental properties. The initial registration fee will include the first residential rental. Each additional residential rental shall be required to pay a fee of one-half of a city business license fee.

(d) Non-transferrable. Registration pursuant to this Chapter is non-transferrable to a new owner of the residential rental dwelling unit(s).

~~(d)~~

(e) Failure to register. If the owner of residential rental dwelling(s) fails to register or re-register such units in compliance with this Chapter, the City Manager or their designee shall abate the nuisance by registering or re-registering said units in the name of the owner and set a date and time for initial inspection of said units, and shall send written notification to the owner that the property has been so registered, advising of the date and time set for inspection, accompanied with a bill for the costs of abating the nuisance by registration/processing fee and the total initial inspection fee for each unit, and include information on the self-certification programSelf-Certification.

(ef) Revocation. Registration for a residential rental dwelling unit may be revoked if the City determines that the owner has violated subsection (b) of this section or has failed to pay any required registration, inspection, and/or re-inspection fees, or if the residential rental dwelling unit has been cited by a City or County employee for, or received written notice from a City or County employee of, a violation of the applicable laws, and the owner has failed to remedy such violation within the period of time specified in the citation or written notice. The City shall provide written notice of the revocation to the owner, which is appealable pursuant to Section 5.22.090.

~~(fg) Renewals. All residential rental property registrations must be renewed annually, prior to the expiration date listed on the Residential Rental Certificate, registration per property registered~~ The registration shall be renewed annually by the filing of a renewal application, completion of the self-certification program, if eligible, per Section 5.22.100, and payment of the appropriate fees as set by Resolution of the City Council from time to time. Failure to re-register and complete self-inspection within thirty (30) days or to notify the City that the ~~property~~ residential rental property is no longer a rental property, shall result in late fees. Failure to respond within six (6) -months of the expiration, will result in the property being considered a new residential rental property and subject to the costs of an initial residential rental fees and inspections.

(h) New occupant. The owner of a residential rental dwelling unit shall notify the City in writing whenever a new occupant takes possession of the dwelling on forms determined by the City.

(gi) Crime-free lease addendum. The owner of a residential rental dwelling unit shall include a crime-free lease addendum in substantially the form as found in Appendix A to this Chapter 5.22 in all rental agreements and leases executed after March 1, 2020.

~~(j) Exemption for owner-occupied shared housing. Owner-occupied residences in which an owner is renting or leasing a room(s) are exempt from the Residential Rental Registration Program. Owners renting or leasing Accessory Dwelling Units (ADUs) require registration and inspection under the Residential Rental Registration Program.~~

(Ord. 192, passed 1-15-2020)

5.22.070 Inspections.

(a) Annual inspections. All residential rental property located in the City shall be subject to an annual inspection for compliance with applicable laws. The anniversary date for annual inspections shall be calculated from the date the owner received the first residential rental registration-

(b) Inspection upon tenancy change. All residential rental property shall be subject to a re-inspection upon any change in occupants at the property.

(c) Notice of inspection and procedures.

(1) After receiving a completed residential rental registration from an owner or upon receiving notice that a new occupant has taken possession of the dwelling, the City will conduct

an exterior and interior inspection of the residential rental dwelling unit to identify violations of the applicable laws.

(2) The notice of inspection shall provide a minimum of 14 days' notice. Notice shall be mailed to the owner, the local contact representative at their last known address, and occupant. In the case of multiple owners of the same property, notice to any one of the property owners is sufficient notice.

(3) In the event an owner, local contact representative or tenant in possession of the property refuses to allow access to conduct the inspection, the City Attorney may use all legal remedies permitted by law to cause an inspection to take place, including, but not limited to, applying for an inspection warrant pursuant to Code of Civil Procedure Section 1822.50 et seq.

(4) Should the City be unable to obtain consent to conduct an inspection, the City may still process the owner's residential rental registration. ~~he City may still process the owner's residential rental registration.~~

(5) No owner, local contact representative or tenant in possession shall be found in violation of this Chapter based solely on the refusal to allow access to conduct the inspection.

(d) City Code Enforcement Officers and/or the Building Official will be responsible for conducting the inspections authorized by this Section. The City may request that other City departments and/or Riverside County enforcement agencies participate in the inspection process.

(e) After completion of the inspection, the City shall send a written report of the inspection to the owner. The report shall contain:

(1) An itemization of any violations of the applicable laws identified during the inspection;

(2) The period of time for correcting each of the identified violations;

(3) A statement that the City will re-inspect the residential rental dwelling unit on the day after the period of time for correction;

(4) The re-inspection fee shall be listed with the re-inspection date and time accompanied by the date to which the said fee is due; and

(5) A statement that if the violations are not corrected within the period of time for correction the City will not issue the residential rental registration certificate and the City may pursue legal action as authorized under this Chapter to abate such violations.

(6) If no violations are found as a result of the inspection, the inspection report shall state, "No violations found on the date of inspection," and the City shall issue the residential rental registration certificate to the owner.

(f) Initial Self-Certification. All residential rental property located in the City shall be subject to an annual inspection for compliance with applicable laws. In lieu of an in-person inspection by the City, an owner of a residential rental property may self-certify by paying the self-certification fee, which shall be set at twice the amount of the inspection fee, provide photographs demonstrating compliance, and sign an affidavit certifying that the condition on the residential

rental property meets the interior and exterior standards listed on the Self-Certification Program form.

(fg) Annual inspections under this Section shall be conducted prior to renewal of the ~~Business Registration~~Residential Rental Certificate required under Chapter 5.01.

(Ord. 192, passed 1-15-2020; Am. Ord. 199, passed 7-8-2020)

5.22.080 Inspection fees.

(a) Fees for administration and enforcement of the regulatory program established by this Chapter shall be set by resolution of the City Council and shall not exceed the City's actual cost of providing the services. Fees may include, without limitation, an initial inspection fee, a re-inspection fee, and a fee to file an appeal. Owners are also subject to the ~~business registration~~property registration and renewal fees as established by a Resolution by the City Council. ~~set forth in Chapter 5.01 of this Code.~~

(b) The owner of a Residential Rental Dwelling Unit shall pay an annual inspection fee to the City sufficient to pay the costs of the City's annual inspection pursuant to this Chapter.

(c) Owners qualified for the Self-Certification Program under Section 5.22.100 shall pay the annual inspection fee the first year of participation. If an owner is removed from the Self-Certification Program, he/she shall become subject to annual inspections and annual inspection fees.

(Ord. 192, passed 1-15-2020; Am. Ord. 199, passed 7-8-2020)

5.22.090 Appeals.

(a) Any recipient of an administrative citation may contest the citation by the procedures set forth in Chapter 11.26 of this Code.

(b) Any party to an administrative citation hearing may appeal from an adverse ruling in accordance with the procedures in Chapter 11.26 of this Code.

(Ord. 192, passed 1-15-2020)

5.22.100 Self-Certification Program.

(a) Well-maintained rental property with no outstanding violations of any applicable laws may qualify to participate in the Self-Certification Program. Qualifying properties will not be subject to annual inspections; provided that conditions of the rental property do not deteriorate during that time to the point where the rental property would no longer meet eligibility standards for the ~~Self-Certification Program~~Self-Certification.

- (b) To qualify for ~~Self-Certification Program~~Self-Certification, a property owner must:
- (1) Complete the ~~Self-Certification Program~~Self-Certification application packet provided by the City;
 - (2) Pay the annual inspection fee and any other fees required by this Chapter;
 - (3) Conduct a self-inspection of all exterior and interior site conditions of each rental property or properties for compliance with the requirements of the self-certification form provided by the City; and
 - (4) Immediately make any repairs to the residential rental unit(s) that are necessary to achieve compliance with the requirements of the self-certification form;
 - (5) Complete the self-certification form and certify that conditions at the rental property or properties meet the exterior and interior standards listed on the self-certification form.
 - (6) Return the completed self-certification form to the City.
- (c) Upon receipt of a completed self-certification form the City shall perform an inspection of the rental property. If the City determines that the property is qualified to participate in the ~~Self-Certification Program~~ Self-Certification a certificate of compliance will be issued, and the property owner will not be subject to the annual inspection requirement thereafter. The owner shall provide a copy of the ~~Self-Certification Program~~Self-Certification certificate of compliance to the occupants of the corresponding residential rental property unit. Recertification in the ~~Self-Certification Program~~Self-Certification shall be required every year for each residential rental unit.
- (d) If the City determines that the property is not eligible to participate in the ~~Self-Certification Program~~Self-Certification, then the residential rental property shall be subject to inspection and the property owner shall be assessed the annual inspection fee as well as any other applicable fees.
- (e) The City may, from time to time, randomly subject properties in the ~~Self-Certification Program~~Self-Certification to an annual inspection under Section 5.22.070 to ensure compliance with the program.
- (f) At all times, the City shall retain the authority to investigate and address any violation of applicable laws.
- (g) Any property owner that fails to maintain a rental property to meet all of the standards listed on the ~~Self-Certification Program~~Self-Certification's checklist, or is found to have caused to allow conditions identified in the crime-free addendum to exist, shall immediately be removed from the ~~Self-Certification Program~~Self-Certification and become subject to annual inspections.
- (h) It is unlawful for any person to knowingly make a false statement of fact or knowingly omit any information that is required on the self-certification form.
- (i) Self-Certification Compliance. A residential rental property owner shall complete Self-Certification within thirty (30) days from the certificate expiration date. If not, the property owner will be subject to the provisions of section 5.22.060 (g).

(Ord. 192, passed 1-15-2020)

5.22.110 Retention of completed self-certification forms.

(a) The property's local contact representative shall retain all certificate(s) of compliance for at least three years from the date the certificate of compliance was issued by the City.

(b) The local contact representative shall produce all certificate(s) of compliance to the City Manager or their designee upon request.

(Ord. 192, passed 1-15-2020)

5.22.120 Complaint-based inspections.

Nothing contained in this Chapter shall prevent or restrict the City's authority to inspect any rental property in response to a complaint alleging code violations or violations of applicable laws and to pursue all remedies permissible under this Code or applicable laws.

(Ord. 192, passed 1-15-2020)

5.22.130 Voluntary inspection requests.

Nothing contained in this Chapter shall be construed to prohibit a property owner or occupant from voluntarily requesting an inspection pursuant to this Chapter to determine whether the rental property complies with applicable laws.

(Ord. 192, passed 1-15-2020)

5.22.140 Enforcement.

(a) Violations identified during inspection. If after a report of inspection is issued pursuant to Section 5.22.070(e), the owner fails to correct a violation of the applicable laws identified in the report of inspection within the time allowed, the City may issue an administrative citation pursuant to Chapter 11.26 of this Code or may take any other action authorized by law to enforce the provisions of this Code, including, without limitation, a petition to the Superior Court for the appointment of a receiver over the property.

(b) Failure to pay fees. Should an owner fail to timely pay the annual inspection fee or any re-inspection fee, the City is authorized to recover it, plus accrued interest and penalties, utilizing any remedies authorized by law.

(c) Strict liability. Violations of this Chapter shall be treated as a strict liability offense regardless of intent. Any person, firm and/or corporation that violates any portion of this Chapter shall be subject to prosecution under this Chapter, Chapter 11.26, and/or Section 11570 et. seq. of the California Health and Safety Code (Drug Abatement).

(d) Revenue and Taxation Code. The City may also utilize the provisions of the Revenue and Taxation Code Section 24436.5 to encourage the elimination of substandard conditions in rental housing. The City is also authorized to bring an action under the Business and Professions Code for unfair business practices.

(e) Attorneys' fees. In an action, administrative proceeding, or special proceeding to abate a violation of this Chapter, the prevailing party may recover attorneys' fees pursuant to Government Code Section

38773.5. Recovery of attorneys' fees is limited to those individual actions or proceedings in which the City elects, at the initiation of that individual action or proceeding, to seek recovery of its own attorneys' fees. An award of attorneys' fees to a prevailing party shall not exceed the amount of reasonable attorneys' fees incurred by the City in an action, administrative proceeding, or special proceeding.

(Ord. 192, passed 1-15-2020)

APPENDIX A: CRIME-FREE LEASE ADDENDUM

In consideration of the execution or renewal of this lease of the dwelling unit identified in the lease, Owner and Resident agree as follows:

1. Resident, any members of the resident's household or a guest or other person affiliated with the resident agree to live a "crime free lifestyle" and shall not engage in criminal activity, including drug related criminal activity, on or off the said premises. "Drug-related criminal activity" means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use of a controlled substance (as defined in § 102 of the CONTROLLED SUBSTANCE ACT (21 U.S.C. 802)).
2. Resident, any member of the resident's household or a guest or other person affiliated with the resident shall not engage in any act intended to facilitate criminal activity, including drug-related criminal activity, on or off the said premises.
3. Resident, any member of the resident's household or a guest or other person, whether or not affiliated with the resident shall not permit the dwelling unit to be used for or to facilitate criminal activity, including drug-related criminal activity.
4. Resident, any member of the resident's household or a guest or other person affiliated with the resident shall not engage in the unlawful manufacturing, selling, using, storing, keeping, or giving of a controlled substance as defined in Health and Safety Code §§ 11350 et seq., at any locations, whether on or off the dwelling unit premises or otherwise.
5. Resident, any member of the resident's household or a guest, or other person affiliated with the resident shall not engage in any illegal activity, including: prostitution as defined in Penal Code § 647(b); criminal street gang activity, as defined in Penal Code §§ 186.20 et seq.; assault and battery, as prohibited in Penal Code § 240; burglary, as prohibited in Penal Code § 459; the unlawful use and discharge of firearms, as prohibited in Penal Code § 245; sexual

offenses, as prohibited in Penal Code 245; sexual offenses, as prohibited in Penal Code §§ 269 and 288.

6. Resident, any member of the resident's household or a guest, or other person affiliated with the resident shall not engage in any nuisance activity as defined in Civil Code § 3479 and/or any condition declared and deemed by the City Council of the City of Canyon Lake to constitute a nuisance, or any violation of the Canyon Lake Municipal Code

7. VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR IMMEDIATE TERMINATION OF TENANCY. A single violation of any of the provisions of this added addendum shall be deemed a serious violation and a material and irreparable non-compliance. It is understood that a single violation shall be good cause for termination of the lease. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be a preponderance of the evidence.

8. In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of this addendum shall govern.

9. This lease addendum is incorporated in the lease executed or renewed this day between Owner and Resident.



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Nicole Dailey, City Manager

BY: Jessica Sanchez, Management Analyst I

DATE: February 14, 2024

SUBJECT: Adopt a Resolution Approving Support for the Southwestern Riverside County Higher Education Coalition

Recommendation

Adopt Resolution No. 2024-05 supporting the Southwestern Riverside County Higher Education Coalition.

Background

On February 8, 2023, the City of Canyon Lake acknowledged the Southwest Riverside County Women's Elected Leaders Collaborative as a joint governmental group and added the formerly named group to the list of annual Committees & Agency Assignments roster, since then this group has been renamed to the Southwestern Riverside County Higher Education Coalition. The Southwestern Riverside County Higher Education Coalition was formed from the efforts of the former Southwest Riverside County Women's Elected Leaders Collaborative.

On January 9, 2024, the Southwestern Riverside County Higher Education Coalition legitimately organized and elected official board members. Council Member Jennifer Dain was elected secretary and represents the City of Canyon Lake. Council Member Dain and Council Member Castillo have been part of this group since inception.

The Coalition has requested all regional partners and cities to adopt a resolution in support of their efforts to seek a higher educational facility in the region that offers bachelor's and master's degree programs for local and regional students.

Discussion

Adopting this resolution signifies the City of Canyon Lake's support of the Coalition and their advocacy efforts to secure the presence and expansion of an affordable public higher educational institution/university in Southwestern Riverside County.

This resolution will specifically help California State San Marcos (CSUSM), an affordable state school, meet their desired goal to expand their current presence and serve more local students by having the resolute and financial support from regional partners and stakeholders, i.e. cities, counties, and tribal governments, along with school districts, water districts, health care organizations and facilities, etc. to perform tenant improvements on one floor within the Mt. San Jacinto Temecula Valley Campus.

Upon securing the funding needed and completing construction at 41888 Motor Car Parkway, Temecula, CA, CSUSM will be able to offer a regional resource for higher educational degrees for local students who do not want or cannot afford to relocate for college. This institution would also expand the offering to students beyond the region, attracting more residents to Southwestern Riverside County to pursue higher education and career goals.

CSUSM will identify programs led by student and market demands dictating specific bachelor level, i.e. Business Administration and Nursing, programs and will offer limited master level degree programs upon completion. Once initial programs are offered, the institution has plans to create additional higher educational programs in the region.

CSUSM's overall fundraising goal is \$11 million to complete the required tenant improvements at the Mt. San Jacinto Temecula Valley Campus. Currently, the Coalition is assisting CSUSM in spreading awareness of these efforts and is encouraging donations from public and private supporters including all cities in the region. The City of Temecula has already committed financially toward this project. Any financial support from the City would be brought back to the City Council as part of future budget adoptions.

Fiscal Impact

There is no fiscal impact at this time.

Attachments

1. Resolution No. 2024-05

ATTACHMENT 1

RESOLUTION NO. 2024-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, SUPPORTING THE SOUTHWESTERN RIVERSIDE COUNTY HIGHER EDUCATION COALITION AND THE NEED FOR EXPANDED CALIFORNIA STATE UNIVERSITY PUBLIC HIGHER EDUCATION INSTITUTIONS AND SERVICES WITHIN SOUTHWESTERN RIVERSIDE COUNTY

WHEREAS, the City of Canyon Lake is located in Southwestern Riverside County, with a current population of 11,142 which is projected to grow to 11,409 by 2040; and

WHEREAS, within our City and the greater region there presently is not a full-fledged four-year public university, thereby forcing students pursuing higher education seeking to begin a four-year education after graduating from high school to leave this geographic area or to commute great distances; and

WHEREAS, the commute time to the nearest California State, CSU, four-year public universities is upward of one to two hours, exacerbated by the lack of public transportation to access those schools; and

WHEREAS, this region is projected to grow through 2060 without pause, making it one of the fastest-growing geographic areas in California and nation; and

WHEREAS, the region presently has a lower than statewide average percentage of population that has completed a four-year university education; and

WHEREAS, the region is working strategically and earnestly to attract higher-paying jobs to increase social mobility and to help reduce significant workforce commuting to other regions, which not only cause massive freeway congestion and contributes to greenhouse gas emissions, but also greatly impacts the quality of life, including physical and mental health, for those commuters and their ability to be active contributors to their communities; and

WHEREAS, California State University, San Marcos (CSUSM) reports that about one-quarter of their student population come from this geographic area, which equates to approximately 4,000 students; and

WHEREAS, CSUSM also reports that they have a large number of students from the area that do not finish their Bachelor's degrees there; and

WHEREAS, enrollment at Mt. San Jacinto Community College (MSJC) is up 50-60% over pre-pandemic enrollment; and

WHEREAS, considering vehicle mileage, fuel cost, and the expense of time waiting in traffic, the absence of a four-year university in this region creates a real barrier to personal growth and professional development, as well as economic growth of this region.

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.** Access to public higher education opportunities is critically important to economic growth within the region.
- Section 3.** The CSUSM Temecula Valley campus is an important link to expand public higher education in this region and the symbiotic relationship of this campus to regional economic development goals and needs.
- Section 4.** The City strongly supports regional efforts to advocate for funding for the expansion of public higher education in Southwestern Riverside County.
- Section 5.** The City requests its legislative representatives consider this need and assist in the advocacy efforts for the necessary funding to complete the tenant improvements for the CSUSM Temecula Valley campus expansion, and four-year education in Southwest Riverside County.
- Section 6.** That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.
- Section 7.** This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 14th day of February, 2024.

Dale Welty, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Nicole Dailey, City Manager

BY: Jim Morrissey, City Planner

DATE: February 14, 2024

SUBJECT: Discussion and Direction Regarding Department of Housing and Community Development Comments on the City's Accessory Dwelling Unit Ordinance

Recommendation

Discuss and provide direction to Staff on the proposed Zoning Ordinance amendment; and direct Staff to schedule a public hearing for the March 13, 2024, City Council meeting to approve an Ordinance amendment consistent with State requirements.

Background

The State Department of Housing and Community Development (HCD) requested a copy of the City's latest ordinance amendment on Accessory Dwelling Units (ADUs) upon its adoption. The City adopted amendments to our ADU Ordinance on October 12, 2022 (Ordinance No. 223), but due to the adoption of additional State legislation a subsequent Ordinance amendment was adopted as an urgency ordinance by the City on February 8, 2023 (Ordinance No. 229).

At the State's request, a copy of the adopted Ordinance was provided to HCD on February 9, 2023, for their review. The City received a response from the State on January 17, 2024 (attached) with several comments requesting additional amendments to the Ordinance for compliance.

Under State law, the City has 30 days to respond to the State's letter. A letter response was provided to the State on January 25, 2024, indicating the item would be brought before the City Council for review and discussion on February 14, 2024, with an amendment to be scheduled for the March 13, 2024, City Council meeting.

Discussion

Staff is in the process of preparing an Ordinance amendment that responds to the State's comments and will provide a copy to the City Council for discussion at the meeting. The State requirements for ADUs mandate the adoption of certain criteria, which severely restrict the City's ability to establish any unique or localized development criteria.

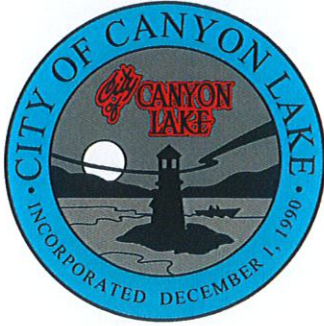
Fiscal Impact

No fiscal impact would occur due to the adoption of this ordinance amendment.

Attachments

1. HCD Correspondence

ATTACHMENT 1



www.canyonlakeca.gov

☎ 951.244.2955

☎ 951.246.2022

January 25, 2024

Tyler Galli
Housing Policy Development Division
2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833

SUBJECT: Modifications to the Canyon Lake Accessory Dwelling Unit Ordinance.

Dear Mr. Galli:

We are in receipt of your correspondence dated January 17, 2024, related to the necessary corrections to the City's Accessory Dwelling Unit Ordinance. It is our intent to present your findings and a potential ordinance amendment to the City Council for their review and comment at our next regular City Council meeting on February 14, 2024. Based upon their input we will schedule and advertise a formal public hearing for our next regular City Council meeting of March 13, 2024. Be aware our City Council meets once a month. If approved at the March 13, 2024, City Council meeting, the ordinance amendment will require a second reading to adopt the ordinance on April 10, 2024, and take effect 30 days thereafter.

If you have any questions, please do not hesitate to contact me.

Sincerely,



Jim Morrissey, City Planner



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Nicole Dailey, City Manager

DATE: February 14, 2024

SUBJECT: Discussion and Direction Regarding Proposed Fees for the Emergency Medical Services Subscription Program for Fiscal Year 2024-2025

Recommendation

Discuss and provide direction to Staff regarding proposed fees for the Emergency Medical Services Subscription Program for the 2024/2025 Fiscal Year.

Background

On November 6, 2019, the City Council adopted Ordinance No. 187, adding Chapter 3.44 to the Canyon Lake Municipal Code establishing an Emergency Medical Services Subscription Program (EMS Program).

The EMS Program is voluntary. This program includes both an Emergency Medical Services Subscription Program Fee (“EMS Subscription Fee”) and Emergency Medical Services Response Fee (“EMS Response Fee”). The EMS Subscription Fee is collected on the property tax roll like other City services, such as residential solid waste collection charges. The EMS Response Fee is charged per call for anyone receiving Emergency Medical Services within the City of Canyon Lake who is not covered by an EMS Subscription.

For residential households, a subscription to the EMS Program covers all members, guests, and invitees of the subscriber’s household regardless of location where the Emergency Medical Services are rendered within the City. In the case of businesses, the business owner, employees, customers, guests, and invitees of the subscribing business, regardless of the location where the Emergency Medical Services are rendered within the City. Those who subscribed or covered by a subscription to the program are exempt from an EMS Response Fee if an Emergency Medical Services call is made on their behalf.

Upon establishing the program, in March 2020, the City Manager conducted a fee analysis to determine the cost of providing Emergency Medical Services on a “per call” basis. Additionally, the City Manager calculated an EMS Subscription Fee at a flat monthly rate per residence or business. On June 3, 2020, the City Council set the initial EMS Response Fee for full cost recovery at \$1,483 per call and the EMS Subscription Fee at \$192 per year.

As set forth in Municipal Code section 3.44.040 the City has established the EMS fees by resolution which may be adjusted periodically by the City Council. Since March 2020, the EMS Subscription Fee has remained the same at \$192 per year. In 2023, the City Council reduced the EMS Response Fee by \$127 for a total response fee of \$1,356 per call.

In 2022, the City retained Willdan Financial Services to conduct a Comprehensive Citywide User Fee and Rate Study (“Fee Study”). The purpose of the Fee Study was to confirm existing fees and at the same time increase fees where needed to keep in line with the current cost of doing business. Fees, charges, and rates must be reasonable, fair, and equitable in nature and proportionately representative of the costs incurred by the City.

The City Council adopted the Fee Study on December 14, 2022, updating development processing fees and other city rates, charges, and user fees for various governmental services based on this study. At the time of adoption, the City Council continued the discussion on the EMS Subscription Fee and EMS Response Fee to a future meeting. At that time, Willdan recommended the EMS Response Fee increase from \$192 per year to \$247 per year, which is an increase of \$55 per year, or \$4.58 per month. In addition, the Fee Study recommended the EMS Response Fee be reduced from \$1,483 per call to \$1,356 per call.

On March 8, 2023, the City Council discussed and declined the Fee Study recommendation to increase the EMS Subscription Fee but agreed to decrease the response fee to ensure the City was not collecting more than the associated costs for an EMS call.

DISCUSSION

Each year, the City Council reviews and discusses the proposed EMS Fees prior to issuing public notices at least 90 days prior to the public hearing.

Since the Fee Study in 2022, the City has incurred additional expenses related to providing EMS services including the recent purchase of the fire station, allocating funding toward an equipment and vehicle reserves, and related cost-of-living increases for various services needed for this program.

Based on Staff’s review of the additional costs and using the model designed by Willdan for the Fee Study, Staff has calculated an updated fee amount for the City Council’s consideration. Below are both the Fee Study recommendation from December 2022 as well as Staff’s updated fee calculation.

	EMS Response Fee	Difference
Current Fee (2023/2024)	\$192/year	N/A
Proposed User Fee Study Rate (2022)	\$247/year	Increase of \$55/year or \$4.58/month
Updated Fee Calculation (2024)	\$309/year	Increase of \$117/year or \$9.75/month

Staff is requesting direction on the suggested fee schedule for the EMS Program for future approval at a public hearing to be held at the regular City Council meeting on June 12, 2024. Upon direction of a proposed fee schedule, Staff will proceed with updating and distributing the attached draft public notice to all residents and businesses within the City in accordance with Municipal Code section 3.44.030(c)(4). As described in the notice, all current subscribers will continue to be enrolled in the program for the upcoming fiscal year, i.e., July 1, 2024, through June 30, 2025.

Over the next 90 days, residents can opt-out or opt-in to the EMS Subscription Program as stated in the notice. Any person who is not subscribed and/or has opt-ed out in the past will not be charged unless they subscribe by providing written notice to the City of their desire to opt-in to participate in the EMS Program. Residents can now use the searchable Final Fee Roll available on the City's website (canyonlakeca.gov/emsprogram) to determine their current status in the EMS Program.

Furthermore, during the upcoming June public hearing, Staff will propose implementing a collection charge for overdue EMS Response Fees. This charge will cover the administrative expenses incurred by the City's collection agency in reclaiming outstanding amounts owed to the City.

Fiscal Impact

None.

Attachments

1. Draft Notice of Public Hearing

ATTACHMENT 1

CITY OF CANYON LAKE
NOTICE OF PUBLIC HEARING

PUBLIC HEARING ON
EMERGENCY MEDICAL SERVICES SUBSCRIPTION PROGRAM

NOTICE IS HEREBY GIVEN THAT pursuant to Chapter 3.44 of the Canyon Lake Municipal Code the City Council will conduct a public hearing at its regularly scheduled meeting on June 12, 2024, at 6:30 p.m. or as soon thereafter as it may be heard. The meeting will take place in City Council Chambers at City Hall, located at 31516 Railroad Canyon Road, Canyon Lake, CA 92587.

The City Council will consider the adoption of a resolution establishing the EMS Subscription Fee and EMS Response Fee pursuant to Canyon Lake Municipal Code Chapter 3.44 for the upcoming fiscal year (July 1, 2024 through June 30, 2025). A written report describing the EMS Program Fees is on file in the Office of the City Clerk. The report describes the real property for each person who has declined to participate in the EMS Subscription Program and for which delinquent EMS Response Fees existed after April 1. The report contains prospective EMS Subscription Fees and charges which may be placed on the tax rolls for residential and nonresidential property.

Additionally, Staff will propose implementing a collection charge for overdue EMS Response Fees to cover the administrative expenses incurred by the City's collection agency in reclaiming outstanding amounts owed to the City.

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

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

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

PARTICIPATION IN THE EMS SUBSCRIPTION PROGRAM IS VOLUNTARY

All persons currently subscribed will continue to be subscribed for the upcoming fiscal year (July 1, 2024 through June 30, 2025) unless the subscriber terminates their subscription by providing written notice to the City Clerk. For those subscribed, the EMS Subscription Fee will be collected on the property tax roll in the same manner as other City services, such as residential solid waste collection charges. All persons who have declined to participate or have previously terminated

their subscriptions will not be subscribed unless they provide written notice to the City Clerk of their desire to participate, or Opt-In, to the EMS Subscription Program.

IF YOU ARE CURRENTLY SUBSCRIBED AND WOULD LIKE TO DECLINE TO PARTICIPATE IN THE EMS SUBSCRIPTION PROGRAM GOING FORWARD, please send via U.S. Mail or personally delivery a notice that you decline to participate to:

City of Canyon Lake
Office of the City Clerk
31516 Railroad Canyon Road
Canyon Lake, CA 92587

Any current subscriber declining to participate in the EMS Subscription Program for the upcoming fiscal year should send written notice to the City Clerk no later than June 12, 2024, and include the following:

1. The name of the subscriber and their interest in the property (e.g., owner or tenant), and
2. Identification of the property by either assessor's parcel number or street address, and
3. A statement declining participation ("I/we decline to participate in the EMS Subscription Program" will suffice), and
4. An original signature of the subscriber.

INQUIRIES: For any and all information pertaining to the proceedings, including relating to protests, objections, if you would like to decline to participate in the EMS Subscription Program, or for more information about the proposed fees, including the method of calculation, contact the City Clerk at (951) 244-8547 or sgarcia@canyonlakeca.gov. You may also use the searchable Final Fee Roll available on the City's website (canyonlakeca.gov/emsprogram) to determine your subscription status.

/s/

Sheryl L. Garcia, MMC, CPM
City Clerk

**EXHIBIT A
EMERGENCY MEDICAL SERVICES SUBSCRIPTION PROGRAM FEES
EFFECTIVE JULY 1, 2024**

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

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

EMS Subscription Fee	
Annual Fee:	\$TBD

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

EMS Response Fee	
Per Call Rate:	\$TBD

* To avoid receiving an invoice in the amount of \$TBD each time you call 9-1-1 for emergency medical services, make sure that you are enrolled in the EMS Subscription Program by reaching out to the City Clerk's office prior to June 12, 2024. Contact the City Clerk at (951) 244-8547 or sgarcia@canyonlakeca.gov. You may also use the searchable Final Fee Roll available on the City's website (canyonlakeca.gov/emsprogram) to determine your subscription status. Those who have previously Opted-Out may also Opt-In at this time.