



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, March 13, 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--ANTICIPATED LITIGATION
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: Three Cases
2. CONFERENCE WITH LABOR NEGOTIATORS: Pursuant to Government Code Section 54957.6
Agency Designated Representative: City Manager
Canyon Lake Firefighters Association
3. PUBLIC EMPLOYEE ANNUAL PERFORMANCE EVALUATION - Pursuant to Section 54957:
Title: City Manager

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

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. 2024-06 Approving Claims and Demands of the City.

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

Recommendation: Approve the Minutes of the City Council meetings of February 2, 2024 and February 14, 2024.

(4) **Receive and File the City's Housing Element Annual Progress Report**

Recommendation: Receive and file.

(5) **Second Reading and Adoption 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: Conduct second reading and adopt 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.

(6) **Adopt a Resolution Designating the Authorized Agent for Federal Disaster Assistance and Grant Assistance with the California Governor's Office of Emergency Services (Cal OES)**

Recommendation: Adopt Resolution No. 2024-07 authorizing the designation of the City Manager to act as Authorized Agent on behalf of the City of Canyon Lake with the California Governor's Office of Emergency Services (Cal OES) for a period of three years from the date of approval.

(7) **Adoption of 2024 City Council Goals**

Recommendation: Adopt the proposed goals for the 2024 calendar year as presented.

PULLED CONSENT CALENDAR ITEMS

PUBLIC HEARINGS

- (8) **Introduction and First Reading of Ordinance No. 245 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Title 9 (Planning And Zoning), Chapter 9.32 Accessory Dwelling Units And Junior Accessory Dwelling Units, To Ensure Consistency With State Regulations; And Finding The Action To Be Exempt From CEQA**

Recommendation: Waive full reading and introduce by title only Ordinance No. 245 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Title 9 (Planning And Zoning), Chapter 9.32 Accessory Dwelling Units and Junior Accessory Dwelling Units, to Ensure Consistency with State Regulations; and Finding the Action to be Exempt From CEQA.

BUSINESS ITEMS

- (9) **Discussion Regarding the Draft Golf Cart Crossing Traffic Safety Study and Engineering and Traffic Study for Railroad Canyon Road**

Recommendation: Review and discuss the draft Golf Cart Crossing Traffic Safety Study (Study) and Engineering and Traffic (E&T) Study for Railroad Canyon Road.

- (10) **Review of the Fiscal Year 2023-24 Mid-Year Budget and Projections and Approval of Proposed Budget Adjustments**

Recommendation: Review the Fiscal Year 2023-24 Mid-Year Budget report and approve the recommended budget adjustments.

- (11) **Adopt a Resolution Approving a New Capital Projects Fund for the City's Vehicle & Equipment Replacement Reserve**

Recommendation: Adopt Resolution No. 2024-08 approving a new Capital Projects Fund for the City's Vehicle & Equipment Replacement Reserve.

CITY MANAGER COMMENTS

ANNOUNCEMENTS

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

ADJOURNMENT

VISION STATEMENT

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

ATTENTION RESIDENTS:

Unless stated otherwise on the agenda, every item on the agenda is exempt from CEQA Guidelines Sections 15060(c), 15061(b)(3), 15273, 15378, 15301, 15323 and/or Public Resource Code Section 21065. Supporting documents, including staff reports, are available for review at City Hall in the City Clerk's Office or on the City's website at www.canyonlakeca.gov once the agenda has been publicly posted. Any written material relating to an item on this agenda submitted to the City Council after distribution of the agenda packet will be available for public inspection in the City Clerk's Office during normal business hours. In addition, such writings or documents will be made available for public review at the respective public meeting. It is the intention of the City of Canyon Lake to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or participant at this meeting, you will need special assistance beyond what is normally provided, the City of Canyon Lake will attempt to accommodate you in every reasonable manner. Please contact the City Clerk's office at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

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 March 7, 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: March 13, 2024

SUBJECT: Approve Claims and Demands of the City

Recommendation

Adopt Resolution No. 2024-06 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 February 14, 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. 2024-06

ATTACHMENT 1

RESOLUTION NO. 2024-06

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 March 13, 2024; and

WHEREAS, Exhibit A was presented at the regular meeting of the City Council on March 13, 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 March 13th, in the amount of \$1,611,881.17 as follows:

Payroll Earnings (Gross)	\$ 147,541.06	(For Month of February)
Payroll Processing Fees	\$ 403.65	(For Month of February)
Payroll Taxes - Employer	3,558.23	(For Month of February)
On-line Retirement	16,273.02	(For Month of February)
On-line Health	27,121.64	(For Month of February)
Principal	394.55	(For Month of February)
Aflac	794.44	(For Month of January)
Nationwide Deferred Comp.	7,066.63	(For Month of February)
Citizens Business Bank Interest	1,949.05	(For the Month of January)
General	\$ 1,406,778.90	
TOTAL	<u>\$ 1,611,881.17</u>	

PASSED, APPROVED AND ADOPTED this 13th day of March, 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
Abila	Accounting Software 3/1/24-3/31/24	205.69
All State Propane	Fire Station Propane	232.88
Allstar Fire Equipment,	Fire Station Helmet Supplies	462.95
Amazon	Fire Station Office & Station Supplies	275.44
	Fire Station Office Supplies	115.72
	Fire Station Response Equipment	63.56
	Fire Station Turnout Cleaning Supplies	129.38
ANIMAL FRIENDS	Animal Control Services Month of January 2024	3,500.00
Bound Tree	Fire Station Medical Training Prop	479.55
CL Pest	Monthly Pest Control for Fire Station January	45.00
	Quarterly Pest Control for City Hall	105.00
Canyon Lake Property	Winter Wonderland Set-Up & Take Down	50.00
Cole Huber LLP	Attorney Services/Beck v. City November 2023	156.00
	Attorney Services/General December 2023	8,510.00
	Attorney Services/General November 2023	8,510.00
	Attorney Services/Nuisance Abatement October	52.00
Complete Paperless	Laserfiche Cloud Subscription 1/16/2024-	4,750.00
Control Pump	Landscape Booster Station for January 2024	401.25
CR&R	Refuse Collections FY 23-24 CY SS1	1,041,555.18
CTAI	Landscape for Fire Station January 2024	250.00
	Landscape Maintenance Fee Medians & Parkways	4,775.00
Dain	Auto Allowance February 2024-Dain	100.00
DFM ASSOCIATES	2024 California Elections Code	94.61
Discount Hauling and	Cleaned up and Hauled away Debris from BLM	950.00
Flock Safety	Flock Safety Cameras for Railroad Canyon Road	1,191.78
FRIDAY FLYER	Ordinance 237-Amending Chapter 10.16 Relating	32.55
	Ordinance 238-Catalytic Converters	48.30
	Ordinance 239-Fire Lanes	53.55
	Ordinance 240-Weed Abatement	48.30
	Ordinance No: 238-Catalytic Converters	37.80
	Ordinance No: 240-Weed Abatement	36.75
	Ordinance No: 241-New Addresses & Change of	36.75
	Ordinance No: 242-Regulation of Docks	35.70
	Ordinance No:237-Dogs, Cats, other Animals at	47.25
	Ordinance No:239-Fire Lanes	42.00
	Public Hearing-Increase in Animal Control	56.70
	Public Hearing-New Fee for Assigning Addresses	52.50
GOLDING	Envelopes for City Hall and Admin	649.73
Gordon	Reserve Stipend for January 2024	100.00

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

Vendor ID	Invoice Description	Cash Required
Hoffman's Painting	Fire Station Painting Project	17,180.00
	Fire Station Painting Project Add on Propane	875.00
Interwest Consulting	CL-001 General Engineering Services 12/1/23-	2,380.00
	CL-003 Railroad Canyon Road-HSIP Project	18,370.00
Jake Stouffer	Reserve Stipend for January 2024	50.00
Jeremy Smith	Auto Allowance February 2024-Smith	100.00
Kasey Castillo	Auto Allowance February 2024-Castillo	100.00
Koopman	Reserve Stipend for January 2024	100.00
Lawrence Doors	Fire Station Gate Repairs	3,291.75
Life-Assist, Inc.	Fire Station Medical Supplies for Disaster	182.38
League of California	Membership Due for Calendar Year 2024	6,742.00
Longobardo	Reserve Stipend for January 2024	100.00
Luksch	Reserve Stipend for January 2024	100.00
Maitlund	Reserve Stipend for January 2024	50.00
Mark Terry	Auto Allowance February 2024-Terry	100.00
Michel	Reserve Stipend for January 2024	100.00
Mijares	Reserve Stipend for January 2024	150.00
Nicole Dailey	Reimbursement for Flowers - Dain	108.75
PARS	Monthly Administrative Fee Ending November	400.00
Pitney Bowes	Pitney Bowes Lease Meter 12/13/2023-	148.51
PZL, Inc.	Planning Services for January 2024	4,140.00
Red Helmet Training	Fire Station Fire Prevention Training (3 Shifts)	700.00
Rincon	Canyon Lake Housing Element 12/1/23-12/31/23	7,779.75
COUNTY OF RIVERSIDE- SLF- Nov 23 Costs		955.19
TLMA		
SanchezJ	Reserve Stipend for January 2024	150.00
SOUTHERN CALIFORNIA EDISON	Electricity For Rental Building 1/10/24 to 1/18/24	72.18
Sean Rivello	Reserve Stipend for January 2024	50.00
Dan Sitar	Fire Station Nurse Educator Services: RHeaRT	1,000.00
Steve's Towing Inc.	Towed Burnt Razor from BLM	630.00
Stoddart	Reserve Stipend for January 2024	50.00
Syntech Group	Knowbe4 -Procure Security Awareness Training	1,230.00
Time Warner	Digital Converter for City Hall 1/22/24-2/21/24	5.33
	Internet for Fire Station 1/10/24-2/9/24	306.81
Welty	Auto Allowance February 2024-Welty	100.00

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

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
Willdan	EMS User Fee Study thru December 31, 2023	1,472.50
	Water Quality Services thru 12/29/23	2,655.70
		<u>1,150,164.72</u>

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

Vendor ID	Invoice Description	Cash Required
Bankcard	See Credit Card Review 7235	280.10
	See Credit Card Review 0066	107.96
	See Credit Card Review 2637	1,102.25
	See Credit Card Review 2637	681.39
	See Credit Card Review 0776	72.21
	See Credit Card Review 3437	4,134.00
Nate Garcia	Reimbursement Mileage for Stop the Bleed	88.56
SDRMA	Dental and Vision Insurance March 2024	2,282.92
STAPLES	Office Supplies for Admin & City Hall	587.53
The Gas Co	Gas Charges for City Hall 12/29/23-1/29/23	425.44
	Gas Charges for 31520 Railroad Cyn Rd 12/29/23-1/29/23	15.89
Report Total		9,778.25

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

Vendor ID	Invoice Description	Cash Required
2 Hot Uniforms	Fire Station Uniforms for Limited Term	449.14
ABI	Fire Station Background Checks-Nunez and Boatright	245.95
Amazon	Fire Station Supplies	144.07
AMP	Rent for March 2024-31526 Railroad Canyon Rd., Suite 5	2,834.00
	Rent for March 2024-31526 Railroad Canyon Rd., Suite 4	430.00
BIO-TOX	Blood Analysis, 1/17/2024	739.55
Bound Tree	Fire Station Medical Supplies	387.08
CBSC	Permit Valuation October through December 2023	209.70
CL PEST	Monthly Rodent Bait for Fire Station January 2024	40.00
Co of Riv EMD	Quarterly Emergency Services for October -December 2023	6,250.00
Colantuono, Highsmith & Whatley	Attorney Fees for adv. Richard Beck Services thru 1/31/2024	8,432.50
Concentra	Fire Station FF Medical Exams-Nunez & Boatright	396.00
Corelogic	Database for Code Enforcement January 2024	149.25
CR&R	Trash Services for Rental Bldg. February 2024	201.12
CTAI	Planting Removal & Services on RRCR Center Medium	11,020.00
DATA TICKET	Monthly EMS Response Fee January 2024	101.00
	Code Enforcement Citation Processing January 2024	100.00
	Monthly Parking Fee January 2024	100.00
Delgado	Janitorial Services Plus Cleaning 31520 February 2024	1,180.50
	Janitorial Services Plus Cleaning 31520 February 2024	159.00
DEPT OF CONSER	Strong Motion Instrumentation & Seismic Hazard Oct-Dec 23	578.33
DOJ	Fingerprints for January 2024	96.00
Fan4LifeDecals	Fire Station Helmet Identifiers & Side Decal	510.43
GREENHALGH	Retiree Health Insurance March 2024	184.72
Holt Architecture	City Hall and Council Chambers Renovation Project	2,568.00
Inland Fleet	Fire Station E-1 Windshield Repairs	80.00
Jim Foley Trucking	Sand for Fire Station, 2/1/2024	490.08
John Hancock	EE & ER Contributions fro Bi-Weekly Check Date 2/16/24	3,944.48
	EE & ER Contributions for Bi-Weekly Check Date 2/2/24	3,944.48
	EE & ER Contributions for Semi-Monthly Check Date 1/31/24	1,394.11
	EE & ER Contributions for Semi-Monthly Check Date 2/15/24	1,394.11
Johnson Controls	Security Services Installation Charge for City Hall	637.65

Date: 2/21/24
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City of Canyon Lake
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
Liebert Cassidy Whitmore	ERC Membership w/Premium Liebert Library Subscription	3,035.00
Life-Assist	Fire Station EMS Enhancement Funds Drug Box	437.65
LOCC	Membership Dues for Riverside County Division 2024	100.00
Mark Terry	Reimbursement for Car Fuel/ 2024 Mayors & Council Academy	27.13
	Per Diem for Conference/2024 Mayors & Council Academy	50.00
	Reimbursement for Airport Parking/2024 Mayors & Council Acad	60.00
	Reimbursement for Car Rental/2024 Mayors & Council Academy	248.92
PARS	Monthly Administrative Fees Ending December 2023	400.00
PETTY CASH	Petty Cash Reimbursement, 1/31/2024	105.00
Pitney	Supplies-Red Ink	99.28
Pitney Bowes - Purchase Power	Refill Meter, 1/25/2024	601.00
PNC Equipment	Fire Station Engine 1 Lease Payment 3/26/23-3/25/24	84,151.24
	Fire Station Patrol 1 Lease Payment 3/26/2023-3/25/2024	41,063.05
PORAC RMT	PORAC Contributions for February 2024	450.00
PVM	Street & Facility Maintenance Services 1/1/24-1/31/24	1,569.89
RCA	MSHCP Fees Collected January 2024	4,236.00
Riv Co Fire	Dispatch Services FY 23/24 Qtr 1	31,870.40
Riv Co Treasurer	FY 21-22 Property Taxes for 31542 RRCR 2nd Installment	661.34
	Supplemental Tax Bill for 31542 RRCR Ste 1-1st Installment	179.99
	Supplemental Tax Bill 31542 RRCR Ste 1-2nd Installment	163.64
SunRun	Refund for Cancelled Job for Battery Systems Permit#20230480	632.00
	Refund for Cancelled Job for Main/Sub Panel Permit#20230417	632.00
Syntech	Malware Protection-FortiGate Renewal 2/16/2024-2/16/2027	2,891.70
	Install Chrome Extension -Gravity	700.00
	Microsoft Subscriptions & Programs 2/1/24-2/29/24	1,471.00
	Configure Labtop for PT Staff- Madalyne & Ashley	525.00
	Configure HP Computer for Staff-Jessica	525.00
	Configure HP Computer for Staff-Mike	525.00
	Monthly IT Support 2/1/2024-2/29/2024	2,865.00

Date: 2/21/24
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City of Canyon Lake
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
The Code	Plan Check Services for July 30 to August 26 2023	764.20
	Plan Check Services for 8/27/2023 to 9/30/2023	4,381.02
Time Warner	Internet for Fire Station 2/10/24-3/09/24	306.81
Toshiba	Monthly Copier Lease for Fire Station March 2024	120.83
	Monthly Copier Lease for Admin & City Hall March 2024	799.32
US Bank	See Credit Card Review	3,277.59
Welty	Per Diem for Conference/2024 Mayors & Council Members Academ	50.00
Willdan	Water Quality Services thru 1/26/24	2,380.50
Report Total		241,747.75

City of Canyon Lake
 Check/Voucher Register - Checks Prior Month
 From 2/1/2024 Through 2/29/2024

Check Number	Vendor Name	Effective Date	Check Amount
EFT 882	SOUTHERN CALIFORNIA EDISON	2/1/2024	740.01
EFT 883	SOUTHERN CALIFORNIA EDISON	2/1/2024	281.70
EFT 884	SOUTHERN CALIFORNIA EDISON	2/1/2024	626.16
EFT 885	SOUTHERN CALIFORNIA EDISON	2/8/2024	12.42
EFT 886	SOUTHERN CALIFORNIA EDISON	2/8/2024	579.98
EFT 887	SOUTHERN CALIFORNIA EDISON	2/8/2024	54.54
EFT 888	SOUTHERN CALIFORNIA EDISON	2/8/2024	6.94
EFT 889	SOUTHERN CALIFORNIA EDISON	2/8/2024	274.36
EFT 890	SOUTHERN CALIFORNIA EDISON	2/8/2024	71.33
EFT 891	SOUTHERN CALIFORNIA EDISON	2/8/2024	150.61
EFT 892	SOUTHERN CALIFORNIA EDISON	2/8/2024	476.76
EFT 893	Sparkletts	2/8/2024	58.46
EFT 894	SOUTHERN CALIFORNIA EDISON	2/21/2024	193.81
EFT 895	ELSINORE VALLEY MUNI WATER DI:	2/21/2024	90.28
EFT 896	ELSINORE VALLEY MUNI WATER DI:	2/21/2024	73.32
EFT 897	ELSINORE VALLEY MUNI WATER DI:	2/21/2024	106.99
EFT 898	ELSINORE VALLEY MUNI WATER DI:	2/21/2024	529.61
EFT 899	ELSINORE VALLEY MUNI WATER DI:	2/21/2024	760.90
Report Total			<u>5,088.18</u>

Credit Card Review

California Bank & Trust Statement dated 1/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Embroidery and More	City Apparel for Mayor Dale Welty	\$ 163.67	10-100-6830
2	Amazon	Office Supplies	\$ 31.10	10-320-6210
3	Amazon	Office Supplies	\$ 26.93	10-320-6210
4	Amazon	Office Supplies	\$ 13.46	10-320-6210
5	Amazon	Office Supplies	\$ 11.70	10-320-6210
6	Amazon	Office Supplies	\$ 33.24	10-320-6210
			\$ 280.10	

Account Breakdown

City Council Promotion and Advertising	10-100-6830	\$ 163.67
City Clerk Office Expense and Supplies	10-320-6210	\$ 116.43
		\$ 280.10

Check Figure \$ -

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

California Bank & Trust Statement dated 1/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Tommy's Express	Car Wash January 2024	\$ 10.00	10-310-6415
2	Tommy's Express	Car Wash January 2024	\$ 87.96	A \$ 43.98 10-520-6415 \$ 21.99 10-360-6415 \$ 21.99 10-310-6415
3	Tommy's Express	Car Wash January 2024	\$ 10.00	10-310-6415
			<u>\$ 107.96</u>	

Account Breakdown

City Manager Vehicle Maintenance	10-310-6415	\$ 41.99
Building & Safety Vehicle Maintenance	10-360-6415	\$ 21.99
Vehicle Maintenance	10-520-6415	\$ 43.98
		<u>\$ 107.96</u>

Check Figure \$

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

California Bank & Trust Statement dated 1/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	The Home Depot	Repairs to Vehicle Charging Cords	\$ 92.44	10-421-6410
2	The Home Depot	New Lights for Exterior Station	\$ 16.14	27-400-7001
3	HomeDepot.com	New Lights for Exterior Station	\$ 211.41	27-400-7001
4	HomeDepot.com	New Lights for Exterior Station	\$ 453.84	27-400-7001
5	Apple.com	Monthly iCloud Storage	\$ 0.99	10-421-6310
6	Staples	Printing of 2023 Annual Report	\$ 228.88	10-421-6240
7	The Home Depot	Storage Containers for Turnouts	\$ 185.35	10-421-6231
8	Dreamseats LLC	Chair Repairs	\$ 19.00	10-421-6220
9	Costco	Station Supplies	\$ 184.11	10-421-6220
10	Arlo Technologies	Fire Station Security Cameras	\$ 391.48	10-550-8007
			\$ 1,783.64	

Account Breakdown

Fire Department Fleet & Equipment Maintenance	10-421-6410	\$ 92.44
Fire Department Printing	10-421-6240	\$ 228.88
Fire Department Departmental Expense	10-421-6220	\$ 203.11
Fire Department Communications	10-421-6310	\$ 0.99
Fire Department Emergency Response Equip	10-421-6231	\$ 185.35
Building & Facilities Maint. Furniture & Equip.	10-550-8007	\$ 391.48
Fire Station Upgrades	27-400-7001	\$ 681.39
		\$ 1,783.64

Check Figure \$

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

California Bank & Trust Statement dated 1/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Chevron	Fuel for B-1	\$ 72.21	10-421-6425
			<u>\$ 72.21</u>	

Account Breakdown

Fire Department Fuels and Lubricants	10-421-6425	\$ 72.21
		<u>\$ 72.21</u>
		\$ -

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the Finance Committee*

California Bank & Trust Statement dated 1/28/24

ITEM #	CREDITOR	DESCRIPTION	AMOUNT	ACCOUNT
1	CACID	Membership Renewal-Dawn	\$ 100.00	10-520-6520
2	Amazon Prime	Prime Membership Fee	\$ 16.15	10-310-6210
3	Embroidery and More	City Council Jacket & Shirt	\$ 221.07	10-100-6830
4	FestSigns	Sign for Building Dept	\$ 1,216.52	10-360-6220
5	Amazon	Office Supplies	\$ 9.69	10-310-6210
6	O'Reilly	Vehicle Supplies	\$ 52.18	10-520-6415
7	Tycos Integrated Security	Security Services for City Hall	\$ 166.12	10-550-6610
8	Verizon Wireless	New Ipad & Ipad & Sim Card Devices	\$ 1,438.91	A
9	Verizon Wireless	Cell Phones (City Hall & Fire Station)	\$ 732.76	A
10	Lowe's	Office Supplies	\$ 164.20	10-310-6210
11	Cal True Value	Office Supplies	\$ 16.40	10-310-6210
			\$ 4,134.00	

Account Breakdown

City Council Promotion and Advertising	10-100-6830	\$ 221.07
City Manager Office Expense	10-310-6210	\$206.44
Building Dept Communications	10-360-6310	\$150.84
Building Departmental Expense	10-360-6220	\$ 1,216.52
Fire Department Communications	10-421-6310	\$267.50
Code Enforcement Communications	10-520-6310	\$ 484.60
Code Enforcement Vehicle Maintenance	10-520-6415	\$ 52.18
Code Enforcement Membership Dues	10-520-6520	\$ 100.00
Building & Facilities Utilities	10-550-6320	\$67.24
Building & Facilities Professional/Specialized Ser	10-550-6610	\$ 164.22
Fire & Life Saving Equipment	10-421-8017	\$981.49
		\$ 4,134.00

Check figure \$

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

US BANK Statement dated 2/6/24

ITEM #	CREDITOR	DESCRIPTION	AMOUNT	ACCOUNT
1	Downs Energy	Fuel for Fire 1 & 2	\$ 136.11	10-421-6425
2	Ario Technologies	City Hall Security Cameras	\$ 12.99	10-550-6610
3	Downs Energy	Fuel for Fire 1, 2 & 3/ Fire 1 Red Dye	\$ 414.06	10-421-6425
4	Zoom	Zoom Subscription for Meetings	\$ 16.62	10-310-6210
5	Ario Technologies	Admin Office Security Cameras	\$ 17.99	10-550-6610
6	Downs Energy	Fuel for Fire 1 & 2 /Fire 1 Red Dye	\$ 292.14	10-421-6425
7	Adobe	Acrobat Pro Subscriptions	\$ 311.87	A
8	Adobe	Creative Cloud All Apps 100GB	\$ 29.99	10-110-6210
9	Frontier Comm.	Internet for City Hall & Admin Office	\$ 205.35	10-550-6320
10	CAL ICMA	Conference Registration Nooks	\$ 60.00	10-310-6510
11	Canyon Lake Golf & Country Club	Closed Session Meal -1/10/2024	\$ 250.36	10-100-6225
12	Staber Brothers	Water for Council Meeting	\$ 14.44	10-100-6220
13	SRCAR	Registration for Jessica	\$ 55.00	10-310-6510
14	Amazon	Office Supplies Return Credit	\$ (16.37)	10-310-6210
15	Marriott Monterey	Mayors and Council Members Academy-Welby	\$ 390.46	10-100-6510
16	Marriott Monterey	Mayors and Council Members Academy-Terry	\$ 686.74	10-100-6510
			\$ 3,277.59	

Account Breakdown

City Council Dept. Expense	10-100-6220	\$ 13.48
City Council Meeting Expense	10-100-6225	\$ 250.36
Conference/Meeting/Travel Expense	10-100-6510	\$1,777.20
City Manager Office Expense and Supplies	10-310-6210	\$30.24
City Manager Conference/Meeting/Travel Expense	10-310-6510	\$115.00
City Manager Dept. Expense	10-310-6220	\$47.98
City Clerk Departmental Expense	10-320-6220	\$47.98
Building Dept Expense	10-360-6220	\$47.98
Finance Office Expense and Supplies	10-330-6210	\$47.98
Fire Department Fuel & Lubricants	10-421-6425	\$ 1,053.11
Fire Department Expense	10-421-6220	\$73.87
Special Enforcement Misc. Expense	10-520-6220	\$47.98
Building & Facilities Utilities	10-550-6120	\$ 205.35
Building & Facilities Professional/Specialized Ser	10-550-6610	\$ 30.98
		\$ 3,277.59

Check Figure \$

Copies for City Council
as directed by
the Finance Committee

**MINUTES
SPECIAL MEETING OF THE
CANYON LAKE CITY COUNCIL
Tuesday, February 6, 2024**

**Special Meeting - Goal Setting Workshop - 3:00 p.m.
Canyon Lake Golf and Country Club, Magnolia Room
32001 Railroad Canyon Road, Canyon Lake, CA 92587**

CALL TO ORDER

Mayor Welty called the meeting to order at 3:00 p.m.

ROLL CALL

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

Absent: None.

FLAG SALUTE

The Flag Salute was led by Council Member Castillo.

INVOCATION

The Invocation was led by Council Member Smith.

PUBLIC COMMENTS

There were no public comments.

BUSINESS ITEM

(1) Presentation and Discussion Regarding City Council Goals and Priorities

City Manager Dailey provided an introduction and overview of City Council goals and priorities workshop. Finance Director Shea provided financial projections for the next five years.

The City Council discussed short- and long-term goals and priorities.

City Manager Dailey stated that final goals and priorities would be brought forward at the March 13, 2024, City Council meeting for ratification.

ADJOURNMENT

At 7:00 p.m., Mayor Welty adjourned the meeting.

Respectfully submitted,

Sheryl L. Garcia, MMC, CPM
City Clerk

**MINUTES
REGULAR MEETING OF THE
CANYON LAKE CITY COUNCIL
Wednesday, February 14, 2024**

**Closed Session – 4:30 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 4:35 p.m.

ROLL CALL

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

Absent: None.

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION

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

The City Council entered Closed Session at 4:35 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.

INVOCATION

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

The Invocation was led by Council Member Smith.

FLAG SALUTE

The Flag Salute was led by Council Member Dain.

ROLL CALL

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

Absent: None.

CLOSED SESSION REPORT

City Attorney Graham reported that with regard to Items 1 and 3, direction was given by consensus.

CEREMONIAL MATTERS

Mayor Welty recognized Gretchen Blackford, Kathy Wood and Lynda Downey as Citizens of the Month.

Council Member Dain recognized Miguel Rodriquez as Student of the Month.

COMMUNITY REPORTS

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

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 Department Lieutenant Edwards provided an update on public safety statistics.

Fire Chief LaTendresse provided an update on fire statistics.

PUBLIC COMMENT

Julie Bowman shared she was campaigning for the Republican Party of Riverside County Central Committee on the November ballot.

Mayor Welty requested that Business Item 6 be moved up on the agenda and heard at this time.

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

Southwestern Riverside County Higher Education Coalition representative Lisa Deforest and Management Analyze Jessica Sanchez provided a presentation.

There were no public comments.

Motion and second by Council Member Dain/Council Member Smith to adopt Resolution No. 2024-05 supporting the Southwestern Riverside County Higher Education Coalition.

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

COMMITTEE AND COUNCIL REPORTS/COMMENTS

Council Member Smith provided a real estate update. He shared that the Riverside County Transportation Commission had a ribbon cutting for the I-15 freeway expansion and encouraged the public to vote in this year's election.

Council Member Dain discussed her attendance at the roundtable meeting between the Canyon Lake's Private Owner's Association, Water District and the City. She shared that she attended the Student of the Month ceremony and how great it was to see the children of Canyon Lake continuing to be recognized.

Council Member Castillo wished everyone a happy February.

Mayor Pro Tem Terry stated the Cut-A-Thon fundraised \$100,000 for Eric Frega's family.

Mayor Welty shared his experience at the emergency preparedness presentation provided by the Canyon Lake fire department. He provided an update on the Southern California Association of Government's efficient transportation plan.

CONSENT CALENDAR

Motion and second by Council Member Smith/Mayor Pro Tem Terry to approve Consent Calendar Items 1-4.

Motion carried 5-0, with Council Member Castillo, 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. 2024-03 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 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.

Action Taken: The City Council adopted 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.

PULLED CONSENT CALENDAR ITEMS

None.

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

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

City Manager Dailey provided a presentation.

Mayor Welty announced the public hearing session opened at 7:48 p.m.

There was no public testimony on this item.

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

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

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

BUSINESS ITEMS

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

City Attorney Graham provided a presentation.

Motion and second by Council Member Smith/Mayor Welty to direct Staff to schedule this item for the March 13, 2024, City Council meeting.

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

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

City Manager Dailey provided a presentation.

Motion and second by Council Member Smith/Council Member Castillo to propose for purposes of the June public hearing notice an EMS Subscription of \$309 and present an updated EMS Response Fee calculation to the Finance and Planning Committee for consideration.

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

CITY MANAGER COMMENTS

City Manager Dailey had no comments.

ANNOUNCEMENTS

Mayor Welty announced that the next regular City Council meeting will be held on Wednesday, March 13, 2024.

ADJOURNMENT

At 8:50 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: Jim Morrissey, City Planner

DATE: March 13, 2024

SUBJECT: Receive and File the City’s Housing Element Annual Progress Report

Recommendation

Receive and file.

Background

Each jurisdiction must prepare an annual progress report on the jurisdiction’s status and progress in implementing its Housing Element. Each jurisdiction’s Annual Progress Report (APR) must be submitted to State HCD and the Governor’s Office of Planning and Research (OPR) by April 1 of each year (covering the previous calendar year).

An updated version of the Housing Element has been filed with the State and comments are to be returned by March 5, 2024. The City is in a unique position in that we are in a new Housing Element Cycle (6th), but have not yet been certified by the State. As such, implementation of the various Housing Element programs is somewhat uncertain until a final version is certified and the various programs we have proposed to undertake are accepted.

Attached is the Progress Report Matrix that identifies the City’s current implementation of Housing Element programs, as displayed in our recent submittal to the State. This matrix will be used to complete the required documentation for our Annual Progress Report to the California Department of Housing and Community Development (State HCD).

Fiscal Impact

There is no fiscal impact.

Attachments

1. Progress Report Matrix

ATTACHMENT 1



Canyon Lake Housing Element (2021-2029)

Appendix G – Progress Report

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 - G.2 Appropriateness of Goals, Objectives and Policies G-2
 - G.3 5th Cycle Midterm (May 6, 2020) Housing Element Effectiveness G-2
 - G.4 RHNA Progress G-8
 - G.5 Progress in Implementation..... G-9
 - G.6 Effectiveness in Addressing Special Needs G-9

Tables

- Table G-1 City of Canyon Lake RHNA Progress: 2014-2022..... G-8
- Table G-2 Progress Report..... G-10

Figures

No table of contents entries found.

G. Progress Report

G.1 Government Code Requirements

HCD recommends that the Progress Report of the 5th cycle Housing Element discuss the following:

- Appropriateness of goals, objectives and policies (Section 65588(a)(1)): a description of how the goals, objectives, policies and programs of the updated element incorporate what has been learned from the results of the prior element.
- Effectiveness of the element (Section 65588(a)(2)): a comparison of the actual results of the earlier element with its goals, objectives, policies and programs. The results should be quantified where possible (e.g., rehabilitation), but may be qualitative where necessary (e.g., mitigation of constraints).
- Progress in implementation (Section 65583(a)(3): an analysis of the significant differences between what was projected or planned in the earlier element and what was achieved.

G.2 Appropriateness of Goals, Objectives and Policies

Several of the goals and policies included in the 5th cycle Housing Element are appropriate to carry forward to the 2021-2029 planning period. However, the goals and polices have been updated to include many important pro-housing policies.

The goals and policies have been updated to reflect the findings of the Assessment of Housing Needs (Appendix A), Assessment of Fair Housing (Appendix B), Housing Sites Inventory and Analysis (Appendix C), Governmental Constraints (Appendix D), and Non-Governmental Constraints (Appendix E). In addition, the linkage between the housing needs assessment and the special needs goals and policies has been improved. Moreover, the vision of the Towne Center Specific Plan has been incorporated into the goals, objectives, and policies. The quantified objectives have also been adjusted to account for the accomplishments made during the 2013-2021 planning period. Quantified objectives have been adjusted for the production, rehabilitation, and preservation/conservation of housing

G.3 5th Cycle Midterm (May 6, 2020) Housing Element Effectiveness

The 5th cycle Housing Element has been effective in the identification of goals, policies and programs to address the City's housing needs and has guided the City's efforts to improve its policies and practices and to adopt Zoning Ordinance Amendments to comply with numerous State laws. This part of Appendix G evaluates the effectiveness of the 5th Cycle Midterm Housing Element on a program-by-program basis. Table G-2 provides a detailed program level assessment of housing accomplishments over the 5th cycle planning period.

The 5th Cycle Midterm Housing Element for the City of Canyon Lake was certified by HCD on June 18, 2020. The City staff of Canyon Lake is very small, and some were compromised by the COVID-19 virus for an extended time. As a result, implementation of the adopted programs from the 5th Cycle Midterm Housing Element was severely affected. In order to promote achievement of the goals, policies and objectives, the City will conduct more outreach to agencies such as WRCOG, County of Riverside Economic Development Agency and Fair Housing Council of Riverside County, Inc. The City has very limited resources and must involve agencies such as those listed in the preceding sentence to accomplish its goals and objectives.

Program 1 SB 2 Planning Grant

Objective: Complete Planning Grant Study.

Effectiveness: Goal was met in 2022, outside of the planned timeframe.

The objective of the SB 2 Planning Grant was to complete the Towne Center Specific Plan (TCSP) within the 5th Cycle planning period. That schedule was revised by the SB 2 Agreement between HCD and the City. The Draft TCSP was completed in September 2021 and was adopted by the City on June 1, 2022. Although the Housing Element schedule was not met, the SB 2 Agreement schedule was satisfied.

The primary goal of the planning effort, to identify sites for RHNA above moderate-, moderate- and lower-income housing need in a multi-story mixed use development, has been achieved. The TCSP will be incorporated into the 6th Cycle (2021-2029) Housing Element. The mixed-use development concepts and housing sites described by the TCSP are incorporated into Appendix C – Sites Inventory. The Specific Plan provides for the development housing units on mixed-use sites. The TCSP creates development incentives including streamlined processing and regulatory relief.

SB 2 Planning Grant funded the amendment of the Zoning Ordinance, in the 5th Cycle Midterm Housing Element with the following Ordinances related to the Housing Element:

- a. On August 7, 2019, Ord.183 Emergency Shelter Ordinance was adopted.
 - Employee Housing to comply with Government Code Section 65583(c)(1)
 - Family to comply with fair housing laws
 - Supportive Housing to comply with Government Code Section 65582(g)
 - Target Population to comply with Government Code Section 65582(i)
 - Transitional Housing to comply with Government Code Section 65582(j)
- b. On April 1, 2020, Ord. 195 was adopted. Amending various portions of the Canyon Lake Municipal Code Related to Housing Element Implementation, including employee transitional and supportive housing and requiring a conditional use permit for licensed group homes.
- c. On April 1, 2020, Ord. 196 was adopted establishing a Mixed-Use Zone, applicable to the Towne Center site.
- d. Towne Center Specific Plan was approved by Resolution No. 2022-33 by the City on, June 1, 2022.
- e. Ordinance 222, adopted by the City on June 1, 2022. Amending the City Zoning Map of the City of Canyon Lake Changing Certain Property from C-1 General Commercial to Mixed Use Zone. The adoption of the Towne Center Specific Plan and Zoning Ordinance to allow for high density housing to fulfill the Regional Housing Needs Allocation.

Program 2 General Plan/Housing Element Consistency

Objective: Update elements as needed to ensure internal consistency.

Effectiveness: Goal was met in 2022, outside the planned timeframe.

Program 2 of the 5th Cycle Housing Element was partially effective. The objective of Program 2 was to update elements of the General Plan to achieve internal consistency among all elements of the General Plan. The Safety Element was identified as the one element that because of recent states laws required updating. Program 2 will be achieved in 2022, not 2021 as originally planned.

The 6th Cycle Housing Element will incorporate the Safety Element's goals, policies, and programs that pertain to the issues addressed by the *2021-2029 Housing Element*. The 6th Cycle Housing Element will be amended following adoption of the Safety Element in 2022.

Program 3 Canyon Lake Village Overlay Zone (CLVOZ)

Objective: Adopt criteria and incentives. Create lot split.

Effectiveness: Program 3 is no longer necessary as the original plans for the CLVOZ have been superseded by the Towne Center Specific Plan.

Program 3 of the 5th Cycle Housing Element was partially effective. One of the Program's objectives was met: A civil engineer was retained by the City and has identified 2.5-3.0 acres of flat buildable land within the 9+ acre site.

The second objective – a parcel split – was not achieved because the City has received from developers inquiries on development of all three adjacent parcels. The developer interest could lead to applications to amend the Land Use Element and Zoning. Additionally, the Specific Plan process with regard to multifamily development has not been evaluated to identify how it can be made less cumbersome.

Upon the adoption of the Towne Center Specific Plan, housing needs will be met for the 6th cycle. The Canyon Lake Village Overlay Zone is no longer necessary and will not be pursued. The Towne Center Specific Plan was approved by Resolution No. 2022-33 by the City on June 1, 2022.

Program 4 No Net Loss Program

Objective: Maintain sites that accommodate lower income housing.

Effectiveness: Goal was met within the planned timeframe.

Program 4 of the 5th cycle Housing Element was effective as the City continued to comply with the State law (Government Code Section 65863(a)). Based on an HCD Technical Memorandum, the Planning Department developed a No Net Loss Monitoring Procedure. The 6th cycle Housing Element incorporates a No Net Loss Program.

Program 5 Annual Progress Report

Objective: Complete two APRs.

Effectiveness: Goal was met within the planned timeframe.

Program 5 of the 5th cycle Housing Element was effective as Annual Progress Reports were submitted by the City to HCD. The 6th cycle Housing Element incorporates an APR Program.

Program 6 Section 8 Rental Assistance

Objective: Facilitate 5 lower income households achieving Section 8 Rental Assistance.

Effectiveness: Goal was not effective.

Program 6 of the 5th cycle Housing Element was partially effective. The objective of Program 6 was to provide rental assistance to five households through the County of Riverside Section 8 Housing Choice Voucher Program. As of September 2021, only one Canyon Lake lower income household was assisted by the rental assistance program. The Program's effectiveness could be hindered by a lack of participation in the Program and market rents exceeding the Section 8 Fair Market Rents (MFRs).

Program 7 First Time Homebuyer Program

Objective: Facilitate 5 lower income households achieving First Time Homebuyer Down Payment Assistance.

Effectiveness: Program was not effective.

Program 7 of the 5th cycle Housing Element was not effective as no homes were purchased in Canyon Lake by households benefitting from down payment assistance. The Program objective was to assist five households. The Program offers a maximum \$75,000 in down payment assistance, an amount which represents 20 percent of a home

with a sales price of \$375,000. It is possible that the program objective was not met because very few homes were for sale at a price of less than \$375,000.

The 2021-2029 Housing Element will continue to incorporate the FTHB Program with the objective of assisting five households. The City anticipates that outreach and other efforts can increase participation in the Program. The FHCRC will conduct FTHB workshops that also will involve local Realtors and staff from the County Economic Development Agency.

Program 8 Mortgage Credit Certificate (MCC) Program

Objective: Facilitate two moderate income households achieving participation in the Mortgage Credit Certificate Program.

Effectiveness: Program was not effective.

Program 8 of the 5th cycle Housing Element was not effective. The MCC Program runs in tandem with the FTHB Program. The MCC Program will be incorporated into the *2021-2029 Housing Element*. City staff believes that increasing participation in the FTHB Program will also lead to the increased use of Mortgage Credit Certificates.

The Riverside County Economic Development Agency administers the Mortgage Credit Certificate (MCC) Program. Lenders participating in this program will process mortgage loan applications and will prepare the buyers MCC application. The MCC program may be utilized in Riverside County's unincorporated area and 13 cooperating cities. Consequently, only a few households can be assisted in any one city. The quantified objective for the City is two moderate income households.

The City will take the following actions in the 6th cycle Housing Element:

- Advertise the program in the City's e-news online newsletter
- Provide at City Hall a brochure describing the MCC Program

Program 9 Accessory Dwelling Unit (ADU) Program

Objective: Adopt ADU and JADU Ordinances that comply with State Law.

Effectiveness: Program was successful.

Program 9 of the 5th cycle Housing Element was effective. The ADU Ordinance was adopted on March 4, 2020. One building permit application to construct a 195 square foot ADU was submitted in September 2021. HCD has reviewed the adopted ADU ordinance and has recommended changes. The Planning Department presented to the City Council an updated ADU Ordinance and it was adopted in Ordinance No. 197 on April 1, 2020. Subsequent amendments were also adopted, as required by State law.

The 6th cycle Housing Element incorporates an ADU Program that includes incentives to encourage the development of accessory dwelling units.

Program 10 Affordable Housing Density Program

Objective: Adopt a Density Bonus Ordinance.

Effectiveness: Program has not been completed.

Program 10 of the 5th cycle Housing Element was partially effective. The primary objective of Program 10 was the adoption of a Density Bonus Ordinance during the 5th cycle planning period. A draft of the Density Bonus Ordinance was completed. Density bonuses are incorporated into the 6th cycle Housing Element as one of the incentives of the Affordable Housing Incentives Program.

Program 11 Developmentally Disabled Outreach Program

Objective: Conduct outreach to increase awareness of resources for developmentally disabled people.

Effectiveness: Goal was met within the planned timeframe.

Program 11 of the 5th cycle Housing Element was effective as outreach efforts were accomplished with the Inland Regional Center and Community Access Center. Information was obtained on transition services, housing services, and the number Canyon Lake developmentally disabled residents served by the Inland Regional Center.

The 6th cycle Housing Element incorporates a Developmentally Disabled Outreach Program. In addition to posting information on its website, the City will invite the Community Access Center and Inland Regional Center to attend a housing-focused Community Workshop.

Program 12 Reasonable Accommodation Procedure

Objective: Complete a program to increase awareness of resources for people who benefit from Reasonable Accommodation.

Effectiveness: Goal was met within the planned timeframe.

Program 12 of the 5th cycle Housing Element was effective. The RAP was posted on the City's website. Additionally, a reasonable accommodation procedure brochure and application was prepared and made available at the Planning Department and Building Department counters. Resolution No. 2019-22 of the City Council of the City of Canyon Lake adopting a Reasonable Accommodation Policy was adopted on June 17, 2019.

The reasonable accommodation procedure is carried forward to the 6th Cycle Housing Element.

A program is included in the 6th Housing Element to ensure the community is aware of established procedures.

Program 13 Housing and Social Services Directory

Objective: Complete a referral directory for housing and social services Information.

Effectiveness: Goal was met within the planned timeframe.

Program 13 of the 5th cycle Housing Element was effective as the Directory was completed and made available to City residents. The *2021-2029 Housing Element* does not incorporate the Directory as the Directory was is complete. The City's future efforts will concentrate on housing services such as fair housing resources.

Program 14 Extremely Low-Income Housing Program

Objective: Adopt a resolution to waive fees for Extremely Low-Income housing.

Effectiveness: Goal was not met.

Program 14 of the 5th cycle Housing Element was not effective as zero housing units targeted to extremely low-income (ELI) households were rehabilitated or constructed. The Program is incorporated into the 2021-2028 Housing Element. City staff believes that the Towne Center Specific Plan will result in the production of affordable housing units, a portion of which would be occupied by ELI households.

Program 15 Single Room Occupancy (SRO) Development Standards

Objective: Prepare SRO Development Standards.

Effectiveness: Goal was met within the planned timeframe.

Program 15 of the 5th cycle Housing Element was effective. The Housing Element defines SROs and micro-units within the meaning of compact housing units. The Housing Element also states that SROs are a permitted use in the residential zones and lists the minimum housing unit sizes. There is no need to continue this program.

Program 16 Monitor the Cumulative Effects of Development Standards

Objective: Prepare Monitoring Report and Update Height Limit and Housing Unit Size Requirements.

Effectiveness: Goal was met within the planned timeframe.

Program 16 of the 5th cycle Housing Element was effective. Upon evaluation of the cumulative effects of the development standards in the Village Overlay Zone, it was determined that the height of 30 feet should be increased to 35 feet and the minimum housing unit standard should match those of the California Tax Credit Allocation Committee. There is no need to continue this program.

Program 17 Omnibus Zoning Ordinance Amendments Program

Objective: Adopt Zoning Ordinance Amendments (ZOA).

Effectiveness: Goal was met within the planned timeframe.

Program 17 of the 5th cycle Housing Element was partially effective. The objective of the Program was to adopt certain amendments to the Zoning Ordinance such as increasing the emergency shelter bed limit.

The City Council approved the first and second readings of the Zoning Ordinance Amendments on February 5, 2020 and March 4, 2020, respectively. Therefore, the provisions of that Amendment are now in effect. The program also includes the following Zoning Ordinance Amendments which will be enacted within one-year of City Council adoption of the 2013-2021 Housing Element:

- Modify the emergency shelter 5-person bed limit.
- Provide for permitting and processing timelines that adhere to State law including Government Code Section 65852.2 (a)(3) and (b) [ADUs], SB 330, and a streamlined review process of eligible affordable housing developments, consistent with the provisions of SB 35.
- Permit by right low barrier navigation centers in the zones permitting mixed use and in the non-residential zones permitting multifamily residential uses, provided they meet the requirements specified in Government Code Section 65662. (A —low barrier navigation center|| is a service enriched shelter that focuses on moving people into permanent housing while providing temporary living facilities and services.)
- Revise the family definition to comply with fair housing law or delete the family definition.

Program 18 Development Impact Fee Program

Objective: Complete consultation with Districts and WRCOG to determine if they will reduce fees for affordable housing development.

Effectiveness: Goal was not met.

Program 18 of the 5th cycle Housing Element was not effective. No actions were taken to determine if WRCOG, the school district, or water districts would reduce the fees for an affordable housing development. The *2021-2029 Housing Element* includes a program to provide incentives to produce affordable housing. One of the incentives is a reduction in impact fees.

Program 19 County Home Enhancement Program

Objective: Repair three housing units using funds from County Enhancement Programs.

Effectiveness: Goal was not met.

Program 19 of the 5th cycle Housing Element was not effective due to COVID-19 shutdown. No homes were rehabilitated with the use of the County's HOME funds. The Program is being carried forward to the 6th Cycle Housing Element. City staff believes it may be possible to have residents participate in the Program following outreach and marketing efforts.

In 2016, the City used County CDBG funds to implement a home repair program in partnership with Habitat for Humanity Inland Valley. Five homes were repaired for low income households eligible to be assisted by CDBG funds.

Program 20 Fair Housing Services Program

Objective: Conduct workshops, seminars, and services to increase awareness of the Fair Housing Services Program.

Effectiveness: Goal was met.

Program 20 of the 5th cycle Housing Element was effective. The County of Riverside contracts with the Fair Housing Council of Riverside County to provide a wide variety of services to residents of unincorporated areas and 13 cities, including Canyon Lake. The 6th Cycle Housing Element incorporates a fair housing services program.

Program 21 Fair Housing Information Program

Objective: Provide information on flyers, posters and on City's website on the Fair Housing.

Effectiveness: Goal was met.

Program 21 of the 5th cycle Housing Element was effective. Information on fair housing was made available to residents. The City will continue to provide residents with the most recent fair housing information.

Program 22 Assessment of Fair Housing (AFH)

Objective: Complete a draft AFH.

Effectiveness: Goal was met.

Program 22 of the 5th cycle Housing Element was effective. The Draft AFH was completed in April 2021 and revised pursuant to the HCD comments. The AFH is incorporated into the 6th cycle Housing Element as Appendix B.

Program 23 PACE Financing Program

Objective: Complete energy efficiency improvements in 450 Canyon Lake homes.

Effectiveness: Goal was met.

Program 23 of the 5th cycle Housing Element was effective. The objective of 450 homes achieving energy efficient improvements was met.

G.4 RHNA Progress

Canyon Lake's RHNA for the 2014-2021 timeframe was 83 housing units. Table G-1 shows that between 2014 and 2020, building permits were issued for 42 housing units. Although no lower income housing units have been built, a primary purpose of the Towne Center Specific Plan is to create opportunities for the development of affordable housing through sites identification, development standards and streamlined processing.

Table G-1 City of Canyon Lake RHNA Progress: 2014-2022

Income Group	RHNA	Building Permits	Remaining Units
Very Low	21	0	21
Low	14	0	14
Moderate	16	10	6
Above Moderate	32	32	0
Total	83	42	41

G.5 Progress in Implementation

The 5th cycle Midterm Housing Element was certified by HCD on June 18, 2020. Fifteen of the programs have been fully implemented; three have been partially completed; and two have not yet been implemented.

City residents have not participated to the extent originally planned in three County programs: first time homebuyer program; mortgage credit certificates; and the housing rehabilitation program. The City staff will be working with the County to identify ways to improve participation in the programs.

G.6 Effectiveness in Addressing Special Needs

The beneficial impacts of implementing the *2014-2021 Housing Element* on special needs populations include the following:

- **General.** A Directory of social services available to special population groups was prepared.
- **Elderly.** The housing needs assessment and demographic trends demonstrated that guidelines for the development of senior housing should be incorporated into the TCSP.
- **Disabled.** A Reasonable Accommodation Procedure was adopted. In addition, a brochure describing the Reasonable Accommodation Procedure was prepared as well as an application. Both documents are available at the Planning and Building department.

Table G-2 Progress Report

Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
1. SB 2 Planning Grant	Complete Planning Grant Study.	7/1/20 to 10/15/21	Complete. Planning Grant was used to fund planning of the Towne Center Specific Plan.
2. General Plan/Housing Element Consistency	Update elements as needed (Safety Element).	4/1/20, 4/1/21	The Safety Element was adopted on April 12, 2023, Resolution number 2023-13. .
3. Canyon Lake Village Overlay Zone	Adopt criteria and incentives. Create lot split.	5/6/20 and 10/30/20	A consultant was hired to determine the potential development area. 2.5-3.0 of the 9+ acres were determined to be developable. The land value would reflect that 2.5 to 3.0 acres not the entire 9+ acre site is developable. A meeting was held with a potential developer to determine interest and lot size. The parcel along with two adjacent parcels are currently for sale.
4. No Net Loss Program	Maintain sites that accommodate lower income housing	Prepare tracking by 6/30/20	No changes in land use have occurred that would result in a net loss.
5. Annual Progress Report (APR)	Complete two APRs.	4/1/20, 4/1/21	2019's APR was submitted and this year's was submitted prior to 4/1/21.
6. Section 8 Rental Assistance Program	Facilitate three lower income households achieving Section 8 Rental Assistance.	Ongoing	The County of Riverside reports that one Canyon Lake household is receiving Section 8 rental assistance as of September 2021.
7. First Time Homebuyer Down Payment Assistance Program	Facilitate two lower income households achieving First Time Homebuyer Down Payment Assistance	Ongoing	Lower income households living in Canyon Lake are eligible to apply for down payment assistance. Appendix F – Housing Resources – has identified the amount of HOME funds allocated to the program. The available funding is very limited and only a few households in any one city could be assisted.
8. Mortgage Credit Certificate Program	Facilitate two moderate income households achieving participation in the Mortgage Credit Certificate Program.	Ongoing	Households participating in the down payment assistance program are eligible to also participate in the MCC Program.
9. Accessory Dwelling Unit Program	Adopt ADU and JADU Ordinances that comply with State Law.	Ordinance adopted 3/4/20	Completed. Since adoption three ADU applications has been approved.

Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
10. Affordable Housing Density Program	Adopt a Density Bonus Ordinance.	Prepare by 10/30/20	A draft Density Bonus Ordinance has been completed. The final DBO is scheduled for adoption in February 2022.
11. Developmentally Disabled Outreach Program	Conduct outreach to increase awareness of resources for developmentally disabled people.	10/30/2020	The City has obtained information on the number of developmentally disabled persons living in Canyon Lake and their living arrangements. Program information also was obtained from the Inland Regional Center and will be posted on the City's website.
12. Reasonable Accommodation Program	Complete a program to increase awareness of resources for people who benefit from Reasonable Accommodation.	February 2020.	Completed. A brochure/application for a reasonable accommodation request has been prepared. It is available at the Building Department and Planning Department counters.
13. Housing and Social Services Information and Referral Directory	Complete a referral directory for housing and social services information.	December 2020	The Directory has been completed and is available to the City residents.
14. Extremely Low-Income Housing Program	Adopt a resolution to waive fees for Extremely Low-Income housing.	10/30/2020	The resolution was adopted in 2020. No ELI housing units have been constructed.
15. Single Room Occupancy (SRO) Development Standards	Prepare SRO Development Standards	10/30/2020	In progress with research undertaken. The <i>2021-2029 Housing Element</i> proposes development standards for compact housing units (SROs, micro units, small studio units)
16. Monitor Cumulative Effects of Overlay Zone Development Standards	Prepare Monitoring Report and Update Height Limit and Housing Unit Size Requirements.	May-21	Completed. The analysis indicates the Canyon Lake Village Overlay height limit should be increased from 30 feet to 35 feet. The height limit increase will enable residential development at a minimum of 20 dwelling units per acre.
17. Omnibus Zoning Ordinance Amendments Program	Adopt Zoning Ordinance Amendments (ZOA)	3/4/20 and 5/5/21	Draft amendments have been prepared regarding emergency shelters and Village Overlay Zone. These and other Zoning Ordinance Amendments are scheduled for adoption on February 2, 2022.
18. Development Impact Fee Program	Complete consultation with Districts and WRCOG to determine if they will reduce fees for affordable housing development.	10/30/2020	Not yet prepared. Have contacted WRCOG.
19. County Enhancement Program	Repair three housing units using funds from County Enhancement Programs	2013-2021	Ongoing with the use of County HOME and NSP Funds.

Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
20. Fair Housing Services Program	Conduct workshops, seminars, and services to increase awareness of the Fair Housing Services Program	Ongoing	Completed using County CDBG funds.
21. Fair Housing Information Program	Provide information on flyers, posters and on City's website on the Fair Housing	February 2020.	Completed.
22. Assessment of Fair Housing	Complete a draft AFH	4th Qtr. 2020 and 4/1/21	Draft AFH completed in April 2021.
23. Energy Conservation PACE Programs	Complete energy efficiency improvements in 450 Canyon Lake homes	Ongoing	450 plus homes have received program funding. Includes PACE financing

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STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Nicole Dailey, City Manager

BY: Ruby Manzano, Code Enforcement Supervisor

DATE: March 13, 2024

SUBJECT: Second Reading and Adoption 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

Conduct second reading and adopt 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/Discussion

At the February 14, 2024, City Council meeting, the City Council held a public hearing and approved the first reading of Ordinance No. 244, amending Chapter 5.22 of the Canyon Lake Municipal Code related to Single-Family Rental Property Registration, Inspection and Crime-Free Rental Housing Program.

Several key notable changes to the program, if adopted, will include the removal of the Business License requirements and replacing it with a Property Registration fee and a Residential Rental Certificate, allowing for multiple residential rental properties on a single registration form if owned by the same property owner, adding an option for Initial Self-Certification, adding clarification requirements of a registration renewal and inspection, adding and exemption for owner-occupied residences (excluding ADUs), strengthening enforcement measures, adding an initial property registration fee of \$151 (same as business license), reducing the property registration fee for each additional property owned by the same property owner from \$155 to \$75.50, adding a property registration renewal fee of \$39 (same as business license renewal), adding a late renewal fee of \$19.50, which would include the renewal fee of \$39 totaling to \$58.50, adding an initial self-certification fee of \$158.

These changes, once adopted, will take effect 30 days later. Staff is currently working on several communication materials to distribute to property owners, property managers, and local realtors to expand our outreach and education efforts in the community and to urge greater participation and compliance.

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. Ordinance No. 244

ATTACHMENT 1

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 13th day of March, 2024.

Dale Welty, Mayor

ATTEST:

APPROVED AS TO FORM:

Sheryl Garcia, MMC, CPM

Steven Graham, City Attorney



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Nicole Dailey, City Manager

BY: Mike A. Borja, Administrative Services Director

DATE: March 13, 2024

SUBJECT: Adopt a Resolution Designating the Authorized Agent for Federal Disaster Assistance and Grant Assistance with the California Governor's Office of Emergency Services (Cal OES)

Recommendation

Adopt Resolution No. 2024-07 authorizing the designation of the City Manager to act as Authorized Agent on behalf of the City of Canyon Lake with the California Governor's Office of Emergency Services (Cal OES) for a period of three years from the date of approval.

Background

The California Governor's Office of Emergency Services requires authorized agents (AAs) to sign Requests for Public Assistance (RPAs) and related documents when requesting assistance because of a federally declared disaster or grants for hazard mitigation assistance. Currently, the City does not have a current designation on file with Cal OES. The requested action will recognize the City Manager to act on behalf of the City of Canyon Lake to ensure the City is able to timely file any necessary paperwork for disaster assistance or mitigation grants.

Discussion

In the event the City experiences a disaster that is covered under a federal disaster declaration, the City can request federal assistance for certain covered categories. Additionally, the City can seek grant funding to mitigate known hazards. The federal funding passes through Cal OES to public agencies within the State of California, such as the City of Canyon Lake. Cal OES requires a resolution designating AAs to submit required documents on behalf of the City. The designation of AAs can either occur by naming specific individuals within the organization or by job titles. Additionally, the form can be completed to cover one specified incident, or it can be designated as universal meaning it will cover all open and future disasters, up to three (3) years from the resolution effective date.

Staff recommends designating the City Manager as the authorized agent (AA) and selecting the universal resolution option as this is more operationally efficient. By designating titles only, the City does not need to request additional resolutions if named employees separate from the City. The universal resolution is valid for all open and future disasters that are declared up to three years following the date of approval of the resolution. Upon expiration of the resolution, the AA can no longer make applications for new assistance, but it would remain in effect for disasters declared prior to expiration. It also remains effective until the disaster goes through closeout unless it is superseded by a newer resolution.

At present, the City is in process with the Federal Emergency Management Agency (FEMA) and Cal OES to seek reimbursements for the COVID-19 pandemic, which has been declared a federal disaster. The requested resolution will apply to this disaster, as well as any others going forward for a period of three (3) years and will ensure staff is equipped with authority to file appropriate paperwork for disaster recovery or mitigation assistance on behalf of the City.

Fiscal Impact

None, but approval of the recommended action would enable the City to seek COVID-19 reimbursement funds as well as mitigation grant funds from the State and Federal government.

Attachments

1. Resolution No. 2024-07
2. Cal OES 130 - Designation of Applicant's Agent Resolution Form

ATTACHMENT 1

RESOLUTION NO. 2024-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, DESIGNATING THE CITY MANAGER TO BE THE AUTHORIZED AGENT TO ENGAGE WITH THE FEDERAL EMERGENCY MANAGEMENT AGENCY AND THE GOVERNOR'S OFFICE OF EMERGENCY SERVICES REGARDING GRANTS AND REIMBURSEMENTS

WHEREAS, the City seeks to apply for Federal Emergency Management Agency (“FEMA”) and California reimbursement for costs incurred during the COVID-19 pandemic; and

WHEREAS, the Governor's Office of Emergency Services (“Cal OES”) administers the State and Federal reimbursement process and grant programs for emergency and disaster relief; and

WHEREAS, Cal OES Form 130 requires the City to designate an agent to engage with FEMA and Cal OES regarding assistance and grants applied for by the City; and

WHEREAS, the City desires to approve a universal resolution with Cal OES (Form 130) designating the City Manager as the authorized agent to engage with FEMA and Cal OES regarding grants and reimbursements for up to three years following the date of approval of this Resolution.

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

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

Section 2. The City Council hereby designates the City Manager to be the authorized agent to engage with FEMA and Cal OES regarding grants and reimbursements for up to three years following the date of approval of this Resolution.

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

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

PASSED, APPROVED AND ADOPTED this 13th day of March, 2024.

Dale Welty, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk

ATTACHMENT 2



Cal OES ID No: _____

DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE _____ OF THE _____
 (Governing Body) (Name of Applicant)

THAT _____, OR
 (Title of Authorized Agent)

_____, OR
 (Title of Authorized Agent)

 (Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the _____,
 (Name of Applicant)

a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program, including, but not limited to any of the following:

- **Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG), California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM),** under
- Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
- **Flood Mitigation Assistance Program (FMA),** under Section 1366 of the National Flood Insurance Act of 1968.
- **National Earthquake Hazards Reduction Program (NEHRP)** 42 U.S. Code 7704 (b) ((2) (A) (ix) and 42 U.S. Code 7704 (b) (2) (B) National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- **California Early Earthquake Warning (CEEW)** under CA Gov Code – Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

That the _____, a public entity established under the
 (Name of Applicant)

laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.



Please check the appropriate box below

- This is a universal resolution and is effective for all open and future disasters/grants declared up to three (3) years following the date of approval.
- This is a disaster/grant specific resolution and is effective for only disaster/grant number(s): _____

Passed and approved this ___ day of _____, 20__

 (Name and Title of Governing Body Representative)

 (Name and Title of Governing Body Representative)

 (Name and Title of Governing Body Representative)

CERTIFICATION

I, _____, duly appointed and _____ of
 (Name) (Title)

_____, do hereby certify that the above is a true and
 (Name of Applicant)

correct copy of a resolution passed and approved by the _____
 (Governing Body)

of the _____ on the _____ day of _____, 20__.
 (Name of Applicant)

 (Signature)

 (Title)



Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted resolution is older than three (3) years from the last date of approval, is invalid, or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on pages 1 and 2. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California.

Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor's Office of Emergency Services regarding grants for which they have applied. There are two ways of completing this section:

1. **Titles Only:** The titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by either a cover letter naming the Authorized Agents by name and title, or the Cal OES AA Names document. The supporting document can be completed by any authorized person within the Agency (e.g., administrative assistant, the Authorized Agent, secretary to the Director). It does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document, or their title changes.



Checking Universal or Disaster-Specific Box: A Universal resolution is effective for all past disasters and for those declared up to three (3) years following the date of approval. Upon expiration it is no longer effective for new disasters, but it remains in effect for disasters declared prior to expiration. It remains effective until the disaster goes through closeout unless it is superseded by a newer resolution.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents. A minimum of three (3) approving board members must be listed. If less than three are present, meeting minutes must be attached in order to verify a quorum was met.

Certification Section:

Name and Title: This is the individual in attendance who recorded the creation and approval of this resolution.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member. If a person holds two positions (such as City Manager and Secretary to the Board) and the City Manager is to be listed as an Authorized Agent, then that person could sign the document as Secretary to the Board (not City Manager) to eliminate "Self-Certification."



STAFF REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Nicole Dailey, City Manager
DATE: March 13, 2023
SUBJECT: Adoption of 2024 City Council Goals

Recommendation

Adopt the proposed goals for the 2024 calendar year as presented.

Background

Each year, the City Council conducts an annual goal session to clearly identify and adopt a list of agreed upon priorities for the year. Once adopted, these goals guide the Council and staff to ensure that time and other resources are allocated in a manner consistent with the Council's shared objectives for the City.

On Tuesday, February 6, 2024, the City Council held a special meeting for a goal-setting workshop to provide City Council and management with an opportunity to openly brainstorm and discuss short- and long-term goals as they pertain to establishing our priorities in the coming year.

Overall, this process of goal setting provides clear direction to staff regarding the initiatives preferred by the City Council and plays a pivotal role in shaping the City's annual budget.

Discussion

Based on input for this goal-setting workshop and staff, this report identifies the following 2024 goals for adoption. This year, staff has also proposed breaking up the goals into short- and long-term goals to allow adequate time and planning in executing the priorities of the City Council. Short-term goals are suggested for one to two years, while long-term goals are likely to take three to five years to complete.

In no order of priority, below are the recommended goals for 2024:

Short-Term Goals

1. Examine New Revenue Measures and Seek Alternative Funding Sources for Future Projects.
2. Invest In and Maximize City Infrastructure.
3. Develop an Economic Development Playbook and Secure New Developable Areas.
4. Develop a Community Outreach and Engagement Plan to Proactively Educate and Inform.
5. Establish the Framework for Efficient and Effective Labor Relations with the Canyon Lake Firefighters Association.
6. Collaborate with Regional Agencies, Community Stakeholders, and Our Businesses on Youth Engagement Programs and Special Events.

Long-Term Goals

1. Pursue City Goals and Objectives by Working with Local and Regional Governmental Agencies.
2. Begin Implementing Technology and Processes that Allow for a 24-7 City Hall.
3. Invest in Developing a Framework to Retain and Train City Staff.
4. Explore Creative Approaches to Provide High Quality Public Safety Services for Less.
5. Develop a Five-Year Strategic Plan to Optimize and Create a High-Performance, Professional City Organization.

Fiscal Impact

None. However, adopted goals will help to inform the development of the budget for Fiscal Year 2024/2025.

Attachments

1. 2024 Proposed Goals

ATTACHMENT 1



PROPOSED 2024 GOALS

SHORT-TERM

- 1) Examine** New Revenue Measures and Seek Alternative Funding Sources for Future Projects.
- 2) Invest** In and Maximize City Infrastructure.
- 3) Develop** an Economic Development Playbook and Secure New Developable Areas.
- 4) Develop** a Community Outreach and Engagement Plan to Proactively Educate and Inform.
- 5) Establish** the Framework for Efficient and Effective Labor Relations with the Canyon Lake Firefighters Association.
- 6) Collaborate** with Regional Agencies, Community Stakeholders, and Our Businesses on Youth Engagement Programs and Special Events.

LONG-TERM

- 1) Pursue** City Goals and Objectives by Working with Local and Regional Governmental Agencies.
- 2) Begin** Implementing Technology and Processes that Allow for a 24/7 City Hall.
- 3) Invest** in Developing a Framework to Retain and Train City Staff.
- 4) Explore** Creative Approaches to Provide High Quality Public Safety Services for Less.
- 5) Develop** a Five-Year Strategic Plan to Optimize and Create a High-Performance, Professional City Organization.



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Nicole Dailey, City Manager

BY: Steven Graham, City Attorney

DATE: March 13, 2024

SUBJECT: Introduction and First Reading of Ordinance No. 245 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Title 9 (Planning And Zoning), Chapter 9.32 Accessory Dwelling Units And Junior Accessory Dwelling Units, To Ensure Consistency With State Regulations; And Finding The Action To Be Exempt From CEQA

Recommendation

Waive full reading and introduce by title only Ordinance No. 245 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Title 9 (Planning And Zoning), Chapter 9.32 Accessory Dwelling Units and Junior Accessory Dwelling Units, to Ensure Consistency with State Regulations; and Finding the Action to be Exempt From CEQA.

Background

The State of California has enacted several pieces of legislation aimed at addressing the statewide housing crisis by facilitating the development of Accessory Dwelling Units (ADUs) and Junior ADUs (JADUs). These legislative changes require local jurisdictions to update their ordinances to comply with state law, ensuring that local regulations do not unduly inhibit the creation of ADUs and JADUs. In response, the proposed ordinance has been drafted to reflect these requirements, focusing on definitions, zoning permissions, parking requirements, size and design standards, and procedural simplifications for permit applications.

Discussion

The proposed ordinance includes key provisions such as defining ADUs and JADUs, specifying zones where ADUs and JADUs are permitted, outlining parking requirements and exceptions, setting standards for size, height, setbacks, and design. It also introduces streamlined permit processes for certain ADUs and JADUs, aiming to reduce barriers to their development. The ordinance is designed to comply with state mandates while considering local

context and needs, promoting the efficient use of residentially zoned land and supporting the city's housing goals.

Fiscal Impact

None.

Attachments

1. Ordinance No. 245

ATTACHMENT 1

ORDINANCE NO. 245

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AMENDING TITLE 9 (PLANNING AND ZONING), CHAPTER 9.32 ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY DWELLING UNITS, TO ENSURE CONSISTENCY WITH STATE REGULATIONS; AND FINDING THE ACTION TO BE EXEMPT FROM CEQA

WHEREAS, the City of Canyon Lake, California (“City”) is a municipal corporation, duly organized under the constitution and law of the State of California; and

WHEREAS, the Planning and Zoning Laws authorizes cities to act by ordinance to provide for the creation and regulation of accessory dwelling units and junior accessory dwelling units; and

WHEREAS, in recent years, the California Legislature has approved, and the Governor has signed into law, several bills that, among other things, amended Government Code sections 65852.2 and 65852.22 to impose new limits on local authority to regulate accessory dwelling units and junior accessory dwelling units; and

WHEREAS, in 2022, the California Legislature approved, and Governor Gavin Newsome signed new housing laws including Assembly Bill (AB 2221) and Senate Bill 897 (SB 897) that further amend Government Code sections 65852.2 and 65852.22; and

WHEREAS, on February 8, 2023, the City adopted an accessory dwelling unit (ADU) Ordinance No. 229 (Ordinance) and provided a copy to the California Department of Housing and Community Development (HCD), which was received on March 3, 2023; and

WHEREAS, on January 17, 2024, HCD sent the City its findings and recommended amendments to bring the City’s accessory unit ordinance into full compliance with State ADU Law; and

WHEREAS, pursuant to Government Code section 65852.2, subdivision (h)(2)(B), the City desires to amend its Ordinance to comply with State ADU Law; and

WHEREAS, this ordinance is exempt from review under the California Environmental Quality Act (CEQA; California Public Resources Code Section 2100, et seq.) and CEQA regulations (Title 14, California Code of Regulations Section 15000, et seq.) pursuant to Government Code Sections 65852.2 of the Government Code, which is California’s accessory dwelling unit law and which also regulates junior accessory dwelling units, as defined by section 65852.22. Therefore, the proposed ordinance is statutorily exempt from CEQA in that the proposed ordinance implements the State’s accessory dwelling unit law.

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

Section 1. **Recitals.** The recitals above are each incorporated by reference and adopted as findings by the City Council.

Section 2. **CEQA Findings.** Under the California Public Resources Code section 21080.17, the California Environmental Quality Act (“CEQA”) does not apply to the adoption of an ordinance by a city or county implementing the provisions of section 65852.2 of the Government Code, which is California’s accessory dwelling unit law, and which also regulates junior accessory dwelling units, as defined by section 65852.22. Therefore, the proposed ordinance implements the State’s accessory dwelling unit law.

Section 3. **Municipal Code Amendment.** Section 9.32 of the City of Canyon Lake Municipal Code is hereby amended as provided in Exhibit “A”, attached hereto and incorporated herein by reference.

Section 4. **Notice of Exemption.** The City Manager, or her designee, is directed to file a Notice of Exemption with the County Clerk of the County of Riverside.

Section 5. **Clerical Errors.** The City Council directs the City Clerk to correct any clerical errors found in this Ordinance including, but not limited to, typographical errors, irregular numbering and incorrect section references.

Section 6. **Severability.** Should any section, subsection, clause, or provision of this Ordinance for any reason be held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this Ordinance; it being hereby expressly declared that this Ordinance, and each section, subsection, sentence, clause, and phrase hereof would have been prepared, proposed, approved, and ratified irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid, unenforceable, or unconstitutional.

Section 7. **Effective Date.** 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 8. **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.

Section 9. The City Manager, or their designee, is directed to submit a copy of this ordinance to the Department of Housing and Community Development upon adoption.

PASSED APPROVED AND ADOPTED this ____ day of April, 2024.

Dale Welty, Mayor

ATTEST:

APPROVED AS TO FORM:

Sheryl Garcia, MMC, CPM
City Clerk

Steven Graham, City Attorney

EXHIBIT "A"

Chapter 9.32 Accessory Dwelling Units

Section

- 9.32.010 Definitions.
- 9.32.020 General provisions.
- 9.32.030 Permitted zones.
- 9.32.040 On-site parking.
- 9.32.050 On-site parking, exceptions.
- 9.32.060 Parking location.
- 9.32.070 Square footage.
- 9.32.080 Height.
- 9.32.090 Setback.
- 9.32.100 Design and development standards.
- 9.32.110 Multifamily zones.
- 9.32.120 Junior ADU standards.
- 9.32.130 Short-term rentals.
- 9.32.140 Conveyance.
- 9.32.150 By Right Units – Building permit approval only.

9.32.010 Definitions.

(a) "Accessory dwelling unit (ADU)" has the same meaning ascribed in Government Code Section 65852.2, as the same may be amended from time to time. An ADU means an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family dwelling is situated. An accessory dwelling unit also includes the following: (1) an efficiency unit, as defined in Section 17.958.1 of Health and Safety Code; and (2) a manufactured home, as defined in Section 18007 of the Health and Safety Code.

(b) "Junior accessory dwelling unit (junior ADU or JADU)" means a residential dwelling unit that is no more than 500 square feet in size and contained entirely within an existing single-family structure. A junior accessory dwelling unit may include separate sanitation facilities or may share sanitation facilities with the existing structure.

(c) "Efficiency unit," as defined in Section 17958.1 of the Health and Safety Code, may be permitted for occupancy by no more than two persons and shall not be less than 150 square feet in size. The efficiency unit shall have a bathroom facility and a partial kitchen, with a kitchen sink, cooking appliance, and refrigerator.

(d) Collectively, ADUs and junior ADUs may be referred to in this Chapter as accessory dwelling units.

9.32.020 General provisions.

Unless otherwise preempted by state law, the design and construction of all newly constructed accessory dwelling units shall comply with all applicable building, housing, zoning and site development standards of this Chapter, including but not limited to standards regarding setbacks, floor area ratio standards, height, and lot coverage. Applicants shall also comply with all applicable fee and charge requirements, and other applicable zoning requirements. Applications deemed complete for accessory dwelling units shall be approved ministerially with the applicable 60-day review period consistent with state law.

9.32.030 Permitted zones.

Accessory dwelling units shall be a permitted use within the City's single-family and multiple-family residential zones.

9.32.040 On-site parking.

(a) Required parking for accessory dwelling units shall not exceed one parking space per accessory dwelling unit or per bedroom, whichever is less.

(b) When an existing garage, carport, or covered parking structure is demolished in conjunction with the construction of an accessory dwelling unit or is converted into an accessory dwelling unit, replacement parking for the primary dwelling unit shall not be required.

(c) When required, on-site parking can be covered, uncovered, tandem or provided through the use of a mechanical automobile parking lift. Tandem parking as defined in this division means that two or more automobiles are parked in a driveway or in any other location on a lot, lined up behind one another.

9.32.050 On-site parking, exceptions.

Notwithstanding the parking development standards for accessory dwelling units, accessory dwelling units that meet the following State provisions (consistent with AB 68, AB 881, and SB 13) shall not be required to provide on-site parking in any of the following instances if:

(a) The accessory dwelling unit is located within one-half mile walking distance of "public transit" within the meaning of Government Code Section 65852.2;

(b) The accessory dwelling unit is located within an architecturally and historic significant historic district;

(c) The accessory dwelling unit is part of the existing primary dwelling unit or an existing accessory structure;

(d) When on-street parking permits are required but not offered to the occupant of the accessory dwelling unit; or

(e) When there is a car share vehicle located within one block of the accessory dwelling unit.

(f) When a permit application for an accessory dwelling unit is submitted with a permit application to create a new single-family dwelling or a new multifamily dwelling on the same lot,

provided that the accessory dwelling unit or the parcel satisfies any other criteria listed in this paragraph.

9.32.060 Parking location.

The parking provided on-site can be tandem and in an existing driveway or within any existing setback area, unless specific findings are made that parking in setback areas or tandem parking is not feasible based upon specific site, topographical or fire and life safety conditions. When a designated parking area is provided and is not located in the driveway as tandem, the parking space must meet the minimum required turning radius and backup distance according to the requirements of the California Building Code and California Residential Code .

9.32.070 Square footage; Objective Standards.

(a) All new accessory dwelling units and additions to existing and permitted accessory dwelling units are exempt from compliance with the Floor Area Ratio (FAR), lot coverage, open space, or minimum lot size requirements noted in the Municipal Code unless otherwise specified herein.

(b) All new detached accessory dwelling units shall not exceed 1,200 square feet.

(c) When an accessory dwelling unit is attached to the existing primary dwelling unit, the maximum allowed size of that accessory dwelling unit shall be no more than 50% of the main dwelling size, or 850 or 1,000 square feet based on number of bedrooms as noted in preceding Subsection (b), whichever is less.

(d) When a balcony, porch or patio is provided in conjunction with an accessory dwelling unit, if said structure is covered, it shall count towards the total accessory dwelling unit square footage allowance.

(e) Pursuant to Government Code section 65852.2 (a)(1)(B)(i), the city shall impose objective standards on accessory units that include landing or a balcony, porch or patio for the purposes of square footage requirements.

(f) If a cover such as a porch or similar type structure is provided over the main entrance of the accessory dwelling unit, and is supported by posts, 25 square feet of the said cover will not count towards the maximum allowable square footage of the accessory dwelling unit.

(g) Accessory dwelling units may include an expansion of not more than 150 square feet beyond the same physical dimensions as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress.

9.32.080 Height.

(a) All new accessory dwelling units, attached to the main dwelling unit must comply with the height requirements, allowing up to 16 feet.

(b) When an accessory dwelling unit is constructed on top of a detached garage, accessory structure, or above another accessory dwelling unit when applicable under this Code, shall have a minimum allowable height of 18 feet.

(c) All new detached accessory dwelling units on a lot with an existing or proposed multifamily, multistory dwelling shall have a minimum allowable height of 18 feet.

(d) When an accessory dwelling unit is constructed on top of a garage or accessory structure, the accessory dwelling unit cannot touch grade level, except through support posts. The bottom of the finished floor of the accessory dwelling unit must be above the top of plate of the garage or accessory structure.

9.32.090 Setback.

(a) Unless otherwise provided in this Chapter, any new accessory dwelling units must have a minimum setback of four feet to the rear property line and four feet to the side-yard property line with the exception that accessory dwelling units on top of a garage shall maintain a minimum five feet setback from side and rear property lines.

(b) Any new accessory dwelling unit cannot be located closer to the front property line than the prevailing front yard setback for a single family residential zoned lot or minimum required front setback for a multifamily residential zoned lot.

(c) No setback shall be required for an accessory dwelling unit that is within an existing structure or new accessory dwelling unit that is constructed in the same location and with the same dimensions as an existing structure.

(d) New accessory dwelling units must maintain a five-foot separation from building face to building face, and a four foot separation from eave to eave of any adjacent structure.

(e) No accessory dwelling unit may be located in a way that would prohibit access to a designated parking area or impede safe ingress and egress from a required side, rear, or front setback.

(f) No setback shall be required when an accessory dwelling unit is constructed in the same location and to the same dimensions as an existing legal structure that is converted into an accessory dwelling unit or to a portion of an accessory dwelling unit, even when that structure has been demolished.

(g) When a balcony, porch or patio is provided in conjunction with the accessory dwelling unit and is seven inches above grade level, the balcony, porch or patio must be setback from the rear and side property lines a minimum of four feet.

(h) When a staircase or landing is provided for a new or existing second story accessory dwelling unit, whether attached or detached to the primary dwelling unit, that staircase or landing must provide a minimum four foot setback to the rear and side property line.

9.32.100 Design and development standards.

(a) The exterior design of the accessory dwelling unit shall match that of the main dwelling in terms of building forms, materials, colors, exterior finishes, roof forms and style of doors and windows. The structure(s) shall retain the appearance of a single-family dwelling, and the accessory dwelling unit shall be integrated into the design of the existing primary dwelling unit on the property or as determined objectively and approved ministerially.

(b) The accessory dwelling unit shall have the same design, architecture, colors and materials of the primary dwelling, and shall comply with any objective design standards adopted by the city, regardless of whether the use of the accessory dwelling unit is continued or terminated. If a separate entrance is provided, it shall be located on the side or rear of the structure and whenever possible located toward interior yard areas. The additional entrance is prohibited from

being located on the front of the primary dwelling unit. The second entrance shall be well lit and free of concealment from landscaping to assure safe entrance and exit by the occupants.

(c) Consistent with Government Code Section 65852.2(a)(1)(B)(i), all visible façade elevations of accessory dwelling units from any public right of way shall comply with the objective design standards adopted by the city.

(d) When a garage is converted into an accessory dwelling unit, the garage door must be removed and replaced with windows, door, or other design treatments that are compatible with the structure and the primary dwelling unit that can be uniformly verifiable by reference to an external and uniform benchmark

(e) The accessory dwelling unit shall comply with the requirements under the Code pertaining to the adequacy of water, sewer, electrical, drainage, and fire and emergency services to the property on which the accessory dwelling unit will be located as well as all applicable codes pertaining to building, fire, health, and/or safety.

(f) The main entrance of a detached accessory dwelling unit (ADU) shall align with the main entrance of the primary dwelling unit or face the side property lines, based on objective standards that prioritize compatibility with the neighborhood character. . If an ADU entrance is proposed to face an alley or rear property line, it shall be subject to review based on an objective standard and ministerial process.

9.32.110 Multifamily zones.

All of the provisions of this section shall apply to accessory dwelling units in the Multifamily Zones, unless otherwise stated in the following:

(a) No more than two accessory dwelling units can be constructed on a Multifamily zoned lot or on a lot with a multiple- family dwelling. These accessory dwelling units must be detached from the primary structure and may be attached or detached from each other.

(b) Accessory dwelling units may be created within a multifamily dwelling structure in areas not used as livable space, such as storage rooms, boiler rooms, passageways, attics, basements, common areas or garages, so long as the converted space complies with state building standards for dwellings..

(c) A minimum of one accessory dwelling unit or up to 25% of the existing multifamily unit total on the subject property, is permitted within an existing multifamily dwelling unit.

9.32.120 Junior ADU standards.

All of the provisions of this section shall apply to a junior ADU unless otherwise stated in the following:

(a) A junior ADU is limited to 500 square feet.

(b) One junior ADU is allowed only within single-family residential zones.

(c) A deed restriction must be recorded and will run with the land prohibiting the sale of the junior ADU separate from the sale of the single-family residence, including a statement that the deed restriction may be enforced against future purchasers.

(d) The deed restriction must include the size and attributes of the junior ADU that conforms to this Section.

(e) The junior ADU shall be constructed within the walls of the proposed or existing single-family residence, as well as any enclosed uses within the residence. This area also includes enclosed, nonhabitable rooms and uses, including but not limited to attached garages and storage rooms.

(f) The junior ADU must include a separate entrance from the main entrance to the single-family residence and an interior entry to the main living area. A second interior doorway may be provided for sound attenuation. If a junior ADU shares a bathroom with the primary dwelling, the junior ADU is required to have an interior entry to the primary dwelling's "main living area," independent of the exterior entrances of the junior ADU and primary dwelling.

(g) The junior ADU must include an efficiency kitchen, which shall include all the following:

(1) A cooking facility with appliances.

(2) A food preparation counter and storage cabinets that are of reasonable size in relation to the size of the Junior ADU.

(h) Additional parking may not be required as a condition to grant a permit for a junior ADU.

(i) An inspection, including the imposition of a fee for that inspection to determine whether the junior ADU is in compliance with applicable building standards may be required at any time after the junior ADU has been built.

(j) For the purposes of any fire or life protection ordinance or regulation, a junior ADU shall not be considered a separate or new dwelling unit. This Section shall not preclude the City from adopting an ordinance or regulation relating to fire and life protection requirements within a single-family residence that contains a junior ADU so long as the ordinance or regulation applies uniformly to all single-family residences within the zone regardless of whether the single-family residence includes a junior ADU or not.

(k) For the purposes of providing service for water, sewer, or power, including a connection fee, a junior ADU shall not be considered a separate or new dwelling unit.

(l) A junior ADU requires owner-occupancy as follows: The owner shall reside in either the remaining portion of the single-family residence or the newly created junior ADU. This provision does not apply if the owner is a governmental entity, land trust or housing organization..

(m) A recorded deed restriction is required, that shall run with the land, and shall be filed with the permitting agency, and shall include both of the following:

(1) A prohibition on the sale of the junior accessory dwelling unit separate from the sale of the single-family residence, including a statement that the deed restriction may be enforced against future purchasers.

(2) A restriction on the size and attributes of the junior accessory dwelling unit that conforms to this section.

9.32.130 Short-term rentals.

Unless otherwise provided for in the Canyon Lake Municipal Code, accessory dwelling units, which are rented, shall be rented for terms longer than 30 days.

9.32.140 Conveyance.

Any accessory dwelling unit may be rented separate from the primary residence and may be sold or otherwise conveyed separate from the primary residence to a qualified buyer.

9.32.150 By Rights Units – Building permit approval only.

(a) An applicant shall not be required to submit an application for an ADU or JADU permit under this chapter and may instead seek building permit approval for an ADU or JADU that satisfies the requirements of Government Code Section 65852.2(e)(1), as the same may be amended from time to time, and the California Building Standards Code, as amended by the city.

(b) Pursuant to Government Code Section 65852.2(e), the city shall ministerially approve an application for a building permit within a residential or mixed-use zone to create any of the following:

(1) One ADU or JADU per lot with a proposed or existing single-family dwelling if all of the following apply:

(A) The ADU or JADU is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and may include an expansion of not more than one hundred fifty square feet beyond the same physical dimensions as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress.

(B) The space has exterior access from the proposed or existing single-family dwelling.

(C) The side and rear setbacks are sufficient for fire and safety.

(D) The JADU complies with the requirements of Section 65852.22 and with the requirements set forth in Section 9.32.120 above.

(2) One detached, new construction ADU that does not exceed four-foot side and rear yard setbacks for a lot with a proposed or existing single-family dwelling. The ADU may be combined with a JADU described in subsection (b)(1) above. The ADU shall be no more than eight hundred square feet in size, with a height limit of sixteen feet.

(3) One ADU within the portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with state building standards for dwellings. If requested, multiple ADUs shall be allowed, up to the number of ADUs that equals twenty-five percent of the existing multifamily dwelling units in the structure.

(4) Not more than two detached ADUs located on a lot that has an existing multifamily dwelling, subject to a height limit of sixteen feet and four-foot rear yard and side setbacks.



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Nicole Dailey, City Manager

DATE: March 13, 2024

SUBJECT: Discussion Regarding the Draft Golf Cart Crossing Traffic Safety Study and Engineering and Traffic Study for Railroad Canyon Road

Recommendation

Review and discuss the draft Golf Cart Crossing Traffic Safety Study (Study) and Engineering and Traffic (E&T) Study for Railroad Canyon Road.

Background

In response to a growing number of Driving Under the Influence (DUI) and golf cart related concerns and long-standing concerns related to speeding along Railroad Canyon Road, on Friday, December 8, 2023, the Riverside County Sheriff's Office Lake Elsinore Station (RSO) conducted an enforcement operation focused on drivers suspected of driving under the influence of alcohol/drugs and overall traffic safety. RSO's operation was funded by a grant from the Office of Traffic Safety, which required RSO to take a zero-tolerance approach to all violations of the law and does not allow for any advanced notification to the City or the community related to the planned enforcement.

RSO conducted the operation from 8:00 p.m. until 2:00 a.m. and resulted in 33 Traffic Stops, 33 Field Sobriety Tests, 4 Drivers Arrested for DUI, 23 Citations issued, and 4 Vehicles impounded within the City's two-mile segment of roadway on Railroad Canyon Road. This included both vehicles and golf carts. However, no golf cart drivers were cited or given a DUI. Rather, golf cart drivers were educated about what was allowed per the City's existing Canyon Lake Municipal Code Chapter (CLMC) 12.08 related to Golf Cart Use on Railroad Canyon Road and California Vehicle Code (CVC).

For decades, residents of Canyon Lake have regularly crossed Railroad Canyon Road in their golf carts at Canyon Lake Drive South to and from the Canyon Lake Towne Center. Residents have done so as allowed by the CLMC designating a golf cart crossing at this intersection. The City's existing municipal code was last adopted in 1995.

Based on the CLMC and recent conversations with RSO, it is currently illegal to cross Railroad Canyon Road with existing vehicle traffic in a golf cart. Rather, golf carts are required to do so at the pedestrian crossing and never at night.

As a result, staff met with RSO to identify their concerns and determine a path forward to meet the needs of the community for a compliant and safe golf cart crossing to and from the private community and the private commercial center.

In addition, per this discussion, RSO recommended an E&T to formally review the existing speed limits on Railroad Canyon Road as required by law for radar enforcement along a public roadway.

Discussion

Based on feedback from RSO and the City Attorney, staff commissioned a Golf Cart Crossing Traffic Safety Study and Engineering and Traffic Survey for Railroad Canyon Road by Willdan Engineering to determine required updates to the City's municipal code to comply with the California Vehicle Code and address the needs of the community for this golf cart crossing. Both draft reports are attached.

The Study included investigating the study location to observe various details of the intersection including the behavior of golf carts and motor vehicles, existing signage, and existing pavement markings. In addition, it reviewed other agencies' best practices regarding golf cart crossings within their jurisdiction and existing laws for golf cart crossings. As a result of this analysis, the Study identified what additional features, signage, and ordinance modifications are necessary to enhance the safety of golf carts crossing at this intersection.

The E&T survey was conducted to justify and update the posted speed limits along Railroad Canyon Road in the City of Canyon Lake. These segments have not been surveyed during the last 10 years and require an update to comply with the 10-year limitation set forth by Section 40802 of the CVC to enable the use of radar for traffic speed enforcement.

When determining the speed limit, existing law allows local authorities to round up or down to the nearest 5 mph increment of the 85th percentile speed of free-flowing traffic on a portion of highway as determined by an E&T. The City's E&T also evaluated Railroad Canyon Road in terms of its designation as a Safety Corridor as determined by new legislation, Assembly 43, which added section 22358.7 to the CVC, authorizing a local authority to further reduce the speed limit by an additional 5 mph. Based on both provisions, the E&T recommends retaining the existing speed limit of 45 MPH with an approved Safety Corridor designation. The E&T notes that the changes would not be applicable until actions required by this new legislation are completed on or before June 30, 2024.

Willdan will present their findings at the City Council meeting and staff will seek feedback from the City Council and the community regarding the proposed amendments, as identified in the studies, to CLMC Chapter 12.08 and 12.04.

Both studies have been provided to RSO for feedback and approval. Staff intends to bring forward two ordinances amending Chapter 12.08 and 12.04 at the City Council meeting on April 10. All changes would not be effective until July 1, 2024, once the City receives a Safety Corridor Designation.

Fiscal Impact

The cost of both studies was estimated at \$10,200 and has been funded using existing funds designated in the FY 2023/2024 Operating Budget.

Attachments

1. Draft Golf Cart Crossing Study and Engineering and Traffic Survey

ATTACHMENT 1

February 28, 2024

Mr. Mike A. Borja
Administrative Services Director
City of Canyon Lake
31516 Railroad canyon Road
Canyon Lake, CA 92587

Subject: Golf Cart Crossing Study for Canyon Lake Drive South/Railroad Canyon Road

Dear Mike,

Willdan Engineering (Willdan) is pleased to submit this traffic safety study to the City of Canyon Lake evaluating golf carts crossing at the intersection of Canyon Lake Drive South and Railroad Canyon Road. Willdan has evaluated and is recommending several safety improvements to the golf cart crossing at the intersection of Canyon Lake Drive South and Railroad Canyon Road to access the Canyon Lake Towne Center.

The City of Canyon Lake also requested Willdan to prepare an Engineering and Traffic (E&T) Survey for Railroad Canyon Road including evaluating the new Safety Corridor provision to maintain or lower the speed limit along this roadway. Both reports are included and attached.

Please review and let Willdan know if you have any comments. Thank you for the opportunity to be of service to the City of Canyon Lake. Should you have any questions regarding this draft report, please contact Mr. Steve Libring at (951) 760-3140 or Mr. Jeff Lau at (562) 364-8526.

Respectfully Submitted,

WILLDAN ENGINEERING

Steve Libring, TE
Traffic Engineer

STAMP

Golf Cart Crossing Study

PURPOSE OF TRAFFIC STUDY

The purpose of this study is to determine what additional features, signage, ordinance modifications, etc. may be necessary to enhance the safety of golf carts crossing at the intersection of Canyon Lake Drive South and Railroad Canyon Road. Enforcement efforts have raised legal concerns regarding golf carts traveling to and from the private community of Canyon Lake to the adjacent shopping center across the street via the signalized intersection at Canyon Lake Drive South and Railroad Canyon Road.

EXISTING CONDITIONS

Willdan was asked to investigate the study location to observe various details of the subject intersection including the behavior of golf carts and motor vehicles, existing signage, and existing pavement markings.

A field review of the existing signage and pavement markings revealed that Canyon Lake Drive South/Towne Center is striped as follows:

Southbound Direction – Canyon Lake Drive South

- In the Southbound direction there are 3 lanes – a left turn, a through lane, and a right turn lane. See Exhibit 1 in Appendix A.
- The Southbound lanes are controlled by permissive phasing (red, yellow, and green ball) signal indications.
- The Southbound right turn also has a green right turn arrow for exiting traffic that overlaps with the Eastbound left turn arrow for entering traffic.
- There are several signs in the Southbound direction along the west side of the street in advance of the signal. These include: (2) “Right Lane Must Turn Right” signs, Lane Assignment sign, and Flip sign that is used when Railroad Canyon is blocked to alert traffic to go via Menifee to get around the road closure. See Exhibit 2 in Appendix A.
- In the Northbound direction there are also 3 lanes – a left turn, a through lane, and a right turn lane. See Exhibit 3 in Appendix A.
- Street markings include turn arrows in both the left turn and right turn pockets. See all Exhibits in Appendix A

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Northbound Direction – Towne Center

- The Northbound left turn lane is controlled by a protective/permissive signal phasing (green arrow for protected left turn, then green ball for permissive left turns)
- The Northbound right turn lane and through lane phases are permissive only with green, yellow and red ball indications.
- There are only 2 signs in the Northbound direction along the east side of the street in advance of or on the signal. These are “Turning Vehicles, Yield to Pedestrians” for the right only lane. See Exhibit 3 in Appendix A.
- Street markings include turn arrows in both the left turn and right turn pockets. See all Exhibits in Appendix A.

GOLF CART / MOTOR VEHICLE OBSERVATIONS

Willdan recently observed the flow and circulation patterns at the subject intersection to actively watch for the interaction between golf carts and motor vehicles when using Canyon Lake Drive South / Towne Center to access the Canyon Lake Shopping Center and return back home.

The Engineer who conducted this recent visual inspection has lived in the community for over 40 years, and so the observations and conclusions are based not only on recent active watching, but a 40-year history of observing throughout multiple times of the day and evening.

Canyon Lake Drive South is the main entrance to the community and as such has a traffic volume of approx. 9500 vehicles daily entering and exiting. A vast majority of those exiting use the right turn only lane and thus one of the reasons the right turn green arrow was installed to help facilitate the large volume of right turns efficiently.

The speed limit on Canyon Lake Drive South is 25 mph in the Southbound direction and golf carts currently “share the road” with vehicles as they approach the signal at Railroad Canyon Road. Conversely, the shopping center leg at this signal is a parking lot with no posted speed limit, but speeds approaching the signal at Railroad Canyon Road are more in the 15-20 mph range as would be expected in a commercial parking lot.

A majority of the carts in the community are newer electric and gas-powered vehicles with lights, license plates, headlights, brake lights, etc. that are “street legal”. They operate safely on the private community streets within the gated residential portion of Canyon Lake on streets with either 25 or 35 mph speed limits.

There are still golf carts that were made primarily for use on the golf course that are used to go back and forth to their homes that also use this path of travel to access the commercial shopping center across from the gated community, which need to cross Railroad Canyon Road at the signalized intersection at Canyon Lake Drive South.

It's these vehicles primarily without proper headlights, turn signals, etc. that have raised some concerns for enforcement personnel for the safety of these vehicles and their occupants. History has shown that these carts may enter the commercial shopping center during daylight hours and stay beyond the day into the hours of darkness when returning home. The study will recommend options to enhance compliance for these vehicles to access appropriately throughout the day and evening.

REVIEW OF BEST PRACTICES

A review of other agencies' practices regarding golf cart crossings within their jurisdictions was conducted and revealed several options that the City of Canyon Lake may explore to assist with their issues.

The purpose of a neighborhood electric vehicle is to create a substitute for traditional vehicle use, especially for short trips. This has many benefits to help reduce the carbon footprint within cities and affords the users a convenient way to get around without using traditional motor vehicles.

As such, many cities that have an adopted golf cart plan, have followed the same general practices with the spelling out of the requirements for golf cart use on their "public" streets. It usually is comprised of a long list of features the golf cart is to have when traveling on these public streets. However, most of Canyon Lake is a private gated community and use of golf carts on "public" streets within the City of Canyon Lake portion outside the private gated community, is limited to the crossing of the arterial highway at Railroad Canyon Road and Canyon Lake Drive South to reach the commercial shopping center. No golf carts are allowed by ordinance to operate on the higher speed Railroad Canyon Road. Since the crossing is a fully signalized intersection, the traffic signal stops approaching traffic on Railroad Canyon Road before allowing golf carts, bikes, pedestrians, and motor vehicles to cross on a green light.

DESIGN STANDARDS UPDATE

Willdan reviewed the existing City of Canyon Lake's signing, striping and signal plans and the Long-Range Safety Plan prepared by Fehr/Peers in March 2022.

REVIEW OF ROADWAY DESIGN STANDARDS

A review of current standards was conducted to see where there may be some latitude for engineering judgment to enhance existing conditions at the subject intersection. It should be noted that the laws governing the crossing of streets and associated 35 mph speed limit restriction is generally designed to protect slower golf carts that are crossing from high-speed approaching traffic at uncontrolled crossings where selection of a safe gap is important.

The design for this situation for crossing is these golf carts are using a fully activated traffic signal to cross, thereby afforded the protection of the main street being stopped on a red light, and selection of a gap in approaching traffic on Railroad Canyon Road is diminished. Golf carts also travel faster typically than bikes or pedestrians crossing, further reducing their exposure when crossing. In other words, the traffic signal helps reduce the concerns about crossing a street that is posted with a speed over 35 mph, as most golf carts, pedestrians, and bikes all do so on a regular basis with due care.

The review revealed the following that the City of Canyon Lake could consider:

- Adding markings on the pavement to identify which lanes golf carts are to use.
- Adding signs to remind drivers of the presence of golf carts.
- Add signage to spell out any restrictions for golf carts.

The recommended additional signs and markings are shown in Appendix B.

MUNICIPAL CODE ORDINANCE UPDATE

Willdan reviewed the City of Canyon Lake's Municipal Code and is suggesting modifications to existing ordinances relating to golf carts. These ordinance modifications were previously consulted with the City Attorney. The Municipal Code modifications are enclosed in Appendix C.

CONCLUSIONS AND RECOMMENDATIONS

Willdan has reviewed the existing design of the intersection crossing and current signage and pavement markings. Willdan has observed the presence and use by golf carts and is recommending several enhancements for clarity including:

1. Removal of 1 "Right Lane Must Turn Right" sign to help make room for new signs.
2. Installing "Share the Road" signs and markings for golf carts.
3. Installing new signs for golf cart restriction for carts without lights.
4. Updating the Municipal Code for golf cart usage and speed limits.

Engineering and Traffic Survey

Willdan requested any existing Engineering and Traffic Surveys that may have been previously conducted and none were located by City staff except data that was included in the Local Road Safety Plan for Railroad Canyon Road.

A summary of the new Engineering and Traffic Study recommendations are:

- Average speed – 50 mph
- 85th% speed – 54 mph
- 10-mile pace – 45-54 MPH
- % driving in pace – 74%
- Recommended speed limit – retain existing 45 MPH due to safety corridor.

The full report is attached in Appendix D.

APPENDIX

- A. Existing Conditions (pictures of signs and markings)**
- B. Recommended Signs and Markings**
- C. Revised Municipal Code**
- D. Canyon Lake E&T Survey**

Appendix A
Existing Conditions (pictures of signs and markings)



Exhibit 1 - View of the lane markings on the South approach leg (Northbound) of the Canyon Lake Drive South/Towne Center at Railroad Canyon Road intersection.



Exhibit 2 - Existing signs in the North approach leg (Southbound) of the Canyon Lake Drive South at Railroad Canyon Road intersection.

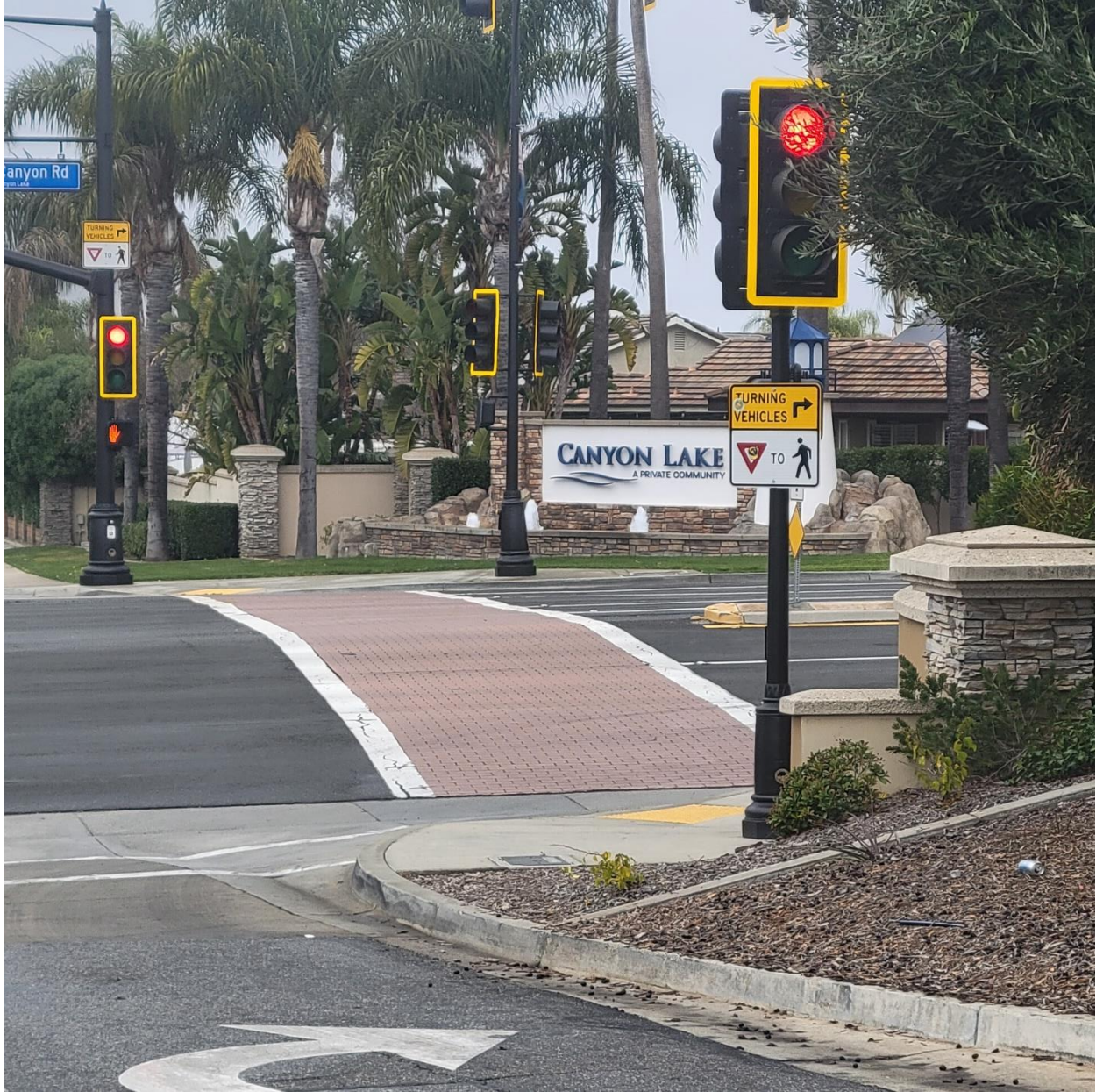
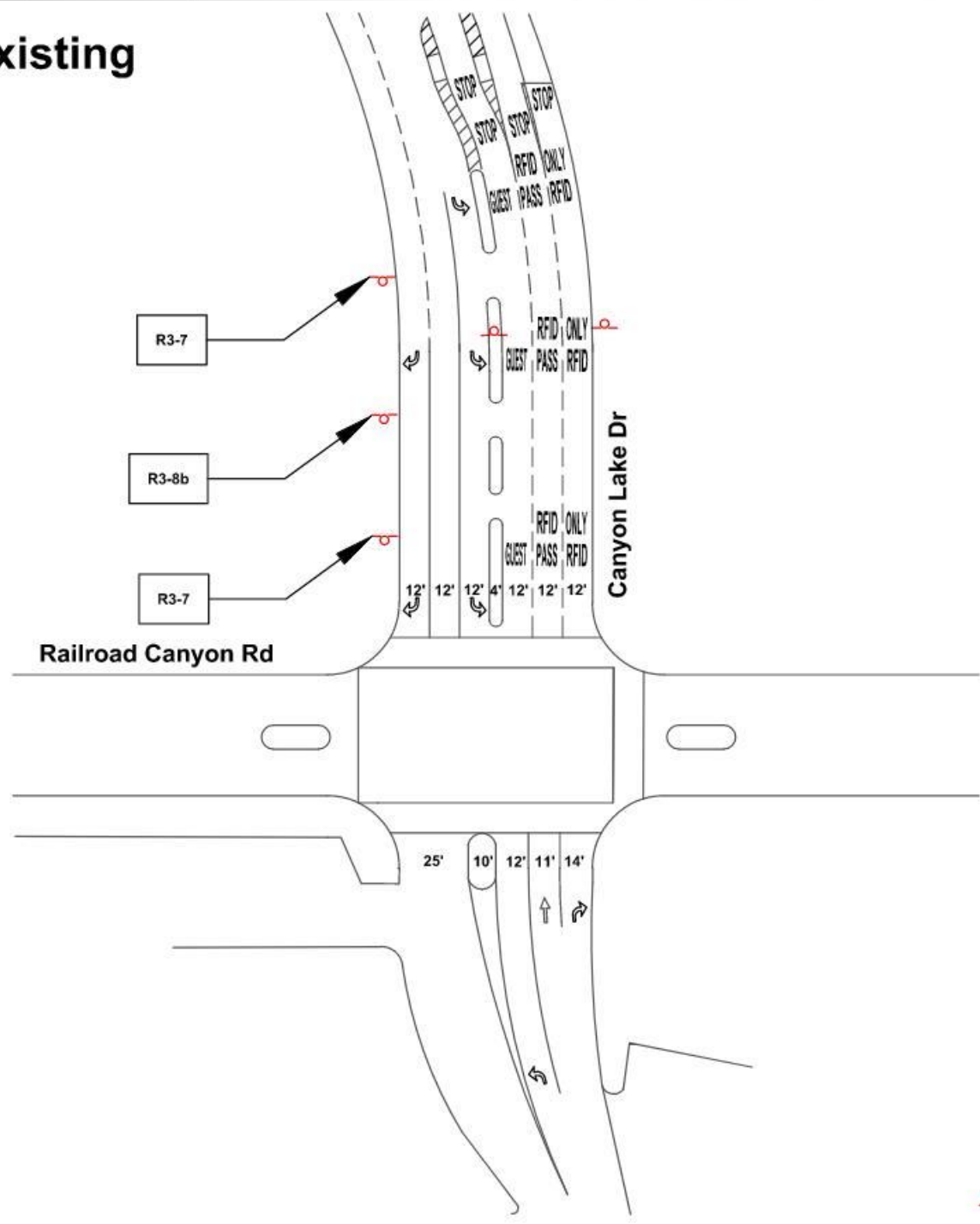


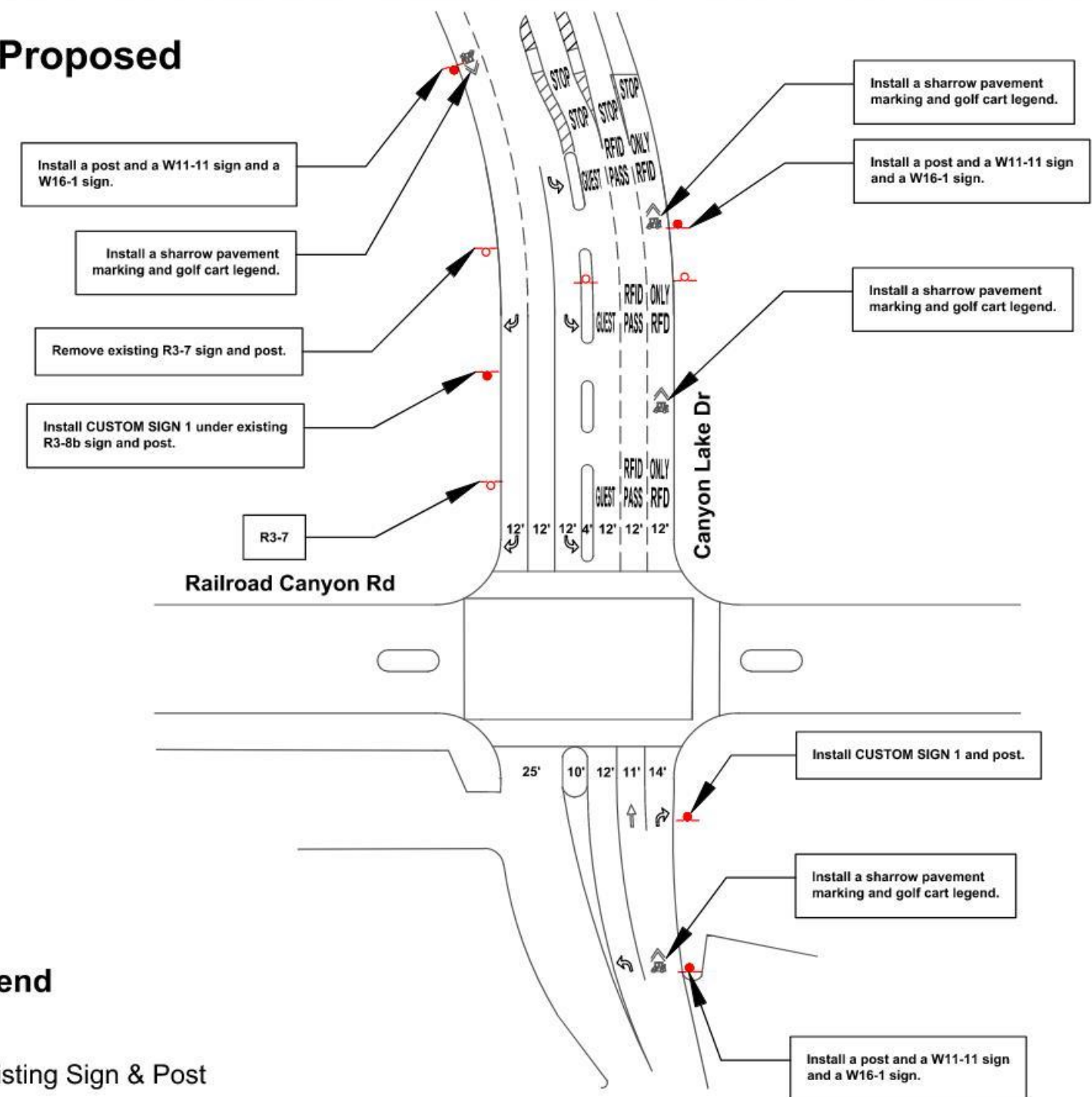
Exhibit 3 - View of the South approach leg (Northbound) of the Canyon Lake Drive South/Towne Center at Railroad Canyon Road intersection.

Appendix B
Recommended Signs and Markings

Existing

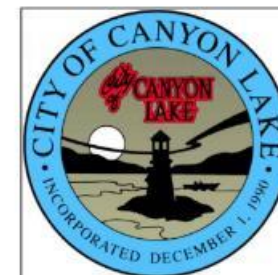


Proposed



Legend

- Existing Sign & Post
- Proposed Sign & Post



CITY OF CANYON LAKE	EXHIBIT
PROPOSED SIGN ADDITIONS	1
TRAFFIC CALMING STUDY	

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Appendix C
Revised Municipal Code

CHAPTER 12.08: GOLF CART USE ON RAILROAD CANYON ROAD

Section

12.08.010 Golf cart crossing zone.

12.08.020 Golf cart otherwise prohibited.

12.08.030 Signs and markers.

12.08.010 Golf cart crossing zone.

It shall be lawful for golf carts to be operated across Railroad Canyon Road **only** at Canyon Lake Drive South in response to the traffic signals at such intersection in the same manner as regular **pedestrian vehicular** traffic in the area is designated for such crossing. This Section imposes no registration, licensing, or equipment requirements on golf carts except for lights required by Vehicle Code Section 24001.5 for operation during the hours of darkness.

(29-5/92 section 2) (Ord. 55, passed 10-6-1995)

12.08.020 Golf cart otherwise prohibited.

It shall be unlawful to operate a golf cart on **or along** Railroad Canyon Road **(within the City limits of Canyon Lake)** including crossing Railroad Canyon Road, except as set out in Section 12.08.010 of this Code.

(29-5/92 section 2) (Ord. 55, passed 10-6-1995)

12.08.030 Signs and markers.

~~The City Engineer is directed to cause to be erected and installed the signs, markers and push-button actuators prepared in accordance with engineering practice on a plan signed by a licensed civil engineer. The installation will regulate the golf cart crossings of Railroad Canyon Road, at the intersection, by requiring golf cart operators to press the signal actuation button and to comply with the pedestrian signal head indication for crossing of the roadway.~~

The City Engineer is directed to cause to be erected and installed signs or markings, prepared in accordance with engineering practice on a plan signed by a licensed civil engineer. The installation will regulate the golf cart crossings of Railroad Canyon Road, **at the intersection of Canyon Lake Drive South**, by requiring golf cart operators to use **the center through lane only and comply with the equipment requirements on golf carts for lights required by Vehicle Code Section 24001.5 for operation during the hours of darkness.**

(29-5/92 section 2) (Ord. 55, passed 10-6-1995) ()

CHAPTER 12.04: SPEED LIMITS

Section

12.04.010 Speed limit designated – on Railroad Canyon Road and on Goetz Road.

~~12.04.020 Advisory speed limit-Goetz Road.~~

12.04.030 Penalty

12.04.010 Speed limit designated-Railroad Canyon and Goetz Roads.

~~The speed limit on Railroad Canyon Road and on Goetz Road within the City shall be 45 mph with 35 mph advisory at and on the Salt Creek Curve on Railroad Canyon Road.~~

The speed limit on Railroad Canyon Road between the westerly city limits and the easterly city limits shall be 45 mph.

The speed limit on Goetz Road between Railroad Canyon Road and the northerly city limits shall be 45 mph.

(263/92 § 12.5) ()

~~12.04.020 Advisory speed limit.~~

~~The advisory speed limit on Goetz Road within the City shall be 35 mph.~~

~~(26-3/92 § 12.5.1)~~

12.04.030 Penalty.

A violation of this Chapter shall be an infraction as set out in Section 1 .01.200 of the Canyon Lake Municipal Code.

(26-3/92 section 3)

KEY - **Yellow** is new proposed language, **red** is proposed language to be stricken, black is unchanged.

Appendix D
Canyon Lake E&T Survey

City of Canyon lake 2024 Engineering and Traffic Survey Report



March 2024

Willdan Engineering

13191 Crossroads Pkwy N Suite 405
City of Industry, CA 91746
562.908.6200



March 1, 2024

Mr. Mike A. Borja
Administrative Services Director
City of Canyon Lake
31516 Railroad Canyon Road
Canyon Lake, CA 92587



Subject: 2024 Engineering and Traffic Survey

Dear Mr. Borja:

As requested, Willdan has completed an Engineering and Traffic (E&T) Survey to justify and update the posted speed limits along Railroad Canyon Road in the City of Canyon Lake. These segments have not been surveyed during the last 10 years and require an update to comply with the 10-year limitation set forth in the California Vehicle Code (CVC).

We are pleased to submit the enclosed Report that describes the E&T survey procedures and contains recommendations to keep the posted speed limit on Railroad Canyon Road at 45 mph. A summary of these recommendations is included in the Analysis. Supporting documentation for the speed zone recommendation is provided in the Appendices.

The Report was conducted in accordance with applicable provisions of the CVC, following procedures outlined in the California Manual on Uniform Traffic Control Devices Revision 8 (California MUTCD) dated January 2024, and as required by Section 627 of the CVC. The Report is intended to satisfy the requirements of Section 40802 of the CVC to enable the continued use of radar for traffic speed enforcement.

We appreciate the opportunity to serve the City of Canyon Lake and the assistance and cooperation afforded to us during the course of this study.

Very truly yours,

WILLDAN

Nicolle Spann, P.E., T.E.
Traffic Engineer

Enclosure

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13191 Crossroads Parkway North, Suite 405, Industry, California 91746-3443 | www.willdan.com

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Survey Conditions

Survey Locations

The procedures described below describe the criteria and methods used to survey selected streets within the City of Canyon Lake. The specific location of the radar speed survey for each street segment was selected after considering the following:

1. Minimum stop sign and traffic signal influence.
2. Minimum visibility restrictions.
3. Non-congested traffic flow away from intersections and driveways.
4. Minimum influence from curves or other roadway conditions that would affect the normal operation of a vehicle.

Data Collection

Data of existing conditions was obtained including prevailing speed of vehicles, traffic crashes, visibility restrictions, and roadway conditions within the community. Speed data and field reviews were conducted at 2 representative locations along this street during the month of February 2024.

Speed Data

Radar speed measurements were conducted at 2 locations during the month of February 2024. The combined radar speed distribution form is in Appendix B. This survey was conducted in good weather conditions, during off-peak hours on a weekday. The radar unit was operated from an unmarked vehicle to minimize any influence on driver behavior. Typically, a minimum sample size of 100 vehicles or the total samples during a maximum period of 2 hours were obtained for each segment. Traffic speeds in both directions were recorded for the segment to achieve representative data.

Field Review Data

A field review was conducted for each of the selected street segments in the City with consideration for the following factors:

1. Street width and alignment;
2. Pedestrian activity and traffic flow characteristics;
3. Number of lanes and other channelization and striping patterns;
4. Frequency of intersections, driveways, and on-street parking;
5. Location of stop signs and other regulatory traffic control devices;
6. Visibility obstructions;

7. Land use and proximity to schools;
8. Pedestrian and bicycle usage;
9. Uniformity with existing speed zones and those in adjacent jurisdictions; and
10. Any other unusual condition not readily apparent to the driver.

Crash Data

Crash data was obtained from the Canyon Lake LRSP Report. For this study, crash data was used from 7 years of reported accidents from January 1, 2015 to December 31, 2021. The crash rates for the segments are expressed in crashes per million vehicle miles (C/MVM). To calculate these rates, 24-hour traffic volumes were collected for each street segment. This information was then entered into the following formula to determine the crash rate:

$$R = \frac{C \times 1,000,000}{t \times 365 \frac{\text{days}}{\text{year}} \times l \times v}$$

C = Number of midblock crashes over time period
R = Crash Rate (crashes/million vehicle miles)
t = Time Period Covered (in years)
l = Length of Segment (miles)
v = Traffic Volume (average daily traffic)

The segment crash rate was then compared to the average statewide crash rate of similar roadways. The average statewide crash rates were obtained from 2021 Collision Data on California State Highways published by Caltrans.

Safety Corridor Data – New from AB 43

The provisions of CVC Section 22358.7, a new section added through AB 43, to additionally lower the speed limit by designating safety corridor, shall not be applicable until actions required per CVC Section 22358.7 by Department of Transportation and Judicial Council are completed or June 30, 2024, whichever is sooner.

Safety corridors were established under the guidelines set forth in the California MUTCD. Fatal and severe injury crash data was gathered using UC Berkeley’s Transportation Injury Mapping System (TIMS) from January 1, 2013 to December 31, 2022.

Weighted factors were established across the roadway network to identify which segments are classified as a safety corridor. The weighted factors for these segments are expressed in factors per mile. This information was entered into the following formula to determine the weighted factor for each segment:

$$F = \frac{T}{l}$$

F= Weighted Factor per mile
T= Total Fatal and Serious Injury Crashes
l= Length of Segment (miles)

There were 17 fatal and severe injury crashes observed in the City of Canyon Lake within the 10-year study period. The safety corridor network must include at least 25% of fatal and severe injury crashes.

This translates to at least 5 fatal and severe injury crashes in the City's safety corridor network. Railroad Canyon Road observed 10 of the 17 crashes in the 10-year study period.

For the City of Canyon Lake, any segment with a weighted factor over 1.0 is considered a safety corridor. This threshold was selected to prioritize segments with fatal and severe injury crashes that includes the most segments designated as a safety corridor as allowed within the constraints of not exceeding 1/5 of the total roadway network.

Safety Corridor: $F > 1.0$

The segment on Railroad Canyon Road has a Weighted Factor (F) of 6.76. This segment observes the most fatal and severe injury collisions in the City and meets the threshold of being designated as a safety corridor.

Safety corridors cannot be applied to further lower the speed limit recommendation by an additional 5 mph until June 30, 2024. The amendment to the 2023 E&T Survey in the end of this report addresses safety corridors and includes E&T Survey speed limit recommendations effective after June 30, 2024 based on safety corridor designations identified in this section.

Analysis

Criteria

Survey data was compiled and analyzed to determine the recommended speed limit in accordance with several criteria contained in The California MUTCD. Some of the criteria used are:

- A. The critical speed or 85th percentile speed is that speed at or below which 85 percent of the traffic is moving. This speed is the baseline value in determining what the majority of drivers believe is safe and reasonable. Speed limits set higher than the critical speed are not considered reasonable and safe. Speed limits set lower than the critical speed make a large number of reasonable drivers "unlawful," and do not facilitate the orderly flow of traffic. The "basic speed limit" is the nearest 5 mph increment to the 85th percentile speed.
- B. The 10 mile per hour (mph) pace speed is the 10 mph increment that contains the highest percentage of vehicles. It is a measure of the dispersion of speeds across the range of the samples surveyed. An accepted practice is to keep the speed limit within the 10 mph pace while considering the critical speed and other factors that might require a speed lower than the critical speed.
- C. The crash rate for each street segment is compared to average crash rates that can be reasonably expected to occur on streets and highways in other jurisdictions, in proportion to the volume of traffic per lane mile. These average crash rates have been developed by the State of California and are considered reasonable for use in the City of Canyon Lake.

Results and Engineering and Traffic Survey Recommendations

The Engineering and Traffic Survey Forms, presented in Appendix A, illustrate results of a thorough evaluation of the available data and recommend a speed limit for each street segment surveyed based on the guidelines for an Engineering and Traffic Survey set forth by the California MUTCD and the CVC, including the designation of safety corridors. A complete summary of all recommendations in this amendment is shown in Table 3. The amendment to the speed limit recommendations only include changes to the speed limits due to safety corridor designations that can be in effect after June 30, 2024.

Segments designated as safety corridors can have an additional 5-mph reduction in the recommended speed limit in the E&T Survey speed limit recommendation, even when the speed limit has already been reduced using MUTCD Option 2 or has already been reduced 5-mph with special conditions.

Speed Limit Recommendations

The recommendations contained in this amendment are intended to establish prima facie speed limits. They are not intended to be absolute for all prevailing conditions. All prima facie speed violations are actually violations of the basic speed law (CVC Section 22350). This statute states that a person shall not drive a vehicle at a speed greater than is safe having regard for traffic, roadway, and weather conditions. A prima facie limit is intended to establish a maximum safe speed under normal conditions.

Table 1 identifies the street segments with recommended changes in posted speed limit from the 2023 E&T Survey to the amendment effective after June 30, 2024.

Table 1- Citywide Speed Limit Recommendation Summary After June 30, 2024													
No	Street	Segment	Dist. (mi.)	ADT	Collision Rate ¹		Posted Speed Limit	85% Speed	10 mi. Pace	% in Pace	Rec. Speed Limit	Reason	Speed Change from Posted Speed Limit
					Exp.	Act.							
1	Railroad Canyon Road	W. City Limit to E. City Limit	1.48	40,000	0.93	0.52	45	54	45-54	80%	45	California MUTCD Option 2 & Safety Corridor	NC ²

¹ Collision Rate units: Collisions per One Million Vehicle Miles

Exp.: Expected Collision Rate based on the Caltrans 2021 Crash Data on California State Highways Rate

Act.: Actual Collision Rate

² NC= No Change

The following segment surveyed had a recommended speed limit that was 5 miles per hour (mph) or more below the 85th percentile speed due to conditions not readily apparent to the driver. It is discussed below.

Segment 1 – Railroad Canyon Road – W. City Limits to E. City Limits

This segment is currently posted at 45 mph and has three (3) through lanes in each direction with a raised median and ADT of about 40,000 vehicles per day. The adjacent land is a walled private residential with a golf course along the north side of the segment. The adjacent land on the south side is a combination of private residential with a golf course along with commercial and a church on the segment. The 85th percentile speed is 54 mph and would normally justify a 50-mph posted speed limit using the California MUTCD Option 2 to round down. However, due to this segment having a high occurrence of fatal and injury crashes and being designated as a safety corridor, a lower speed limit is prudent. It is recommended that the speed limit remain posted at 45 mph for the above reasons.

APPENDIX A

Street Segment Data

**CITY OF CANYON LAKE
ENGINEERING & TRAFFIC SURVEY**

STREET: Railroad Canyon Road **between** W. City Limits **and** E. City Limits

DATE: 2/15/24 **TIME:** 13:00 **OBSERVER:** Steve Libring **LOCATION:** 1

PART I: HIGHWAY & ROADWAY CHARACTERISTICS			
Sight Distance Obstructions? (yes or no)	W/B	E/B	Notes
1. Horizontal	Yes	Yes	Curve at Country Club, and at Sorrel
2. Vertical	No	No	
3. Superelevation (%)	Some	Some	
4. Shoulder Conditions (paved or unpaved)	Paved	Paved	
5. Profile Conditions (grade,%)			
6. Commercial Driveway Characteristics (at grade, dustpan, etc)	Yes, at grade	Yes, at grade	Signalized at CLDS and at Town Center East
7. Pedestrian Traffic in the Roadway without sidewalks (yes or no)	No	No	
8. Adjacent Land Use (residential, commercial, office, etc)	Walled Residential	Commercial and Walled Residential	
9. Intersection Spacing and Offsets (spacing, feet-offsets, yes or no)	No offsets		Signals at Skylink, Country Club, CLDS, Town Center E. and Sorrell
10. Pavement Condition (good, satisfactory, poor)	Good	Good	
11. Truck Traffic (heavy, moderate, light)	Light	Light	
12. Channelization (# of lanes, divided, undivided, painted, or raised median)	3 lanes with bike lane	3 lanes with bike lane	Raised Median
13. Street Width and Alignment (width, feet – straight or curved)	40'	40'	90' total with raised median
14. Street Length	1.48 mi		
15. Average Daily Traffic			40,000 estimated
16. Traffic Flow Characteristics (heavy, moderate, light)	Moderate	Moderate	
17. Uniformity with the Community (yes or no)	Yes	Yes	
18. Heavy On-Street Parking Turnover (yes or no)	No	No	No parking allowed on both sides
19. Street Lighting	No	No	Except at intersections

**CITY OF CANYON LAKE
ENGINEERING & TRAFFIC SURVEY**

STREET: Railroad Canyon Road **between** W. City Limits **and** E. City Limits

DATE: 2/15/24 **TIME:** 13:00 **OBSERVER:** Steve Libring **LOCATION:** 1

PART I: HIGHWAY & ROADWAY CHARACTERISTICS			
Sight Distance Obstructions? (yes or no)	W/B	E/B	Notes
1. Horizontal	Yes	Yes	Curve at Country Club, and at Sorrel
2. Vertical	No	No	
3. Superelevation (%)	Some	Some	
4. Shoulder Conditions (paved or unpaved)	Paved	Paved	
5. Profile Conditions (grade,%)			
6. Commercial Driveway Characteristics (at grade, dustpan, etc)	Yes, at grade	Yes, at grade	Signalized at CLDS and at Town Center East
7. Pedestrian Traffic in the Roadway without sidewalks (yes or no)	No	No	
8. Adjacent Land Use (residential, commercial, office, etc)	Walled Residential	Commercial and Walled Residential	
9. Intersection Spacing and Offsets (spacing, feet-offsets, yes or no)	No offsets		Signals at Skylink, Country Club, CLDS, Town Center E. and Sorrell
10. Pavement Condition (good, satisfactory, poor)	Good	Good	
11. Truck Traffic (heavy, moderate, light)	Light	Light	
12. Channelization (# of lanes, divided, undivided, painted, or raised median)	3 lanes with bike lane	3 lanes with bike lane	Raised Median
13. Street Width and Alignment (width, feet – straight or curved)	40'	40'	90' total with raised median
14. Street Length	1.48 mi		
15. Average Daily Traffic			40,000 estimated
16. Traffic Flow Characteristics (heavy, moderate, light)	Moderate	Moderate	
17. Uniformity with the Community (yes or no)	Yes	Yes	
18. Heavy On-Street Parking Turnover (yes or no)	No	No	No parking allowed on both sides
19. Street Lighting	No	No	Except at intersections

APPENDIX B

Radar Speed Distribution Form

CITY OF CANYON LAKE

DATE: 02/15/24 DAY: Thursday TIME PERIOD: 1:00PM TO 2:35PM

FOR ROADWAY: Railroad Canyon Road

SPEED (MPH)	TOTAL VEHICLES SURVEYED		TOTAL
	EASTBOUND+WESTBOUND		VEHICLES
65			0
64			0
63			0
62			0
61			0
60			0
59	X	X	5
58	X	X	2
57	X	X	3
56	X	X	6
55	X	X	7
54	X	X	5
53	X	X	8
52	X	X	18
51	X	X	19
50	X	X	30
49	X	X	18
48	X	X	18
47	X	X	17
46	X	X	13
45	X	X	16
44	X	X	4
43	X	X	4
42	X	X	3
41			0
40			0
39			0
38			0
37			0
36			0
35			0
34			0
33			0
32			0
31			0
30			0
29			0
28			0
27			0
26			0
25			0
24			0
23			0
22			0
21			0
20			0
19			0
18			0
17			0
16			0
15			0
	196	195	391

LIMITS (BTN): W. City Limits and E. City Limits

OBSERVATION POINT: near Country Club and near Blackthorn

POSTED SPEED LIMIT: 45 MPH

COMMENTS:

OBSERVER: LIBRING

WEATHER: SUNNY

ROAD SURFACE: DRY

ROAD CONDITION: GOOD

DATA COLLECTION METHOD: RADAR

	EASTBOUND	WESTBOUND	EASTBOUND+WESTBOUND	
85TH %:	<u>53</u>	<u>55</u>	<u>54</u>	M.P.H.
50TH %:	<u>50</u>	<u>51</u>	<u>50</u>	M.P.H.
15TH %:	<u>46</u>	<u>47</u>	<u>46</u>	M.P.H.
10 MPH PACE:	<u>45 - 54</u>	<u>46 - 55</u>	<u>45 - 54</u>	M.P.H.
% IN PACE:	<u>83%</u>	<u>81%</u>	<u>80%</u>	
% OVER PACE:	<u>12%</u>	<u>12%</u>	<u>15%</u>	
% UNDER PACE:	<u>6%</u>	<u>7%</u>	<u>5%</u>	
ARITHMETIC MEAN:	<u>50</u>	<u>51</u>	<u>50</u>	M.P.H.
SAMPLE VARIANCE:	<u>14</u>	<u>14</u>	<u>14</u>	
STANDARD DEVIATION:	<u>4</u>	<u>4</u>	<u>4</u>	M.P.H.
VARIANCE OF THE MEAN:	<u>0.07</u>	<u>0.07</u>	<u>0.04</u>	
STD. ERROR OF THE MEAN:	<u>0.26</u>	<u>0.27</u>	<u>0.19</u>	M.P.H.

APPENDIX C

Legislative References

Engineering and Traffic Survey Background

This Engineering and Traffic (E&T) Survey is intended to be the basis for the establishment, revision, and enforcement of speed limits for street segments within the City of Canyon Lake. This E&T Survey presents a recommended speed limit for Railroad Canyon Road in the City of Canyon Lake. E&T Surveys are required by the State of California to establish intermediate speed limits on local streets and to enforce those limits using radar or other speed measuring devices. Historically, these surveys must be updated every 7 to 10 years to ensure the speeds reflect current conditions.

E&T Surveys are prepared under the direction of California Vehicle Code (CVC). The CVC also requires that the surveys be conducted based on the methodology required by the California MUTCD Revision 7 (California MUTCD) dated March 2023.

Assembly Bill No. 43 (AB 43), signed in October 2021, has given local agencies more leeway to lower and maintain speed limits. The California Vehicle Code was amended in 2022 and the California MUTCD was amended in March 2023 to implement laws and guidelines with the changes set forth in AB 43. There were three major changes to how speed limits can be recommended under AB 43 as follows:

1. An E&T Survey conducted more than 7 years ago may be extended to 14 years (previously to 10 years) if a traffic engineer certifies that no changes in roadway or traffic conditions have occurred [CVC 40802 (c)(2)(B)(i)(II)].
2. A local authority may establish and designate safety corridors throughout their jurisdiction. The local authority may recommend a speed limit with an additional five mile per hour reduction on segments designated as safety corridors. Local authorities may not lower a speed limit under this section until June 30, 2024, or until the Judicial Council has developed an online tool for adjudicating infraction violations statewide, whichever is sooner.
3. If a local authority, after completing an E&T Survey, finds that the speed limit is still reasonable or safe, the local authority may retain the current speed limit or restore the immediately prior speed limit if that speed limit was established with an E&T Survey and if a registered engineer has evaluated the section of highway and determined that no additional general purpose lanes have been added to the roadway since completion of the traffic survey that established the prior speed limit.

This E&T survey was requested by the City for the proper posting of speed limits and to enable the Police Department to utilize radar or other electronic speed measuring devices for speed enforcement. CVC Sections 40801 and 40802 require E&T Surveys that verify the prima facie speed limit before enforcement by such a device is legal. The law further specifies that these surveys be conducted every 5 years. The surveys can be extended to 7 years provided the City's Police Department(s) have completed a 24-hour radar operator course [CVC 40802(c)(2)(B)(i)(I)].

Posted speed limits are established primarily to protect the general public from the reckless and unpredictable behavior of dangerous drivers. They provide law enforcement with a clearly understood method to identify and apprehend violators of the basic speed law (CVC Section 22350). This law states

that "No person shall drive a vehicle on a highway at a speed greater than is reasonable or prudent having due regard for weather, visibility, the traffic on, and the surface and width of the highway, and in no event at a speed which endangers the safety of persons or property." The posted speed limit gives motorists a clear warning of the maximum speed that is reasonable and prudent under typical driving conditions.

The basic fundamentals for establishing speed limits recognize that the majority of drivers behave in a safe and reasonable manner, and therefore, the normally careful and competent actions of a reasonable driver should be considered legal. Speed limits established on these fundamentals conform to the consensus that those who drive the highway determine what speed is reasonable and safe, not on the judgment of one or a few individuals. A radar speed study is usually conducted to record the prevailing speed of reasonable drivers.

Speed limits are also established to advise drivers of conditions which may not be readily apparent to a reasonable driver. For this reason, accident history, roadway conditions, traffic characteristics, and land use must also be analyzed before determining speed limits. Speed limit changes are usually made in coordination with physical changes in roadway conditions or roadside developments. Unusually short zones of less than one-half mile in length should be avoided to reduce driver confusion.

The E&T Surveys for the City were conducted in accordance with procedures outlined in the California MUTCD and as required by Section 627 of the CVC. The Code further describes three elements of an E&T Survey:

1. Measurement of prevailing speed;
2. Accident history; and
3. Roadway characteristics not readily apparent to the motorist.

Additionally, it is generally accepted that speed limits cannot be successfully enforced without voluntary compliance by a majority of drivers. Consequently, the drivers whose behavior are clearly out of line with the normal flow of traffic typically are usually targeted for enforcement.

Elements Of the Engineering and Traffic Survey

The California MUTCD specifies the methodology to be used for completing E&T Surveys. This methodology includes an evaluation of current vehicle speeds, accident history and conditions not readily apparent to motorists. The basic elements of the E&T Survey are discussed in more detail as follows:

Speed Sampling

Existing vehicle speeds are surveyed by a certified radar operator with a calibrated radar unit in an unmarked vehicle. Speed samples are taken for each segment representing a statistically significant sample of current traffic. This data is then evaluated to identify the distribution of speeds. A key element in the evaluation is the identification of the 85th percentile speed. The 85th percentile speed is the speed at or below which 85 percent of the traffic travels. This threshold represents what is

historically found to be a safe and reasonable speed for most drivers based on common roadway conditions. A speed limit is established in the three options below.

Options:

- **Closest to 85th Percentile Speed** – A speed limit is established at the nearest 5-mile per hour increment to the 85th percentile speed.
- **California MUTCD Option 2** - For cases in which the nearest 5 mph increment of the 85th-percentile speed would require a rounding up, then the speed limit may be rounded down to the nearest 5 mph increment below the 85th percentile speed, if no further reduction is used. Refer to CVC Section 21400(b).
- **Reduction using Segments with Special Conditions** - For cases in which the nearest 5 mph increment of the 85th-percentile speed would require rounding down, the posted speed may be reduced by an additional 5 mph from the nearest 5 mph increment of the 85th-percentile speed, in compliance with CVC Section 627 and 22358.5.

If the speed limit to be posted has had the 5 mph reduction applied, then an E&T Survey shall document in writing the conditions and justification for the lower speed limit. The reasons for the lower speed limit shall be in compliance with CVC Section 627 and 22358.5.

The following examples are provided to explain the application of these speed limit criteria:

If the 85th percentile speed in a speed survey for a location was 33 mph, the 3 options may be applied as follows:

- **Closest to 85th Percentile Speed** - The 85th percentile speed would round up to the nearest 5-mph increment. The speed limit would be established at 35 mph since it is the closest 5 mph increment to the 33 mph speed.
- **California MUTCD Option 2** - Instead of rounding up to 35 mph, the speed limit can be established at 30 mph, but no further reduction can be applied.
- **Reduction using Segments with Special Conditions** - The first step is to round up, then the speed limit would be established at 35 mph since it is the closest 5 mph increment to the 33 mph speed. As indicated by this option, this 35 mph established speed limit could be reduced by 5 mph to 30 mph if conditions and justification for using this lower speed limit are documented in the E&T Survey. However, it is best to apply MUTCD Option 2 in these scenarios as it will not require documentation of conditions and justification to lower the speed limit.

If the 85th percentile speed in a speed survey for a location was 37 mph, the 3 options may be applied as follows:

- **Closest to 85th Percentile Speed** - The 85th percentile speed would round down to the nearest 5-mph increment. The speed limit would be established at 35 mph since it is the closest 5 mph increment to the 37 mph speed.

- **California MUTCD Option 2** – This option is not applicable to 85th percentile speeds that already round down to the nearest 5-mph increment using the “Closest to 85th Percentile Speed” option.
- **Reduction using Segments with Special Conditions** - The first step is to round down, then the speed limit would be established at 35 mph since it is the closest 5 mph increment to the 37 mph speed. As indicated by this option, this 35 mph established speed limit could be reduced by 5 mph to 30 mph if conditions and justification for using this lower speed limit are documented in the E&T Survey.

Crash History

Reported crashes are reviewed for each street segment to determine if there is a higher than expected average rate of crashes. A segment that has an above-average crash rate typically suggests conditions that are not readily apparent to motorists.

Conditions Not Readily Apparent to Motorists

Each street segment is field inspected to identify roadway conditions that may not be readily apparent to motorists. A determination is made whether any conditions are significant and warrant the recommendation of the speed limit 5 mph below the basic speed limit.

Safety Corridors – New from AB 43

The provisions of CVC Section 22358.7, a new section added through AB 43, to additionally lower the speed limit by designating a safety corridor, shall not be applicable until actions required per CVC Section 22358.7 by Department of Transportation and Judicial Council are completed or June 30, 2024, whichever is sooner.

Data used to determine a safety corridor may be from the most recent E&T Survey performed. The crash data source may include, but is not limited to, California Highway Patrol’s (CHP) Statewide Integrated Traffic Records System (SWITRS). The prioritized subset of safety corridors shall:

1. Identify specific locations with high crash occurrences.
2. Identify corridor-level segments with a pattern of crash reoccurrence.
3. Be able to be stratified by mode.

The total reduction in the speed limit using the nearest 5 mph increment, rounding up, rounding down and using 5 mph speed reduction, plus an additional 5 mph speed reduction for safety corridor designation, shall not exceed 12.4 mph from the 85-percentile speed. Refer to CVC Section 22358.6(e).

Legislative References

Applicable Sections of California Vehicle Code

The following sections of the CVC are from the most recently published CVC as of August 2023 and contain new sections pertaining to AB 43.

Engineering and Traffic Surveys

Section 627.

- (a) “Engineering and traffic survey,” as used in this code, means a survey of highway and traffic conditions in accordance with methods determined by the Department of Transportation for use by state and local authorities.
- (b) An engineering and traffic survey shall include, among other requirements deemed necessary by the department, consideration of all of the following:
 - (1) Prevailing speeds as determined by traffic engineering measurements.
 - (2) Accident records.
 - (3) Highway, traffic, and roadside conditions not readily apparent to the driver.
- (c) When conducting an engineering and traffic survey, local authorities, in addition to the factors set forth in paragraphs (1) to (3), inclusive, of subdivision (b) may consider all of the following:
 - (1) Residential density, if any of the following conditions exist on the particular portion of highway and the property contiguous thereto, other than a business district:
 - (A) Upon one side of the highway, within a distance of a quarter of a mile, the contiguous property fronting thereon is occupied by 13 or more separate dwelling houses of business structures.
 - (B) Upon both sides of the highway, collectively, within a distance of a quarter of a mile, the contiguous property fronting thereon is occupied by 16 or more separate dwelling houses or business structures.
 - (C) The portion of highway is longer than one-quarter of a mile but has the ratio of separate dwelling houses or business structures to the length of the highway described in either subparagraph (A) or (B).
 - (2) Safety of bicyclists and pedestrians, with increased consideration for vulnerable pedestrian groups including children, seniors, persons with disabilities, users of personal assistive mobility devices, and the unhoused.

Basic Speed Law*Section 22350.*

No person shall drive a vehicle upon a highway at a speed greater than is reasonable or prudent having due regard for weather, visibility, the traffic on, and the surface and width of, the highway, and in no event at a speed which endangers the safety of persons or property.

Speed Law Violations*Section 22351.*

- (a) The speed of any vehicle upon a highway not in excess of the limits specified in Section 22352 or established as authorized in this code is lawful unless clearly proved to be in violation of the basic speed law.
- (b) The speed of any vehicle upon a highway in excess of the prima facie speed limits in Section 22352 or established as authorized in this code is prima facie unlawful unless the defendant establishes by competent evidence that the speed in excess of said limits did not constitute a violation of the basic speed law at the time, place and under the conditions then existing.

Prima Facie Speed Limits*Section 22352.*

The prima facie limits are as follows and shall be applicable unless changed as authorized in this code and, if so changed, only when signs have been erected giving notice thereof:

- (a) Fifteen miles per hour:
 - (1) When traversing a railway grade crossing, if during the last 100 feet of the approach to the crossing the driver does not have a clear and unobstructed view of the crossing and of any traffic on the railway for a distance of 400 feet in both directions along such railway. This subdivision does not apply in the case of any railway grade crossing where a human flagman is on duty or a clearly visible electrical or mechanical railway crossing signal device is installed but does not then indicate the immediate approach of a railway train or car.
 - (2) When traversing any intersection of highways, if during the last 100 feet of the driver's approach to the intersection, the driver does not have a clear and unobstructed view of the intersection and of any traffic upon all of the highways entering the intersection for a distance of 100 feet along all those highways, except at an intersection protected by stop signs or yield right-of-way signs or controlled by official traffic control signals.
 - (3) On any alley.
- (b) Twenty-five miles per hour:
 - (1) On any highway other than a state highway, in any business or residence district unless a different speed is determined by local authority under procedures set forth in this code.

Section 22357.1.

Notwithstanding Section 22357, a local authority may, by ordinance or resolution, set a prima facie speed limit of 25 miles per hour on any street, other than a state highway, adjacent to any children's playground in a public park but only during particular hours or days when children are expected to use the facilities. The 25 mile per hour speed limit shall be effective when signs giving notice of the speed limit are posted.

*Section 22358.4***(a)**

- (1)** Wherever a local authority determines upon the basis on an engineering and traffic survey that the prima facie speed limit of 25 miles per hour established by subdivision (b) of Section 22352 is more than reasonable or safe, the local authority may, by ordinance or resolution, determine and declare a prima facie speed limit of 20 or 15 miles per hour, whichever is justified as the appropriate speed limit by that survey.
- (2)** An ordinance or resolution adopted under paragraph (1) shall not be effective until appropriate signs giving notice of the speed limit are erected upon the highway and, in the case of a state highway, until the ordinance is approved by the Department of Transportation and the appropriate signs are erected up on the highway.

(b)

- (1)** Notwithstanding subdivision (a) or any other provision of law, a local authority may, by ordinance or resolution, determine and declare prima facie speed limits as follows:
 - (A)** A 15 miles per hour prima facie limit in a residence district, on a highway with a posted speed limit of 30 miles per hour or slower, when approaching, at a distance less than 500 feet from, or passing, a school building or the grounds of a school building, contiguous to a highway and posted with a school warning sign that indicates a speed limit of 15 miles per hour, while children are going to or leaving the school, either during school hours or during the noon recess period. The prima facie limit shall also apply when approaching, at a distance of less than 500 feet from, or passing, school grounds that are not separated from the highway by a fence, gate, or other physical barrier while the grounds are in use by children and the highway is posted with a school warning sign that indicates a speed limit of 15 miles per hour.
 - (B)** A 25 miles per hour prima facie limit in a residence district, on a highway with a posted speed limit of 30 miles per hour or slower, when approaching, at a distance of 500 to 1,000 feet from, a school building or the grounds thereof, contiguous to a highway and posted with a school warning sign that indicates a speed limit of 25 miles per hour, while children are going to or leaving the school, either during school hours or during the noon recess period. The prima facie limit shall also apply when approaching, at a distance of 500 to 1,000 feet from, school grounds that are not separated from the highway by a fence, gate, or

other physical barrier while the grounds are in use by children and the highway is posted with a school warning sign that indicates a speed limit of 25 miles per hour.

- (2) The prima facie limits established under paragraph (1) apply only to highways that meet all of the following conditions:
 - (A) A maximum of two traffic lanes.
 - (B) A maximum posted 30 miles per hour prima facie speed limit immediately prior and after the school zone.
- (3) The prima facie limits established under paragraph (1) apply to all lanes of an affected highway, in both directions of travel.
- (4) When determining the need to lower the prima facie speed limit, the local authority shall take the provisions of Section 627 into consideration.
- (5)
 - (A) An ordinance or resolution adopted under paragraph (1) shall not be effective until appropriate signs giving notice of the speed limit are erected upon the highway and, in the case of a state highway, until the ordinance is approved by the Department of Transportation and the appropriate signs are erected upon the highway.
 - (B) For the purposes of subparagraph (A) of paragraph (1), school warning signs indicating a speed limit of 15 miles per hour may be placed at a distance up to 500 feet away from school grounds.
 - (C) For the purposes of subparagraph (B) of paragraph (1), school warning signs indicating a speed limit of 25 miles per hour may be placed at a distance between 500 and 1,000 feet away from school grounds.

Minimum and Maximum Prima Facie Speed Limits

Section 22357.

- (a) Whenever a local authority determines upon the basis of an engineering and traffic survey that a speed greater than 25 miles per hour would facilitate the orderly movement of vehicular traffic and would be reasonable and safe upon any street other than a state highway otherwise subject to a prima facie limit of 25 miles per hour, the local authority may by ordinance determine and declare a prima facie speed limit of 30, 35, 40, 45, 50, 55 or 60 miles per hour or a maximum speed limit of 65 miles per hour, whichever is found most appropriate to facilitate the orderly movement of traffic and is reasonable and safe. The declared prima facie or maximum speed limit shall be effective when appropriate signs giving notice thereof are erected upon the street and shall not thereafter be revised except upon the basis of an engineering and traffic survey. This section does not apply to any 25-mile-per-hour prima facie limit, which is applicable when passing a school building or the grounds thereof or when passing a senior center or other facility primarily used by senior citizens.

Section 22358.

- (a) Whenever a local authority determines upon the basis of an engineering and traffic survey that a speed greater than 65 miles per hour is more than is reasonable or safe upon any portion of any street other than a state highway where the limit of 65 miles per hour is applicable, the local authority may by ordinance determine and declare a prima facie speed limit of 60, 55, 45, 40, 35, 30, 25, 20, or 15 miles per hour, whichever is found most appropriate to facilitate the orderly movement of traffic and is reasonable and safe, which declared prima facie limit shall be effective when appropriate signs giving notice thereof are erected upon the street.

Section 22358.3.

Whenever a local authority determines upon the basis of an engineering and traffic survey that the prima facie speed limit of 25 miles per hour in a business or residence district or in a public park on any street having a roadway not exceeding 25 feet in width, other than a state highway, is more than reasonable or safe, the local authority may, by ordinance or resolution, determine and declare a prima facie speed limit of 20 or 15 miles per hour, whichever is found most appropriate and is reasonable and safe. The declared prima facie speed limit shall be effective when appropriate signs giving notice thereof are erected upon the street.

Section 22360.

- (a) Whenever a local authority determines upon the basis of an engineering and traffic survey that the speed limit of 65 miles per hour is more than is reasonable or safe upon any portion of a highway other than a state highway for a distance of not exceeding 2,000 feet in length between district, either business or residence, the local authority may determine and declare a reasonable and safe prima facie limit thereon lower than 65 mile per hour, but not less than 25 miles per hour, which declared prima facie speed limit shall be effective when appropriate signs giving notice thereof are erected upon the street or highway.

Downward Speed Zoning*Section 22358.5.*

It is the intent of the Legislature that physical conditions such as width, curvature, grade and surface conditions, or any other condition readily apparent to a driver, in the absence of other factors, would not require special downward speed zoning, as the basic rule of Section 22350 is sufficient regulation as to such conditions.

Safety Corridors (Added code from AB 43)*Section 22358.7.*

- (a) If a local authority, after completing an engineering and traffic survey, finds that the speed limit is still more than is reasonable or safe, the local authority may, by ordinance, determine and declare a prima facie speed limit that has been reduced an additional five miles per hour for either of the following reasons:

- (1) The portion of highway has been designated as a safety corridor. A local authority shall not deem more than one-fifth of their streets as safety corridors.
- (2) A portion of the highway is adjacent to any land or facility that generates high concentrations of bicyclists or pedestrians, especially those from vulnerable groups such as children, seniors, persons with disabilities, and the unhoused.
- (3) A local authority may not lower a speed limit as authorized by this section until June 30, 2024, or until the Judicial Council has developed an online tool for adjudicating infraction violations statewide as specified in Article 7 (commencing with Section 68645) of Chapter 2 of Title 8 of the Government code, whichever is sooner.
- (4) A local authority shall issue only warning citations for violations of exceeding the speed limit by 10 miles per hour or less for the first 30 days that a lower speed limit is in effect as authorized by this section.

Maintaining Posted Speeds (Added code from AB 43)

Section 22358.8.

- (a) If a local authority, after completing an engineering and traffic survey, finds that the speed limit is still more than is reasonable or safe, the local authority may, by ordinance, retain the currently adopted speed limit or restore the immediately prior adopted speed limit if that speed limit was established with an engineering and traffic survey and if a registered engineer has evaluated the section of highway and determined that no additional general purpose lanes have been added to the roadway since completion of the traffic survey that established that speed limit.
- (b) This section does not authorize a speed limit to be reduced by any more than five miles per hour from the currently adopted speed limit nor below the immediately prior speed limit.
- (c) A local authority shall issue only warning citations for violations of exceeding the speed limit by 10 miles per hour or less for the first 30 days that a lower speed limit is in effect as authorized by this section.

Boundary Line Streets

Section 22359.

With respect to boundary line streets and highways where portions thereof are within different jurisdictions, no ordinance adopted under Sections 22357 and 22358 shall be effective as to any such portion until all authorities having jurisdiction of the portions of the street concerned have approved the same. This section shall not apply in the case of boundary line streets consisting of separate roadways within different jurisdictions.

Speed Trap Prohibition

Section 40801.

No peace officer or other person shall use a speed trap in arresting, or participating or assisting in the arrest of, any person for any alleged violation of this code nor shall any speed trap be used in securing evidence as to the speed of any vehicle for the purpose of an arrest or prosecution under this code.

Speed Trap

Section 40802.

(a) A "speed trap" is either of the following:

- (1)** A particular section of a highway measured as to distance and with boundaries marked, designated, or otherwise determined in order that the speed of a vehicle may be calculated by securing the time it takes the vehicle to travel the known distance.
- (2)** A particular section of a highway with a prima facie speed limit that is provided by this code or by local ordinance under subparagraph (A) of paragraph (2) of subdivision (a) of Section 22352, or established under Section 22354, 22357, 22358, or 22358.3, if that prima facie speed limit is not justified by an engineering and traffic survey conducted within five years prior to the date of the alleged violation, and enforcement of the speed limit involves the use of radar or any other electronic device that measures the speed of moving object. This paragraph does not apply to a local street, road, or school zone.

(b)

- (1)** For purposes of this section, a local street or road is one that is functionally classified as "local" on the "California Road System Maps," that are approved by the Federal Highway Administration and maintained by the Department of Transportation. It may also be defined as a "local street or road" if it primarily provides access to abutting residential property and meets the following three conditions:
 - (A)** Roadway width of not more than 40 feet.
 - (B)** Not more than one-half of a mile of uninterrupted length. Interruptions shall include official traffic control signals as defined in Section 445.
 - (C)** Not more than one traffic lane in each direction.
- (2)** For purposes of this section "school zone" means that area approaching or passing a school building or the grounds thereof that is contiguous to a highway and on which is posted a standard "SCHOOL" warning sign, while children are going to or leaving the school either during school hours or during the noon recess period. "School zone" also includes the area approaching or passing any school grounds that are not separated from the highway by a fence, gate, or other physical barrier while the grounds are in use by children if that highway is posted with a standard "SCHOOL" warning sign.

(3) For purposes of this section, “senior zone” means that area approaching or passing a senior center building or other facility primarily used by senior citizens, or the grounds thereof that is contiguous to a highway and on which is posted a standard “SENIOR” warning sign, pursuant to Section 22352.

(4) For purposes of this section, “business activity district” means a section of highway described in subdivision (b) of Section 22358.9 in which a standard 25 miles per hour or 20 miles per hour speed limit sign has been posted pursuant to paragraph (1) of subdivision (a) of that section.

(c)

(1) When all the following criteria are met, paragraph (2) of this subdivision shall be applicable and subdivision (a) shall not be applicable:

(A) When radar is used, the arresting officer has successfully completed a radar operator course of not less than 24 hours on the use of police traffic radar, and the course was approved and certified by the Commission on Peace Officer Standards and Training.

(B) When laser or any other electronic device is used to measure the speed of moving objects, the arresting officer has successfully completed the training required in subparagraph (A) and an additional training course of not less than two hours approved and certified by the Commission on Peace Officer Standards and Training.

(C)

(i) The prosecution proved that the arresting officer complied with subparagraphs (A) and (B) and that an engineering and traffic survey has been conducted in accordance with subparagraph (B) of paragraph (2). The prosecution proved that, prior to the officer issuing the notice to appear, the arresting officer established that the radar, laser, or other electronic device conformed to the requirements of subparagraph (D).

(ii) The prosecution proved the speed of the accused was unsafe for the conditions present at the time of alleged violation unless the citation was for a violation of Section 22349, 22356, or 22406.

(D) The radar, laser, or other electronic device used to measure the speed of the accused meets or exceeds the minimal operational standards of the National Traffic Highway Safety Administration, and has been calibrated within the three years prior to the date of the alleged violation by an independent certified laser or radar repair and testing or calibration facility.

(2) A “speed trap” is either of the following:

(A) A particular section of a highway measured as to distance and with boundaries marked, designated, or otherwise determined in order that the speed of a vehicle may be calculated by securing the time it takes the vehicle to travel the known distance.

(B)

- (i) A particular section of a highway or state highway with a prima facie speed limit that is provided by this code or by local ordinance under paragraph (1) of subdivision (b) of Section 22352, or established under Section 22354, 22357, 22358, or 22358.3, if that prima facie speed limit is not justified by an engineering and traffic survey conducted within one of the following time periods, prior to the date of the alleged violation, and enforcement of speed limit involves the use of radar or any other electronic device that measures the speed of moving objects:
 - (I) Except as specified in subclause (II), seven years.
 - (II) If an engineering and traffic survey was conducted more than seven years prior to the date of the alleged violation, and a registered engineer evaluates the section of the highway and determines that no significant changes in roadway or traffic conditions have occurred including, but not limited to, changes in adjoining property or land use, roadway width, or traffic volume, 14 years.
- (ii) This subparagraph does not apply to a local street, road, or school zone, senior zone, business activity district, or speed limit adopted under Section 22358.7 or 22358.8.

Speed Trap Evidence*Section 40803.*

- (a) No evidence as to the speed of a vehicle upon a highway shall be admitted in any court upon the trial of any person in any prosecution under this code upon a charge involving the speed of a vehicle when the evidence is based upon or obtained from or by the maintenance or use of a speed trap.
- (b) In any prosecution under this code of a charge involving the speed of a vehicle, where enforcement involves the use of radar or other electronic devices which measure the speed of moving objects, the prosecution shall establish, as part of its prima facie case, that the evidence or testimony presented is not based upon a speed trap as defined in paragraph (2) of subdivision (a) of Section 40802.
- (c) When a traffic and engineering survey is required pursuant to paragraph (2) of subdivision (a) of Section 40802, evidence that a traffic and engineering survey has been conducted within five years of the date of the alleged violation or evidence that the offense was committed on a local street or road as defined in paragraph (2) of subdivision (a) of Section 40802 shall constitute a prima facie case that the evidence or testimony is not based upon a speed trap as defined in paragraph (2) subdivision (a) of Section 40802.



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STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Nicole Dailey, City Manager

BY: Terry Shea, Finance Director

DATE: March 13, 2024

SUBJECT: Review of the Fiscal Year 2023-24 Mid-Year Budget and Projections and Approval of Proposed Budget Adjustments

Recommendation

Review the Fiscal Year 2023-24 Mid-Year Budget report and approve the recommended budget adjustments.

Background

In June 2023, the City Council adopted Resolution 2023-24, approving the Fiscal Year 2023-24 Budget and Appropriations Limit. The adopted General Fund budget included \$7,572,474 in revenues and \$7,534,617 in expenditures and transfers out for a budgeted Revenues over Expenditures of \$37,857. Through January, the City Council has approved additional appropriations of \$495,025, for the purchase of the Fire Station, which is offset by corresponding other revenues in the same amount, for PORAC dues, and an increase in the Animal Friends of the Valley animal control services contract. The results of the changes described above decreased the proposed Revenues over Expenditures to \$32,831.

Discussion

Actual revenues through January 2024 with projections for the remainder of the fiscal year are higher than anticipated by \$648,473. The largest projected increases are in Property Tax Fire \$74,000, Commercial Cannabis \$271,000, State Grant \$160,000, Property Tax VLF Swap \$41,000, and Interest Income \$96,000. The proposed adjustments for revenues are as follows:

10-000-4032	Property Tax Fire	\$ 50,000
10-000-4406	Commercial Cannabis	\$271,000
10-000-4590	Grant Revenue	\$160,000
10-000-4705	Property Tax VLF Swap	\$ 40,000
10-000-4900	Interest Income	\$ 40,000
Total	General Fund	\$561,000

Actual expenditures through December 2023 with projections for the remainder of the fiscal year are in line with the original budget. However, certain line items are over, and some items need to be added to the budget. The increases and proposed budget adjustments are as follows:

1. **10-100-6520** \$2,300 Increase for WRCOG Solid Waste Contract.
2. **10-100-6831** \$12,500 Increase for new events and event activities, National Night Out, National Day of Prayer, Fiesta Days, Donuts with Santa; offset by higher sponsorship revenues for events.
3. **10-200-6610** \$40,000 Increase in legal costs for special litigation.
4. **10-310-6080** (\$6,000) Decrease in benefits from Management Analyst position.
5. **10-310-6610** \$10,000 Increase for labor negotiator for Collective Bargaining Unit.
6. **10-310-6610** \$4,000 Increase for LCW Library & Consortium for Labor Relations Costs, staff secured a \$2,500 reimbursement from PERMA toward this cost.
7. **10-310-6610** \$11,650 Increase for Microsoft Subscriptions, moved from 10-310-6210
8. **10-310-6210** (\$11,650) Decrease for Microsoft Subscriptions, moved to 10-310-6610
9. **10-310-6610** \$19,500 Increase for Staff Support for State of the City Address.
10. **10-310-6610** \$2,900 Increase for additional IT related licensing costs.
11. **10-310-6610** \$9,500 Increase for City contribution to LESJWA Strategic Plan.
12. **10-360-6010** \$6,000 Increase for a temporary, part-time Building Permit Tech salary to help Department with getting caught up on scanning building permits for public access.
13. **10-360-6080** \$1,000 Increase for a temporary, part-time Building Permit Tech benefits to help Department with getting caught up on scanning building permits for public access.
14. **10-360-6610** \$2,000 Increase for iWorQ to create new online services and processes including online payments, business licenses, residential rental program, and solar permitting requirements from the State.
1. **10-421-6023** \$36,000 Increase in salaries and wages for two limited term Firefighter/Paramedics to offset staff injuries and help reduce future overtime costs.
15. **10-421-6024** \$20,000 Increase for additional overtime for the Fire Department.
16. **10-421-6087** \$11,600 Increase for health insurance for the two limited term Firefighter/Paramedics
17. **10-421-6088** \$4,000 Increase for PARS retirement costs for the two limited term Firefighter/Paramedics hired.
18. **10-520-6610** \$2,000 Increase for iWorQ to create new online services and processes including online payments, business licenses, residential rental program, and solar permitting requirements from the State.
19. **10-550-6610** \$19,000 Increase for unexpected costs for a new air conditioner and repair of damages to the gate at the Fire Station.
20. **10-550-6900** \$8,800 Increase for interest expense for the Fire Station purchase loan.
21. **10-550-6910** \$28,700 Increase for principal payments for the Fire Station purchase loan.

Please see the attached worksheet for the recommended Budget Adjustments.

Fiscal Impact

If the proposed Budget Adjustments are approved, the planned budgeted Revenues over Expenditures for Fiscal Year 2023-2024 goes from \$32,831 to \$360,031. There is also a future potential adjustment for a reduction in UUT Revenues.

Attachments

1. Mid-Year Review and Expenditures - General Fund
2. Mid-Year Proposed Budget Adjustments

ATTACHMENT 1

**CITY OF CANYON LAKE
MID-YEAR REVIEW - REVENUES AND EXPENDITURES
10 - GENERAL FUND
FISCAL YEAR 2023-24**

	Year-to-Date Actual 31-Dec-23	Projected January to June	Projected FY 2023/24	Amended Budget	% Total of Budget Used Mid-Year	% Total of Budget Used Yearend	Variance
REVENUES							
PROPERTY TAXES	\$ 2,088,958	\$ 1,643,086	\$ 3,732,044	\$ 3,591,600	58.16	103.91	\$ 140,444
SALES TAXES	143,874	235,000	378,874	384,000	37.47	98.67	(5,126)
UTILITY USERS	622,465	537,767	1,160,232	1,150,000	54.13	100.89	10,232
TRANSIENT LODGING TAX	21,332	66,000	87,332	86,000	24.80	101.55	1,332
BUSINESS LICENSE FEES	39,772	35,000	74,772	69,000	57.64	108.37	5,772
COURT, VEHICLE, PARKING	4,914	4,000	8,914	22,474	21.87	39.66	(13,560)
FRANCHISE FEES	122,970	510,500	633,470	624,500	19.69	101.44	8,970
INTEREST INCOME	109,745	15,000	124,745	28,000	391.95	445.52	96,745
PERMITS AND FEES	351,123	301,391	652,514	676,600	51.90	96.44	(24,086)
EMS SUBSCRIPTION FEE	433,680	408,000	841,680	840,000	51.63	100.20	1,680
LEAP GRANT	-	35,000	35,000	35,000	-	100.00	-
MOTOR VEHICLE FEE	-	10,300	10,300	10,300	-	100.00	-
GRANTS	163,489	11,700	175,189	15,000	1,089.93	1,167.93	160,189
PROCEEDS FROM DEBT	490,000	-	490,000	490,000	100.00	100.00	-
MISCELLANEOUS	26,838	8,500	35,338	40,000	67.10	88.35	(4,662)
COMMERCIAL CANABIS	205,543	65,000	270,543	-	#DIV/0!	#DIV/0!	270,543
TOTAL REVENUES	\$ 4,824,703	\$ 3,886,244	\$ 8,710,947	\$ 8,062,474	59.84	108.04	\$ 648,473
EXPENDITURES							
	Year-to-Date Actual 31-Dec-23	Projected January to June	Projected FY 2023/24	Amended Budget	% Total of Budget Used Mid-Year	% Total of Budget Used Yearend	Variance
CITY COUNCIL							
SALARIES AND BENEFITS	\$ 10,874	\$ 8,175	\$ 19,049	\$ 19,340	56.23	98.50	\$ 291
OPERATIONS AND MATERIALS	133,807	19,900	153,707	153,975	86.90	99.83	268
	144,681	28,075	172,756	173,315	83.48	99.68	559
CITY ATTORNEY							
CONTRACT SERVICES	85,632	87,230	172,862	173,082	49.47	99.87	220
	85,632	87,230	172,862	173,082	49.47	99.87	220

	Year-to-Date Actual 31-Dec-23	Projected January to June	Projected FY 2023/24	Amended Budget	% Total of Budget Used Mid-Year	% Total of Budget Used Yearend	Variance
CITY MANAGER							
SALARIES AND BENEFITS	\$ 344,319	\$ 252,000	\$ 596,319	\$ 614,393	56.04	97.06	\$ 18,074
OPERATIONS AND MATERIALS	168,985	96,900	265,885	219,860	76.86	120.93	(46,025)
	513,304	348,900	862,204	834,253	61.53	103.35	(27,951)
CITY CLERK							
SALARIES AND BENEFITS	107,284	75,310	182,594	188,231	57.00	97.01	5,637
OPERATIONS AND MATERIALS	16,128	29,915	46,043	69,150	23.32	66.58	23,107
	123,412	105,225	228,637	257,381	47.95	88.83	28,744
FINANCE							
SALARIES AND BENEFITS	121,535	85,650	207,185	207,276	58.63	99.96	91
CONTRACT SERVICES	47,323	44,000	91,323	95,400	49.60	95.73	4,077
OPERATIONS AND MATERIALS	60,227	6,850	67,077	73,295	82.17	91.52	6,218
	229,085	136,500	365,585	375,971	60.93	97.24	10,386
PLANNING							
CONTRACT SERVICES	101,962	118,640	220,602	231,200	44.10	95.42	10,598
	101,962	118,640	220,602	231,200	44.10	95.42	10,598
BUILDING & SAFETY							
SALARIES AND BENEFITS	132,200	96,315	228,515	223,277	59.21	102.35	(5,238)
CONTRACT SERVICES	31,598	80,000	111,598	126,450	24.99	88.25	14,852
OPERATIONS AND MATERIALS	4,877	8,495	13,372	17,500	27.87	76.41	4,128
	168,675	184,810	353,485	367,227	45.93	96.26	13,742
LAW ENFORCEMENT							
CONTRACT SERVICES	275	566,023	566,298	566,298	0.05	100.00	-
OPERATIONS AND MATERIALS	14,893	42,550	57,443	57,700	25.81	99.55	257
CAPITAL OUTLAY	5,000	-	5,000	5,000	100.00	100.00	-
	20,168	608,573	628,741	628,998	3.21	99.96	257
CITY FIRE DEPARTMENT							
SALARIES AND BENEFITS	\$ 820,498	\$ 568,853	\$ 1,389,351	\$ 1,426,448	57.52	97.40	\$ 37,097
DEBT SERVICE	-	125,215	125,215	125,215	-	100.00	-
OPERATIONS AND MATERIALS	79,524	121,330	200,854	220,920	36.00	90.92	20,066
CONTRACT SERVICES	31,816	113,610	145,426	161,720	19.67	89.92	16,294
CAPITAL OUTLAY	49,145	-	49,145	20,250	242.69	242.69	(28,895)
	980,983	929,008	1,909,991	1,954,553	50.19	97.72	44,562

	Year-to-Date Actual 31-Dec-23	Projected January to June	Projected FY 2023/24	Amended Budget	% Total of Budget Used Mid-Year	% Total of Budget Used Yearend	
EMERGENCY PREPAREDNESS							
OPERATIONS AND MATERIALS	6,315	22,350	28,665	29,000	21.78	98.84	335
	6,315	22,350	28,665	29,000	21.78	98.84	335
ANIMAL CONTROL							
CONTRACT SERVICES	123,176	45,916	169,092	173,845	70.85	97.27	4,753
	123,176	45,916	169,092	173,845	70.85	97.27	4,753
PUBLIC WORKS ADMINISTRATION							
CONTRACT SERVICES	5,833	9,000	14,833	15,000	38.89	98.89	167
	5,833	9,000	14,833	15,000	38.89	98.89	167
NPDES							
OPERATIONS AND MATERIALS	63,932	64,000	127,932	133,500	47.89	95.83	5,568
	63,932	64,000	127,932	133,500	47.89	95.83	5,568
CODE ENFORCEMENT							
SALARIES AND BENEFITS	206,049	146,260	352,309	355,421	57.97	99.12	3,112
OPERATIONS AND MATERIALS	5,431	23,790	29,221	47,200	11.51	61.91	17,979
	211,480	170,050	381,530	402,621	52.53	94.76	21,091
BUILDING & FACILITY							
OPERATIONS AND MATERIALS	382,266	118,220	500,486	485,005	78.82	103.19	(15,481)
CAPITAL IMPROVEMENTS	6,229	13,745	19,974	20,000	31.15	99.87	26
DEBT SERVICE	-	37,500	37,500	-	#DIV/0!	#DIV/0!	(37,500)
PURCHASE OF FIRE STATION	490,000	-	490,000	490,000	100.00	100.00	-
	878,495	169,465	1,047,960	995,005	88.29	105.32	(52,955)
TRANSFERS TO OTHER FUNDS	-	1,284,692	1,284,692	1,284,692	-	-	-
TOTAL EXPENDITURES	\$ 3,657,133	\$ 4,312,434	\$ 7,969,567	\$ 8,029,643	45.55	99.25	60,076
EXCESS (DEFICIT) REVENUES OVER EXP	\$ 1,167,570	\$ (426,190)	\$ 741,380	\$ 32,831			

ATTACHMENT 2

**CITY OF CANYON LAKE
MID-YEAR PROPOSED BUDGET ADJUSTMENTS
FISCAL YEAR 2023-24 BUDGET ADJUSTMENTS**

<u>Account#</u>	<u>Account Name</u>	<u>Reason for Adjustment</u>	<u>Mid-Year Adj.</u>	<u>Amended Budget FY 2023/24</u>	<u>Mid-Year Adjustment</u>	<u>Adjusted Budget FY 2023/24</u>
GENERAL FUND REVENUES						
10-000-4032	Property Tax Fire	Revenues are higher than anticipated	\$ 50,000	\$ 1,210,000	\$ 50,000	\$ 1,260,000
10-000-4406	Commercial Cannabis	Actual revenues received through February 2024	\$ 271,000	\$ -	\$ 271,000	\$ 271,000
10-000-4590	Grant Revenues	Actual grant revenues received	\$ 160,000	\$ 7,000	\$ 160,000	\$ 167,000
10-000-4705	Property Tax VLF Swap	Revenues are higher than anticipated	\$ 40,000	\$ 1,160,000	\$ 40,000	\$ 1,200,000
10-000-4900	Interest Income	Increased rates of return	\$ 40,000	\$ 28,000	\$ 40,000	\$ 68,000
		Increase in Revenues			\$ 561,000	
		Original General Fund Budget - Revenues			\$ 8,062,474	
		Adjusted General Fund Budget - Revenues			\$ 8,623,474	

GENERAL FUND EXPENDITURES

City Council

10-100-6520	Memberships/Dues/Publications	Increases in WRCOG Solid Waste Contract	\$ 2,300	\$ 13,650	\$ 2,300	\$ 15,950
10-100-6831	City Events	Increase for new events and event activities, offset by higher sponsoship revenues for events	\$ 12,500	\$ 79,500	\$ 12,500	\$ 92,000

City Attorney

10-200-6610	Professional/Specialized Services	Increase in special litigation costs	\$ 40,000	\$ 173,082	\$ 40,000	\$ 213,082
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City Manager

10-310-6080	Benefits	Costs are less than anticipated	\$ (6,000)	\$ 138,099	\$ (6,000)	\$ 132,099
10-310-6210	Office Expense & Supplies	Microsoft subscription costs/moved to 10-310-6610	\$ (11,650)	\$ 27,880	\$ (11,650)	\$ 16,230
10-310-6610	Professional/Specialized Services	Additional costs for labor negotiations	\$ 10,000	\$ 111,230	\$ 10,000	\$ 168,780
10-310-6610	Professional/Specialized Services	LCW Library & Consortium for Labor Relations	\$ 4,000		\$ 4,000	
10-310-6610	Professional/Specialized Services	Microsoft subscription costs/moved from 10-310-6210	\$ 11,650		\$ 11,650	
10-310-6610	Professional/Specialized Services	Jacob Green & Associates for State of the City	\$ 19,500		\$ 19,500	
10-310-6610	Professional/Specialized Services	Increase in licensing costs	\$ 2,900		\$ 2,900	
10-310-6610	Professional/Specialized Services	Assistance with the LESJWA Strategic Plan costs	\$ 9,500		\$ 9,500	

<u>Account#</u>	<u>Account Name</u>	<u>Reason for Adjustment</u>	<u>Mid-Year Adj.</u>	<u>Amended Budget FY 2023/24</u>	<u>Mid-Year Adjustment</u>	<u>Adjusted Budget FY 2023/24</u>
<u>Building & Safety</u>						
10-360-6010	Salaries & Wages	Part-time Building Tech salary	\$ 6,000	\$ 176,013	\$ 6,000	\$ 182,013
10-360-6080	Benefits	Benefits for Part-time Building Tech	\$ 1,000	\$ 47,264	\$ 1,000	\$ 48,264
10-360-6610	Professional/Specialized Services	Increase in costs for iWorQ software	\$ 2,000	\$ 126,450	\$ 2,000	\$ 128,450
<u>City Fire Department</u>						
10-421-6023	Salaries FD FF	Two limited term Fire Fighter/Paramedics, to help reduce overtime costs	\$ 36,000	\$ 681,317	\$ 36,000	\$ 717,317
10-421-6024	Salaries FD FF OT	Increase in anticipated overtime costs	\$ 20,000	\$ 144,720	\$ 20,000	\$ 164,720
10-421-6087	Benefits Health Ins	For the limited term Fire Fighter/Paramedics	\$ 11,600	\$ 100,206	\$ 11,600	\$ 111,806
10-421-6088	Benefits PARS FF	For the limited term Fire Fighter/Paramedics	\$ 4,000	\$ 85,686	\$ 4,000	\$ 89,686
<u>Code Enforcement</u>						
10-520-6610	Professional/Specialized Services	Increase in costs for iWorQ software	\$ 2,000	\$ 8,950	\$ 2,000	\$ 10,950
<u>Building & Facilities Maint</u>						
10-550-6610	Professional & Specialized Serv.	New Air Conditioner and repair of damages to Fire Station gates	\$ 19,000	\$ 60,100	\$ 19,000	\$ 79,100
10-550-6900	Interest Expense	Debt service payments on Fire Station POA Loan	\$ 8,800	\$ -	\$ 8,800	\$ 8,800
10-550-6910	Principal Payments	Debt service payments on Fire Station POA Loan	\$ 28,700	\$ -	\$ 28,700	\$ 28,700
Total Budget Adjustments - Expenditures					\$ 233,800	
Amended General Fund Budget - Expenditures					\$ 8,029,643	
Adjusted General Fund Budget - Expenditures					\$ 8,263,443	
Amended General Fund Budget - Surplus					\$ 32,831	
Adjusted General Fund Budget - Surplus					\$ 360,031	



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Nicole Dailey, City Manager

BY: Terry Shea, Finance Director

DATE: March 13, 2024

SUBJECT: Adopt a Resolution Approving a New Capital Projects Fund for the City's Vehicle & Equipment Replacement Reserve

Recommendation

Adopt Resolution No. 2024-08 approving a new Capital Projects Fund for the City's Vehicle & Equipment Replacement Reserve.

Background

With the addition of the City's Fire Department and additional City staff, we have incurred substantial costs for new vehicles, equipment, office furniture and fixtures, which were financed through General Fund Reserves, ARPA funds, AQMD funds and long-term debt. At the June 14, 2023, the City Council approved a Revised Fund Balance Policy, which included the Vehicle & Equipment Replacement Reserve component of the Fund Balance Policy.

Discussion

The Vehicle & Equipment Replacement Reserve will be funded on an annual basis based on the Vehicle & Equipment Replacement Schedule which considers the replacement costs for the vehicles and associated equipment over the useful life of each of the assets. These funds will be transferred annually to the Vehicle & Equipment Replacement Fund. The goal is to be able to replace the vehicles and equipment at the end of their useful lives without debt financing. Upon establishment of this fund, a future item will be brought forward to the City Council regarding the proposed amount to be funded on annual basis based on the City's existing vehicle and equipment replacement schedules.

Fiscal Impact

None at this time.

Attachments

1. Resolution No. 2024-08
2. Fund Balance Policy

ATTACHMENT 1

RESOLUTION NO. 2024-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, APPROVING A NEW CAPITAL PROJECTS FUND FOR THE CITY'S VEHICLE & EQUIPMENT REPLACEMENT RESERVE

WHEREAS, the City Council approved the City's Revised Fund Balance Policy on June 14, 2023; and

WHEREAS, the Revised Fund Balance Policy established a Vehicle & Equipment Replacement Reserve; and

WHEREAS, the Vehicle & Equipment Replacement Reserve will be funded annually in accordance with the Revised Fund Balance Policy.

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

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

Section 2. The City Council hereby approves the establishment of a new Capital Projects Fund for the Vehicle & Equipment Replacement Reserve.

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

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

PASSED, APPROVED AND ADOPTED this 13th day of March, 2024.

Dale Welty, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk

ATTACHMENT 2

RESOLUTION NO. 2023-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ESTABLISHING A REVISED FUND BALANCE POLICY

WHEREAS, it is necessary to establish a Fund Balance Policy which outlines the procedures for reporting unrestricted fund balances in the General Fund financial statements; and

WHEREAS, certain commitments and assignments of fund balances will help ensure there will be adequate financial resources to protect the City against unforeseen circumstances and events such as revenue shortfalls and unanticipated expenditures; and

WHEREAS, this policy authorizes and directs the Finance Director to prepare financial reports which accurately categorize fund balance as per Government Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions; and

WHEREAS, the fund balance is essentially the difference between the assets/deferred outflows of resources and liabilities/deferred inflows of resources reported in the governmental fund. There are five separate components of fund balance, each of which identifies the extent to which the City is bound to honor constraints on the specific purposes for which amounts can be spent.

- Nonspendable fund balance (inherently nonspendable)
- Restricted fund balance (externally enforceable limitation on use)
- Committed fund balance (self-imposed limitation on use)
- Assigned fund balance (limitation resulting from intended use)
- Unassigned fund balance (residual net resources); and

WHEREAS, the Nonspendable fund balance and Restricted fund balance are not addressed in this policy due to the nature of their restrictions. An example of nonspendable fund balance is inventory. Restricted fund balance is either imposed by law or constrained by grantors, contributors, or laws or regulations of other governments. This policy is focused on finance reporting of unrestricted fund balance, or the Committed, Assigned or Unassigned fund balances; and

WHEREAS, in regards to the Committed Fund Balance, the City Council, as the City's highest level of decision-making authority, may commit fund balance for specific purposes pursuant to constraints imposed by formal actions taken, such as an ordinance or resolution. These committed amounts cannot be used for any other purpose unless the City Council removes or changes the specified use through the same type of formal action taken to establish the commitment. City Council action to commit fund balance needs to occur within the fiscal reporting period; however the amount can be determined subsequently; and

WHEREAS, the City's General Fund fund balance committed for the Emergency Reserve is established at ten Percent (10%), the Contingency Reserve at 5% of annual General Fund budgeted expenditures. As defined in the resolution establishing these commitments, the specific uses for Emergency Reserve are listed as the declaration of a state or federal state of emergency or a local emergency. The Contingency Reserve is established for the purpose of providing a "bridge" to facilitate a measured and thoughtful reduction in expenditures during times of economic downturn, rather than making immediate and drastic budget cuts without the time for proper evaluation. The City Council may, by the affirming vote of a majority of the Council Members present, change the amount of this commitment and/or the specific uses of these monies; and

WHEREAS, in regards to the Fund Balance Classification, the accounting policies of the City consider restricted fund balance to have been spent first when expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available. Similarly, when an expenditure is incurred for purposes for which amounts in any of the unrestricted classifications of fund balance could be used, the City considers committed amounts to be reduced first, followed by assigned amounts and then unassigned amounts; and

WHEREAS, this policy is in place to provide a measure of protection for the City against unforeseen circumstances and to comply with GASB Statement No. 54. No other policy or procedure supersedes the authority and provisions of this policy.

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

Section 1. The foregoing recitals are true and correct.

Section 2. The City Council of the City of Canyon Lake formally approves the Revised Fund Balance Policy, attached as Exhibit "1" hereto, establishing the procedures for reporting the unrestricted fund balances in the General Fund.

PASSED, APPROVED AND ADOPTED this 14th day of June 2023.


Jeremy Smith, Mayor

ATTEST:


Sheryl L. Garcia, MMC, CPM
City Clerk

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) SS
CITY OF CANYON LAKE)

I, Sheryl L. Garcia, City Clerk of the City of Canyon Lake, California, do hereby certify, that the foregoing is a true and correct copy of Resolution No. 2023-26, adopted by the City Council at a meeting held on June 14, 2023, by the following vote:

AYES: Castillo, Dain, Terry, Welty, Smith
NOES: None
ABSTAIN: None
ABSENT: None



Sheryl L. Garcia, MMC, CPM
City Clerk

EXHIBIT "1"

Revised Fund Balance Policy

- A. This Revised Fund Balance Policy establishes guidelines and procedures for allocating and reporting fund balance in the financial statement in accordance with Governmental Accounting Standard Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, and as committed by City Council, effective beginning June 14, 2023.
- B. Fund balance is defined as the difference between the assets/deferred outflows of resources and liabilities/deferred inflows of resources reported in a governmental fund.
- C. GASB Statement No. 54 defines five separate components of fund balance, each of which identifies the extent to which the City is bound to honor constraints on the specific purposes for which amounts can be spent.
- D. The following components defined by GASB Statement No. 54 shall constitute the City's Fund Balance for financial reporting purposes:
1. Nonspendable Fund Balance
Amounts that are not in spendable form, such as inventory, prepaid amounts and long-term receivables, and those that legally or contractually must be kept intact, such as endowment corpus or revolving loan funds.
 2. Restricted Fund Balance
Amounts that can be used only for specific purposes due to limitations imposed by creditors, grantors, contributors, or laws and regulations of other governments and limitations imposed by law through constitutional provisions or enabling legislation.
 3. Committed Fund Balance
Amounts that can only be used for specific purposes because of a formal action by the government's highest decision-making authority. These constraints are binding unless removed in the same manner in which they were originally committed.
 4. Assigned Fund Balance
Amounts intended for specific purposes but not restricted or committed. Intended use established by highest level of decision making, by a body designated for that purpose, or by an official designated for that purpose (delegated by the City Council to the City Manager).
 5. Unassigned Fund Balance
Excess of nonspendable, restricted, committed, and assigned total fund balance. Only the General Fund can report a positive unassigned fund balance. Other funds might have a negative unassigned fund balance due to overspending restricted, committed, or assigned amounts.

- E. For the General Fund, unless the fund balances are non-spendable or restricted, fund balances are considered to be “spendable” and available for use at the discretion of the City Council.
- F. For all other Special Revenue and Capital Projects Funds, these resources are limited as to use by external enforceable limitations (e.g. enabling legislation), therefore fund balances in these funds will be categorized as restricted.

RESERVES

- A. The Reserve Policy is designed to develop standards for setting reserve levels for various significant City funds. Adequate reserve levels are a necessary component of the City’s overall financial management strategy and a key factor in external agencies’ measurement of the City’s financial strength.
- B. The City shall maintain reserves at a prudent level and shall use reserves appropriately with a focus on contributing to the reserves in good times and drawing on the reserves in times of difficult budget periods to maintain a consistent level of service and quality operations.
- C. Use of reserves may be used as approved by the City Council to supplement the annual budget by providing appropriate cash flow for the operation of city services, to address emergencies and unexpected opportunities, to maintain the City’s credit rating or other purposes deemed appropriate by the City Council.
- D. The Policy covers the General Fund.

General Fund

The reserves of the General Fund will be based on the risks that influence the need for reserves as a hedge against uncertainty and loss. A risk is defined as the probability and magnitude of a loss, disaster, or other undesirable event. The risk factors are as follows: Revenue Sources Stability, Vulnerability to Extreme Events, Expenditure Volatility, Liquidity, Other Fund’s Dependency, Growth, Capital Projects, and Capital Asset Replacements.

Maintaining healthy reserves in the General Fund is a critical component of the City's sound financial management practices. This policy therefore establishes minimum required reserve balances for the General Fund in three categories as below:

1. An Emergency Reserve equal to 10% of the General Fund expenditure budget; and
2. A Contingency Reserve equal to 5% of the General Fund expenditure budget; and
3. A Vehicle & Equipment Replacement Reserve (based on the annual Vehicle Replacement Schedule)

For purposes of this policy, these reserve levels are to be established annually as part of the budget process utilizing the preliminary General Fund budget for the year(s).

Emergency Reserve

The Emergency Reserve is established for the purpose of addressing any extremely unusual and infrequent occurrences, such as a major natural disaster or a major unforeseen settlement. Utilization of the emergency reserve requires declaration of an emergency by a two-thirds majority of the City Council, and specification of the maximum dollar amount to be used. If the Emergency Reserve is accessed, staff must present a plan to the City Council following the termination of the emergency to return the Emergency Reserve to the 10% minimum level. The proposed timeline for restoring the reserve level must not exceed three years.

Contingency Reserve

The Contingency Reserve is established for the purpose of providing a "bridge" to facilitate a measured and thoughtful reduction in expenditures during times of economic downturn, rather than making immediate and drastic budget cuts without the time for proper evaluation. Utilization of the economic contingency reserve, including specification of the maximum dollar amount to be used, requires approval by a two-thirds majority of the City Council. Once utilization of the Contingency Reserve has been terminated, staff must present a plan to the City Council to return the Contingency Reserve to the 5% minimum level over no more than a three-year period.

Vehicle & Equipment Replacement Reserve

The Vehicle Replacement Reserve will be funded on annual basis based on the Vehicle Replacement Schedule which considers the replacement costs for the vehicles and associated equipment over the useful life of each vehicle. These funds will be transferred annually to the Vehicle Replacement Fund. The goal is to be able to replace the vehicles and equipment at the end of their useful lives without debt financing.

Surplus Reserves

These funds are termed Surplus Reserves in this policy. If at any time the Surplus Reserves exceed 85% of the General Fund expenditures budget during a fiscal year (for a total of a 100%, i.e., Surplus 85%, Emergency 10%, and Contingency 5%), staff must present a plan to the City Council with options for appropriate uses for the excess funds to bring the General Fund Reserve balance to the 100% level or below. The goal would be to increase the Surplus Reserves to 85% over the next five (5) years, which would raise the General Fund Fund Balance to 100% of the current fiscal year's budgeted expenditures. These uses could include deferred capital projects, vehicle or equipment purchases, or other expenditures of a one-time nature.

Utilization of Reserves for Other Purposes

It is recognized that from time to time there may be reasons to utilize General Fund reserves for special projects, programs, and purchases of a one-time nature. In these instances, the following requirements apply to a request for a supplemental appropriation from reserves based on the then current balance in the overall reserve levels (Emergency Reserve + Contingency Reserve + Surplus Reserves).

1. When Surplus Reserves are to be utilized for the requested appropriation, and any such appropriation is one-time in nature, the City Council may appropriate the funds in the context of the City's overall financial needs as presented by staff.

2. When no Surplus Reserves exist, the City Council may appropriate funds from the Contingency Reserve for purposes other than those outlined in the Contingency Reserve section of this policy:
 - a. with a two-thirds approval;
 - b. for projects that are one-time in nature;
 - c. in the context of the City's overall financial needs as presented by staff; and
 - d. with a requirement that staff incorporate an appropriation to reserves in the subsequent fiscal year's budget in order to restore the Contingency Reserve to the 5% level.

3. Any report requesting a supplemental appropriation from reserves must include an analysis of the impact of the appropriation on the General Fund Reserve balance.