



CITY COUNCIL AGENDA

City of Canyon Lake, California

Thursday, October 2, 2025
Notice and Call
Special City Council Meeting at 4:00 p.m.

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

CITY COUNCIL MEMBERS:

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

Public Comment: Any person wishing to address the City Council on any matter within the jurisdiction of the City, whether or not it appears on this agenda, is asked to complete a speaker card and provide it to the City Clerk prior to the start of public comment. The City Council has adopted a time limit of three (3) minutes per person. Comments on specific agenda items will be heard when the item is called. Please note that if you are addressing the City Council on items NOT on the agenda, the Brown Act does not allow discussion of such items. Therefore, the City Council may only do the following: refer the matter to staff, ask for additional information or request a report back, or give a very limited factual response. Electronic comments may be submitted to cityclerk@canyonlakeca.gov. Comments submitted electronically will be provided to the City Council and included in the official record but will not be read aloud during the meeting.

CEQA Notice: Unless stated otherwise on the agenda, every item on the agenda is exempt from CEQA Guidelines sections 15060(c), 15061(b)(3), 15273, 15378, 15301, 15323 and/or Public Resources Code section 21065.

Council Agendas: The designated office for inspection of records is the Office of the City Clerk, Canyon Lake City Hall, 31516 Railroad Canyon Road, Canyon Lake, CA 92587. Complete agenda packets are available for public review at City Hall during normal business hours and on the City's website at www.canyonlakeca.gov.

ADA Notice: In compliance with the Americans with Disability Act, if you need special assistance to participate in this meeting or if you need agenda documents provided in an alternate format, please contact the City Clerk's Office at (951) 244-2955 at least 48 hours prior to the meeting to ensure that reasonable arrangements can be made.

CLOSED SESSION

CALL TO ORDER:

ROLL CALL:

PUBLIC COMMENT:

Members of the public wishing to address the City Council on any matter listed on the Closed Session agenda are asked to complete a speaker card and provide it to the City Clerk prior to the start of public comment. Comments are limited to Closed Session items only. Each speaker is allowed (3) minutes to speak.

DISCUSSION ITEMS:

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

SPECIAL SESSION

CALL TO ORDER:

FLAG SALUTE:

ROLL CALL:

CLOSED SESSION REPORT:

PUBLIC COMMENT:

Members of the public wishing to address the City Council on any matter within the City's jurisdiction are asked to complete a speaker card and provide it to the City Clerk prior to the start of public comment. Comments on specific agenda items will be heard when the item is called. Comments on Consent Calendar items will be heard prior to the City Council's consideration of that calendar. Each speaker is allowed (3) minutes to speak.

BUSINESS ITEMS:

1. (1) Adopt Urgency Ordinance No. 264 - An Urgency Ordinance of the City Council of the City of Canyon Lake, California, Amending Ordinance No. 260 to Appoint the Chief of Police as the Administrative Head of the Police Department; and (2) Introduction and First Reading of Ordinance No. 265 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Ordinance No. 260 to Appoint the Chief of Police as the Administrative Head of the Police Department

Recommendation:

(1) Adopt Urgency Ordinance No. 264 - An Urgency Ordinance of the City Council of the City of Canyon Lake, California, Amending Ordinance No. 260 to Appoint the Chief of Police as the Administrative Head of the Police Department; and (2) Introduction and First Reading of Ordinance No. 265 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Ordinance No. 260 to Appoint the Chief of Police as the Administrative Head of the Police Department.

2. Recess and Travel to the 2025 State of the City Address
5:00 p.m., Canyon Lake Lodge, 22200 Canyon Club Drive, Canyon Lake, CA 92587
3. Presentation of the 2025 State of the City Address

ADJOURNMENT:

AFFIDAVIT OF POSTING: I, Sheryl L. Garcia, City Clerk of the City of Canyon Lake, California, do hereby declare that the foregoing agenda was posted as of the date noted below, at least twenty-four (24) hours prior to the meeting per Government Code 54954.2, and as required by Resolution 2019-42.

Sheryl L. Garcia, MMC, CPM
City Clerk

Dated: Wednesday, October 1, 2025



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Brianna Hemsley, Executive Assistant to the City Manager

DATE: 10/02/2025

SUBJECT: (1) Adopt Urgency Ordinance No. 264 - An Urgency Ordinance of the City Council of the City of Canyon Lake, California, Amending Ordinance No. 260 to Appoint the Chief of Police as the Administrative Head of the Police Department; and (2) Introduction and First Reading of Ordinance No. 265 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Ordinance No. 260 to Appoint the Chief of Police as the Administrative Head of the Police Department

Recommendation:

(1) Adopt Urgency Ordinance No. 264 - An Urgency Ordinance of the City Council of the City of Canyon Lake, California, Amending Ordinance No. 260 to Appoint the Chief of Police as the Administrative Head of the Police Department; and (2) Introduction and First Reading of Ordinance No. 265 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Ordinance No. 260 to Appoint the Chief of Police as the Administrative Head of the Police Department.

Background/Analysis:

On April 9, 2025, the City Council adopted Resolution No. 2025-15, expressing the City's intent to establish a municipal police department and authorizing implementation steps. On September 23, 2025, the City Council adopted Ordinance No. 260, which formally established the Canyon Lake Police Department and declared the City's intent to participate in the California Commission on Peace Officer Standards and Training (POST) Program.

As the City had not yet appointed a Chief of Police, Ordinance No. 260 provided that the Department would operate under the administrative direction of the City Manager. Under Penal Code Sections 832.3 and 832.4 and Government Code Section 38630, now that the City has appointed a Chief of Police who meets POST training and certification requirements, it is appropriate to amend Ordinance No. 260 to place the Canyon Lake Police Department under the control of a Chief of Police. This approach is consistent with state statutory requirements and general guidance from POST, ensuring the proper organizational structure is in place as the City prepares for the Department's operational start on or about August 31, 2026.

The Urgency Ordinance is identical to the proposed regular Ordinance except that it would go into effect immediately if adopted by a four-fifths vote. In parallel, a regular version of the Ordinance is also being introduced to provide continuity and reinforce the urgency measure through the standard legislative process, consistent with best practices.

Fiscal Impact Yes/No: No

ATTACHMENTS

Attachment 1 Ordinance No. 264 (Urgency)

Attachment 2 Ordinance No. 265

ORDINANCE NO. 264

AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AMENDING ORDINANCE NO. 260 TO APPOINT THE CHIEF OF POLICE AS THE ADMINISTRATIVE HEAD OF THE POLICE DEPARTMENT

WHEREAS, on September 23, 2025, the City Council adopted Ordinance No. 260 formally establishing the Canyon Lake Police Department and declaring the City's intent to participate in the California Commission on Peace Officer Standards and Training (POST) Program; and

WHEREAS, as no Chief of Police had yet been appointed, Ordinance No. 260 placed the Police Department under the administrative direction of the City Manager; and

WHEREAS, now that a Chief of Police has been appointed, and consistent with the requirements of Penal Code Sections 832.3 and 832.4 and Government Code Section 38630, the City Council desires to amend Ordinance No. 260 to appoint the Chief of Police as the administrative head of the Canyon Lake Police Department; and

WHEREAS, this ordinance is adopted as an urgency ordinance as it is necessary for the immediate preservation of the public peace, health, and safety.

THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, 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.** The adoption of this Ordinance is not subject to the California Environmental Quality Act because the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment.

Section 3. **Municipal Code Amendment.** Section 3 of Ordinance No. 260 is hereby amended to read in full as follows:

Section 3. Establishment of the Canyon Lake Police Department.

The City Council hereby formally establishes the Canyon Lake Police Department as a department of the municipal government of the City of Canyon Lake. The department shall be responsible for providing municipal police services within the jurisdictional boundaries of the City, under the control of the Chief of Police. The Canyon Lake Police Department is expected to begin operations on or about August 31, 2026, in accordance with the implementation timeline previously authorized by the City Council in Resolution No. 2025-15.

Section 4. **Continuity.** Except as expressly amended herein, all other provisions of Ordinance No. 260 shall remain in full force and effect.

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 (Urgency). This Ordinance shall become effective immediately upon adoption by four-fifths of the City Council as this ordinance relates to the immediate preservation of the public peace, health, or safety for the reasons set forth above.

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.

PASSED APPROVED AND ADOPTED this 2nd day of October, 2025.

Mark Terry, Mayor

ATTEST:

APPROVED AS TO FORM:

Sheryl Garcia, MMC, CPM
City Clerk

Steven Graham Pacifico, City Attorney

ORDINANCE NO. 265

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AMENDING ORDINANCE NO. 260 TO APPOINT THE CHIEF OF POLICE AS THE ADMINISTRATIVE HEAD OF THE POLICE DEPARTMENT

WHEREAS, on September 23, 2025, the City Council adopted Ordinance No. 260 formally establishing the Canyon Lake Police Department and declaring the City's intent to participate in the California Commission on Peace Officer Standards and Training (POST) Program; and

WHEREAS, as no Chief of Police had yet been appointed, Ordinance No. 260 placed the Police Department under the administrative direction of the City Manager; and

WHEREAS, now that a Chief of Police has been appointed, and consistent with the requirements of Penal Code Sections 832.3 and 832.4 and Government Code Section 38630, the City Council desires to amend Ordinance No. 260 to appoint the Chief of Police as the administrative head of the Canyon Lake Police Department.

THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, 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.** The adoption of this Ordinance is not subject to the California Environmental Quality Act because the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment.

Section 3. **Amendment.** Section 3 of Ordinance No. 260 is hereby amended to read in full as follows:

Section 3. **Establishment of the Canyon Lake Police Department.**

The City Council hereby formally establishes the Canyon Lake Police Department as a department of the municipal government of the City of Canyon Lake. The department shall be responsible for providing municipal police services within the jurisdictional boundaries of the City, under the control of the Chief of Police. The Canyon Lake Police Department is expected to begin operations on or about August 31, 2026, in accordance with the implementation timeline previously authorized by the City Council in Resolution No. 2025-15.

Section 4. **Continuity.** Except as expressly amended herein, all other provisions of Ordinance No. 260 shall remain in full force and effect.

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.

PASSED APPROVED AND ADOPTED this ____ day of _____, 2025.

Mark Terry, Mayor

ATTEST:

APPROVED AS TO FORM:

Sheryl Garcia, MMC, CPM
City Clerk

Steven Graham, City Attorney