

**MINUTES
SPECIAL MEETING OF THE
CANYON LAKE CITY COUNCIL
Thursday, November 15, 2018
Open Session – 12:00 p.m.**

**City Council Chamber
31516 Railroad Canyon Road
Canyon Lake, CA 92587**

Open Session – 12:00 p.m.

1. Call Open Session to Order

Mayor Warren called the meeting to order at 12:01 p.m.

2. Flag Salute

Flag Salute was led by Mayor Warren.

3. Roll Call

Present: Councilmembers Bonner, Mayor Pro Tem Greene, and Mayor Warren.

Absent: Councilmembers Ehrenkranz and Haggerty.

4. Approval of the City Council Agenda

Moved by Mayor Pro Tem Greene, seconded by Councilmember Bonner to approve the agenda as presented.

Motion carried 3-0-2 with Councilmember Bonner, Mayor Pro Tem Greene, and Mayor Warren voting Aye, and Councilmembers Ehrenkranz and Haggerty absent.

5. Public Comment

There were no public comments.

6. Business Items

**6.1 Presentation by NBS - Fee Study and Review/Discussion by Council
(Note: this item will be scheduled for a future noticed public hearing)**

City Manager Palmer introduced Gretta Davis from NBS who will be giving a presentation on the Fee Study.

Gretta Davis, NBS, gave a presentation on the process for the fee study and methodology.

Councilmember Bonner questioned Indirect Cost Calculation which was mentioned by Davis in her presentation.

Mayor Pro Tem Greene questioned cost recovery.

Mayor Warren asked for examples during the presentation.

Mayor Pro Tem Greene questioned Restaurant Discharge and who will enforce that. He also had a question regarding Annual Increase Mechanism.

There was discussion regarding the last time the City looks at the fees. It was stated by Finance Director Terry Shea that the City looked at these fees approximately 15 years ago. Councilmember Bonner requested clarification on how often the City should be updating its fees.

Davis stated that industry standard is every 3-5 years.

Shea had a question regarding the annual inflator.

City Manager Palmer asked the Council if they had any further questions.

Mayor Pro Tem Greene expressed his approval of the rate increase.

Mayor Warren asked if the fees for Hotels had been reviewed.

City Manager Palmer stated that those fees do not fall within this category however the City has a sales tax consultant and we can request a cost from them. Discussion ensued regarding additional fees.

Mayor Pro Tem Greene questioned how easily it will be to amend these fees in the future based on additional services that may not be present now. Discussion ensued.

City Manager Palmer stated that the draft will be finalized and brought back to the Finance & Planning Committee on December 4th and to the City Council on December 5th.

City Attorney Martyn clarified that this item will be adopted by Resolution and will require a Public Hearing.

7. Announcements

The next regular City Council meeting is scheduled for **December 5, 2018 at 5:30 p.m. for Closed Session and 6:30 p.m. for Open Session.**

Councilmember Bonner questioned if the December City Council Meeting can be moved to a later date to avoid having multiple meetings in December.

Mayor Warren stated she prefers to leave the Regular City Council Meeting as scheduled.

City Manager Palmer stated that the City is keeping a close eye on the certification of the election and will keep the City Council updated.

8. Adjournment

Mayor Warren adjourned the meeting at 12:30 p.m.

Respectfully submitted,



Ana V. Sauseda, Deputy City Clerk

