



CITY OF CANYON LAKE

City Hall

31516 Railroad Canyon Road
Canyon Lake, CA 92587
www.canyonlakeca.gov

*Mayor Kasey Castillo
Mayor Pro Tem Jeremy Smith
Councilmember Greene
Councilmember Welty*

*City Manager Chris Mann
City Attorney Steven Graham
City Clerk Ana V. Sauseda, CMC*

AGENDA

Special Meeting of the Canyon Lake City Council Wednesday, June 23, 2021

**Closed Session 4:00 P.M. – City Hall Administration Office – 31526 Railroad Canyon Road, Suite 5
Open Session 5:00 P.M. – City Hall Council Chamber – 31516 Railroad Canyon Road**

SPECIAL NOTICE – COVID-19 RELATED PROCEDURES IN EFFECT

Pursuant to Paragraph 3 of Executive Order N-29-20, executed by the Governor of California on March 17, 2020, as a response to mitigating the spread of Coronavirus (COVID-19), this special meeting of the City Council of the City of Canyon Lake will allow Councilmembers to attend the City Council meeting telephonically from remote locations without requiring notice of or public access to those locations. The City Council Chamber will be open to the public. Alternatively, members of the public may observe the City Council meeting by selecting the Live Stream icon on the main page: www.canyonlakeca.gov, the City's Facebook page, Time Warner/Spectrum Channel 29, or on FIOS/Frontier Channel 39.

Members of the public may comment electronically by sending an email with their comment to PublicComment@canyonlakeca.gov. Comments submitted electronically will be provide to the City Council and included in the official record but will not be read aloud during the meeting.

If any member of the public has a disability and desires to request a modification or accommodation of the above procedures, please contact the City Clerk at least 24 hours prior to the meeting at 951-244-8547 or by email at asauseda@canyonlakeca.gov.

CLOSED SESSION – 4:00 P.M.

CLOSED SESSION CALLED TO ORDER

ROLL CALL

PUBLIC COMMENT

LIMIT 3 MINUTES

Any person wishing to address the City Council on any matter within the jurisdiction of the City, whether or not it appears on this agenda, is asked to submit their comment electronically by sending an email to PublicComment@canyonlakeca.gov. If you are commenting on an item on the Consent Calendar or on items not on the agenda, the City Clerk will read these public comment submissions into the record during the "Public Comments" portion of the agenda. Public comments submitted through email should (A) be no longer than 250 words; (B) include their name and agenda item number.

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION – Pursuant to paragraph (1) of subdivision (d) of Section 54956.9
Richard Beck v. City of Canyon Lake, Riverside Superior Court Case No.: RIC2003025

OPEN SESSION - 5:00 P.M.

OPEN SESSION CALLED TO ORDER

FLAG SALUTE

ROLL CALL

APPROVAL OF CITY COUNCIL AGENDA

BUSINESS ITEMS

(1) **Appointment to Fill City Council Vacancy**

- **Applicant Interviews** - Interview the Applicants recommended by the Ad Hoc Committee
- **Public Comment** - Members of the Public will be allowed no more than 3 minutes to comment on this item only
- **Appointment to Fill City Council Vacancy** - Select a Qualified Applicant to fill the City Council Vacancy for the term expiring in December 2022
- **Oath of Office** - Swear in Newly Appointed Councilmember

ANNOUNCEMENTS

The next regular meeting will be **Wednesday, July 7, 2021 at 5:00 for Closed Session & 6:30 p.m. for Open Session**

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:

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 materials relating to an item on this agenda submitted to the City Council after distribution of the agenda packet are 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 Ana V. Sauseda, City Clerk, 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.

June 23, 2021 Special City Council Meeting

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

I, Ana V. Sauseda, being duly sworn, depose and say that I am the duly appointed and qualified City Clerk of the City of Canyon Lake and that on June 22, 2021 before the hour of 4:00 p.m., I caused the above notice to be posted as required by Resolution 2019-42 of the City Council of the City of Canyon Lake.

Ana V. Sauseda, CMC
City Clerk



STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Chris Mann, City Manager *CM*

BY: Ana V. Sauseda, City Clerk

DATE: June 23, 2021

SUBJECT: Appointment to Fill City Council Vacancy

Recommendation

That the City Council:

1. Interview the applicants recommended by the ad hoc committee;
2. Select a qualified applicant to fill the vacancy on the City Council; and
3. Direct the City Clerk to swear in the newly appointed Councilmember

Background

The City was notified on Tuesday, May 4th, of the passing of Councilmember Jordan Ehrenkranz. Therefore, commencing May 5, 2021, a vacancy occurred on the City Council. According to Section 36512(b) of the Government Code, the City Council is required to take action to fill a vacancy that occurs in an elective office within 60 days of the commencement of the vacancy and sets forth options to fill the vacancy. Additionally, Canyon Lake Municipal Code Section 2.01.140 determines actions to be taken in the event of a vacancy and allows the Council to establish by resolution other processes for the appointment to vacant office that are not inconsistent with the ordinance.

On Wednesday, June 2, 2021, the City Council adopted Resolution No. 2021-32 declaring the vacancy on the City Council and setting the schedule for the appointment process.

The resolution directed the City Clerk to publish a notice inviting applicants as outlined by the City Council Vacancy Policy. The application period opened on Monday, June 7, 2021, and closed on Thursday, June 17, 2021, at 5:00 p.m.

The City Clerk's Office received a total of five complete applications. The complete list of applicants is included in this report as Attachment 2. All applications are on file with the City Clerk's Office and are available for inspection upon request.

The applications were forwarded to the Ad Hoc Committee, which had been appointed by Mayor Castillo, for review. The Ad Hoc Committee reviewed the applications on Monday, June 21, 2021, and moved all applicants forward in the process to be interviewed by the City Council.

Staff recommends that the applicants be given no more than five minutes for opening remarks. Each Councilmember will then have the opportunity to ask a question of the applicant and the applicant will have no more than 5 minutes to respond to each question. The applicant will then be given no more than five minutes for closing remarks.

Once all desired interview questions have been asked and answered, it is recommended that the Council vote on the appointment. If an applicant is appointed, it is recommended that the applicant be sworn-in by the City Clerk and take their seat on the City Council.

Fiscal Impact

There is no impact.

Attachments

1. Notice of City Council Vacancy
2. Complete List of Applicants

ATTACHMENT 1



**NOTICE OF APPLICATION PERIOD TO BE CONSIDERED
FOR APPOINTMENT ON THE CITY COUNCIL**

NOTICE IS HEREBY GIVEN that the City Council of the City of Canyon Lake is seeking applications for appointment to fill an unscheduled vacancy on the City Council. The candidate appointed to fill the vacant seat will serve as a City Councilmember until the next general municipal election.

An eligible applicant must be at least 18 years old, a resident of the City of Canyon Lake, and legally registered to vote at their current address.

Interested applicants will be required to schedule an appointment to pick up and return the application. To make an appointment, please contact City Clerk Ana Sauseda at 951-244-8547 or send an email to asauseda@canyonlakeca.gov.

All applications, completed in their entirety, must be received by the City Clerk's Office no later than Thursday, June 17, 2021, at 5:00 p.m. The City Clerk's Office will not accept late applications or postmarks.

The most qualified applicants will be selected by an ad-hoc committee and invited to interview before the City Council at a Special City Council Meeting.

Please contact the City Clerk's Office with any further questions.

A handwritten signature in blue ink, appearing to be "Ana V. Sauseda", written over a horizontal line.

Ana V. Sauseda, CMC
City Clerk

Published 06/04/2021

ATTACHMENT 2

COMPLETE LIST OF APPLICANTS

QUALIFIED APPLICANTS:

NAME	APPLICATION GIVEN TO APPLICANT	APPLICATION RECEIVED & VERIFIED BY THE CITY
Travis Montgomery	6/7/2021	6/9/2021
James Randle	6/7/2021	6/14/2021
Jeanne O'Dell	6/14/2021	6/16/2021
Sonja Andino	6/15/2021	6/16/2021
Jennifer Dain	6/16/2021	6/17/2021

WITHDRAWN APPLICANTS:

NAME	APPLICATION GIVEN TO APPLICANT	APPLICATION WITHDRAWN BY APPLICANT
N/A	N/A	N/A

DISQUALIFIED APPLICANTS:

NAME	APPLICATION GIVEN TO APPLICANT	APPLICATION DISQUALIFIED BY THE CITY
N/A	N/A	N/A

APPLICATIONS NOT RETURNED:

NAME	APPLICATION GIVEN TO APPLICANT	APPLICATION RECEIVED & VERIFIED BY THE CITY
Chris Poland	6/7/2021	N/A