REGULAR MEETING OF THE
CANYON LAKE CITY COUNCIL
Wednesday, March 2, 2016
Closed Session – 5:30 p.m.
Open Session – 6:30 p.m.

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

Please turn off your cell phones during the meeting

CLOSED SESSION – 5:30 P.M.

1. Call to Order

2. Roll Call: Council Members Ehrenkranz, Warren, Zaitz, Mayor Pro Tem Haggerty, Mayor Brown

3. Public Comments – 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.

4. Closed Session

a. Pursuant to Government Code Section 54956.9 d. (2)
   Conference with Legal Counsel - Anticipated Litigation, Significant Exposure to Litigation (one potential case)

b. Pursuant to Government Code Section 54956.9 d. (4)
   Conference with Legal Counsel – City determination of Initiation of Litigation (one potential case)

c. Pursuant to Government Code Section 54957
   Public Employment – City Manager

d. Pursuant to Government Code Section 54957
   Public Employment – City Clerk

e. Pursuant to Government Code Section 54957.6
Canyon Lake City Council
Agenda – March 2, 2016

Conference with Labor Negotiators

Agency Designated Representatives: City Council

Unrepresented employee: City Manager

f. Pursuant to Government Code Section 54957.6
   Conference with Labor Negotiators

Agency Designated Representatives: City Council

Unrepresented employee: City Clerk

g. Return/Report from Closed Session

OPEN SESSION – 6:30 P.M.

1. Call Open Session to Order

2. Invocation – Brittany Youngquist of Canyon Lake Community Church

   Flag Salute

3. Roll Call: Council Members Ehrenkranz, Warren, Zaitz, Mayor Pro Tem Haggerty, Mayor Brown

4. Approval of City Council Agenda

5. Special Presentations and Proclamations:

   5.1 Chamber of Commerce Announcements

6. Public Comments – 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.

7. Committee and Council Reports/Comments

   7.1 Council Member Ehrenkranz
   7.2 Council Member Warren
   7.3 Council Member Zaitz
   7.4 Mayor Pro Tem Haggerty
   7.5 Mayor Brown
Canyon Lake City Council
Agenda – March 2, 2016

8. 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. (Roll Call Vote)

8.1 Waiver of Reading in Full of all Ordinances by Title only

8.2 Approval of Minutes

8.2.1 Minutes – February 3, 2016 Page 7

8.3 Adoption of Resolution No. 2016-06, Approving Claims and Demands of the City Page 15

8.4 Second Reading and Adoption of Ordinance No. 166 Amending Various Sections of Title 10 of the City of Canyon Lake Municipal Code Regarding the Hearing and Appeal Processes for Citations Involving Keeping and Control of Dogs and Cats Page 27

8.5 Adoption of Resolution No. 2016-07, Authorizing submittal for payment programs and related authorizations Page 35

8.6 Consideration of Approving City Manager Contract Page 39

8.7 Consideration of Approving Part-Time City Clerk Contract Page 41

8.8 Consideration of Adopting Resolution No. 2016-08 Appointing Aaron Palmer as the City Manager and City Treasurer, and Ariel Hall as City Clerk Page 43

8.9 Letter of Support for Assembly Bill 1869 Page 45

9. Pulled Consent Calendar Items

10. Schedule of Future Events:

10.1 Administration and Finance Committee Meeting
Tuesday, April 5, 2016 at 8:00 a.m., City Council Chambers

10.2 Public Safety Committee Meeting
Tuesday, April 5, 2016 at 9:30 a.m., City Council Chambers

10.3 Canyon Lake City Council Meeting
Wednesday, April 6, 2016 at 6:30 p.m., City Council Chambers

10.4 Water Committee Meeting
Thursday, April 21, 2016 at 9:00 a.m., City Council Chambers

10.5 Planning Committee Meeting
Meeting Date to be Determined

10.6 Economic Development and Healthy Communities Meeting
Meeting Date to be Determined

10.7 Veterans Committee Meeting
Canyon Lake City Council
Agenda – March 2, 2016

Tuesday, April 12, 2016 at 4:30 p.m., City Council Chambers
10.8 Fire Department Start-Up Committee
Thursday, March 10, 2016 at 6:00 p.m., City Council Chambers
Thursday, March 24, 2016 at 6:00 p.m., City Council Chambers

11. Business Items

11.1 Consideration of donation to Temescal Canyon High School for their Grad Night expenses Page 49

11.2 Resolution No. 2016-09 – Amending the pass through convenience fee for credit card payments at City Hall and decreasing the maximum amount allowed to be charged from $1,500.00 to $300.00 Page 51

11.3 City’s Entryway Monument Project Page 57

11.4 Discussion regarding potential permitting of short-term rentals Page 71

12. City Manager Comments

13. City Council Comments and Requests For Future Agenda Items

14. Announcements

The next regular City Council meeting is scheduled for April 6, 2016 at 5:30 p.m. for Closed Session and 6:30 p.m. for Open Session.

15. Closed Session

a. Pursuant to Government Code Section 54956.9 d. (2) Conference with Legal Counsel - Anticipated Litigation, Significant Exposure to Litigation (one potential case)

b. Pursuant to Government Code Section 54956.9 d. (4) Conference with Legal Counsel – City determination of Initiation of Litigation (one potential case)

c. Pursuant to Government Code Section 54957 Public Employment – City Manager

d. Pursuant to Government Code Section 54957 Public Employment – City Clerk

e. Pursuant to Government Code Section 54957.6 Conference with Labor Negotiators

Agency Designated Representatives: City Council
Unrepresented employee: City Manager

f. Pursuant to Government Code Section 54957.6
Canyon Lake City Council
Agenda – March 2, 2016

Conference with Labor Negotiators

Agency Designated Representatives: City Council

Unrepresented employee: City Clerk

g. Return/Report from Closed Session

16. 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.cityofcanyonlake.org 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 Ariel M. Hall, 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.

Match 2, 2016 City Council Meeting

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

I, Ariel M. Hall, 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 February 25, 2016 before the hour of 5:00 p.m., I caused the above notice to be posted as required by Resolution 2015-36 of the City Council of the City of Canyon Lake.

Ariel M. Hall
City Clerk
MINUTES
REGULAR MEETING OF THE
CANYON LAKE CITY COUNCIL
Wednesday, February 3, 2016
Closed Session – 5:30 p.m.
Open Session – 6:30 p.m.

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

CLOSED SESSION – 5:30 P.M.

1. Call to Order

The meeting was called to order at 5:30 p.m.

2. Roll Call

Present: Council Members Ehrenkranz, Warren (arrived at 5:50 p.m.), Zaitz, Mayor Pro Tem Haggerty, Mayor Brown

3. Public Comments

There were no Public Comments.

4. Closed Session

Council entered into Closed Session at 5:31 p.m.

a. Pursuant to Government Code Section 54956.9 d. (2)
   Conference with Legal Counsel – Anticipated Litigation, Significant Exposure to
   Litigation (one potential case)

b. Pursuant to Government Code Section 54957
   Public Employment – City Manager

c. Pursuant to Government Code Section 54957
   Public Employment – City Clerk

d. Return/Report from Closed Session

Council returned from Closed Session at 6:25 p.m. and there was no reportable action.
OPEN SESSION – 6:30 P.M.

1. Call Open Session to Order

Open Session was called to order at 6:34 p.m.

2. Invocation – Pastor Dave Dick of Canyon Lake Community Church

Pastor Dave Dick of Canyon Lake Community Church provided the invocation.

Flag Salute

Randy Bonner, resident, led the flag salute.

3. Roll Call


Absent: None.

4. Approval of City Council Agenda

Moved by Zaitz, seconded by Warren, to approve the City Council Agenda as presented.

Motion carried 5-0 with Council Members Ehrenkranz, Warren, Zaitz, Mayor Pro Tem Haggerty and Mayor Brown voting aye.

5. Special Presentations and Proclamations

5.1 Chamber of Commerce Announcements

Alison Burrafato, Chamber of Commerce Executive Director, provided the announcements.

5.2 Presentation by Elsinore Valley Municipal Water District (EVMWD) Regarding Dam Operating Principles

Brian Dickinson, Elsinore Valley Municipal Water District General Manager, provided a report regarding dam operating principles.

6. Public Comments

This item was addressed.
Canyon Lake City Council Minutes
February 3, 2016

7. Consent Calendar

7.1 Waiver of Reading in Full of all Ordinances by Title only

7.2 Approval of Minutes

7.2.1 Minutes – January 6, 2016
7.2.2 Minutes – January 13, 2016
7.2.3 Minutes – January 20, 2016

7.3 Adoption of Resolution No. 2016-04, Approving Claims and Demands of the City


This item was pulled for further discussion.

7.5 Designation of Voting Delegate and Alternate Representative to the Southern California Association of Governments (SCAG) General Assembly – May 5-6, 2016

moved by Haggerty, seconded by Zaitz, to approve items 7.1, 7.2, 7.3, and 7.5 of the consent calendar.

Motion carried 5-0 with Council Members Ehrenkranz, Warren, Zaitz, Mayor Pro Tem Haggerty and Mayor Brown voting aye.

8. Pulled Consent Calendar Items


This item was pulled from the consent calendar by Mayor Pro Tem Haggerty for further discussion.


Motion carried 5-0 with Council Members Ehrenkranz, Warren, Zaitz, Mayor Pro Tem Haggerty and Mayor Brown voting aye.

9. Schedule of Future Events

This item was addressed.
10. Public Hearings

10.1 Approve Resolution No. 2016-05 – Variance (VAR) No. 15-82 to widen an existing driveway to a vacant lot located at 28910 Vacation Drive, Canyon Lake, CA 92587

a. Hearing Opened by Mayor

Mayor Brown opened the public hearing at 6:58 p.m.

b. Staff Presentation

David Alvarez, Assistant City Planner, provided the report.

c. Questions of Staff by Council

This item was addressed.

d. Testimony by Proponents

This item was addressed.

e. Testimony by Opponents

This item was addressed.

f. Rebuttal by Proponents

This item was addressed.

g. Hearing Closed

Mayor Brown closed the Public Hearing at 7:05 p.m.

h. Discussion by Council

This item was addressed.

i. Action by Council

Moved by Ehrenkranz, seconded by Haggerty to approve Resolution No. 2016-05 for Variance No. 15-82 to widen the existing driveway to a vacant lot located at 28910 Vacation Drive, Canyon Lake, CA 92587.

Motion carried 5-0 with Council Members Ehrenkranz, Warren, Zaitz, Mayor Pro Tem Haggerty and Mayor Brown voting aye.
11. Business Items

11.1 Analysis of Established Convenience Fee for Credit Card Payments at City Hall

Moved by Haggerty, seconded by Zaitz to approve that staff bring back a Resolution to request a new established convenience fee of $3.00 for transaction amounts of $0.01 to $100.00, and $6.00 for transaction amounts of $100.01 to $300.00, and to set the maximum amount allowed to be paid with a credit card to $300.00.

Motion carried 4-1 with Council Members Warren, Zaitz, Mayor Pro Tem Haggerty and Mayor Brown voting aye, and Council Member Ehrenkranz voting no.

11.2 Introduction and First Reading of Ordinance No. 166 Amending Various Sections of Title 10 of the City of Canyon Lake Municipal Code Regarding the Hearing and Appeal Processes for Citations Involving Keeping and Control of Dogs and Cats

Moved by Haggerty, seconded by Warren to approve the Introduction and First reading of Ordinance No. 166 amending various sections of Title 10 of the City of Canyon Lake Municipal Code regarding the hearing and appeal processes for citations involving keeping and control of dogs and cats with recommended changes by Council.

Motion carried 5-0 with Council Members Ehrenkranz, Warren, Zaitz, Mayor Pro Tem Haggerty and Mayor Brown voting aye.

11.3 Consideration of the Fiscal Year 2015-2016 Mid-Year Budget Review and Projections and Proposed Budget Adjustments

Moved by Haggerty, seconded by Ehrenkranz to approve the Fiscal Year 2015-2016 Mid-Year Budget Review, Projections and Proposed Budget Adjustments.

Motion carried 5-0 with Council Members Ehrenkranz, Warren, Zaitz, Mayor Pro Tem Haggerty and Mayor Brown voting aye.

11.4 Discussion Regarding Potential City Drone Regulations

It was the decision of Council to continue this item to a future meeting.
11.5 Council Member Request for Attorney General Opinion

Moved by Zaitz, to change the Decorum Resolution to reflect that any time a member of the public wished to speak at a City Council Meeting they had to fill out a speaker request form and submit it to the City Clerk.

Motion failed due to lack of a second.

Moved by Warren, seconded by Haggerty to dismiss the matter as fully discussed and not return to the agenda with the topic.

Motion carried 4-1 with Council Members Ehrenkranz, Warren, Mayor Pro Tem Haggerty and Mayor Brown voting aye, and Council Member Zaitz voting no.

12. City Manager Comments

This item was addressed.

13. Committee and Council Reports/Comments

13.1 Council Member Ehrenkranz

a. Western Riverside Council of Governments (WRCOG)
b. Southern California Association of Governments (SCAG)
c. Northwest Mosquito and Vector Control District
d. Other Meetings

This item was addressed.

13.2 Council Member Warren

a. Water Committee
b. Veterans Committee
c. Economic Development and Healthy Cities Committee
d. Lake Elsinore San Jacinto Watersheds Authority (LESJWA)
e. Southwest Communities Finance Authority (SCFA-JPA)
f. Quail Valley Environmental Coalition
g. League of California Cities Riverside Division
h. Other Meetings

This item was addressed.

13.3 Council Member Zaitz

a. Administration and Finance Committee Meeting
b. Riverside Transit Agency (RTA)  
c. Other Meetings  

This item was addressed.  

13.4 Mayor Pro Tem Haggerty  

a. Public Safety Committee  
b. Public Works Committee  
c. Fire Department Start-Up Committee  
d. Riverside County Transportation Commission (RCTC)  
e. Other Meetings  

This item was addressed.  

13.5 Mayor Brown  

a. Planning Committee  
b. Western Riverside County – Regional Conservation Authority (RCA)  
c. Southwest Cities Coalition  
d. League of California Cities (Legislative)  
e. Regional Task Force on Health  
f. South Coast Air Quality Management District (SCAQMD)  
g. Other Meetings  

This item was addressed.  

14. Announcements  

The next regular City Council meeting was scheduled for March 2, 2016 at 5:30 p.m. for Closed Session and 6:30 p.m. for Open Session.  

15. Closed Session  

The Council entered into closed session at 9:07 p.m.  

a. Pursuant to Government Code Section 54956.9 d. (2)  
   Conference with Legal Counsel – Anticipated Litigation, Significant Exposure to Litigation (one potential case)  

b. Pursuant to Government Code Section 54957  
   Public Employment – City Manager  

c. Pursuant to Government Code Section 54957  
   Public Employment – City Clerk  

d. Return/Report from Closed Session
The City Council returned from Closed Session at 9:30 p.m. with no reportable action.

16. Adjournment

The meeting was adjourned to Friday, February 5, 2016 at 1:30 p.m. to continue the Closed Session items.

The City Council re-entered into Closed Session at 1:33 p.m. on Friday, February 5, 2016 with Council Members Warren, Zaitz, Mayor Prc Tem Haggerty and Mayor Brown present. Council Member Ehrenkranz arrived at 1:45 p.m.

There were no Public Comments.

The City Council returned from Closed Session at 4:35 p.m. and there was no reportable action.

The meeting was adjourned at 4:35 p.m. on February 5, 2016.

Respectfully Submitted,

______________________________
Ariel M Hall
City Clerk
City of Canyon Lake  
City Council  
Staff Report  

TO: Mayor and City Council  
FROM: Michelle Gomez, Accountant  
DATE: March 2, 2016  
SUBJECT: List of Demands  

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Recommendation:  
That the City Council adopts a resolution entitled: RESOLUTION NO. 2016-06  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE ALLOWING CERTAIN CLAIMS AND DEMANDS AS SET FORTH IN EXHIBIT A  

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 3, 2016.  

Budget (or 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:  
Resolution  
List of Demands
RESOLUTION NO. 2016-06

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

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 2nd, in the amount of $462,119.59 as follows:

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<td><strong>$462,119.59</strong></td>
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PASSED, APPROVED AND ADOPTED this 2nd day of March 2016.

ATTEST:

______________________________
Mayor, Timothy Brown

______________________________
Ariel M. Hall, City Clerk
State of California
County of Riverside    ss
City of Canyon Lake  

I, Ariel M. Hall, City Clerk of the City of Canyon Lake, California, DO HEREBY CERTIFY, that the foregoing is a true and correct copy of the Resolution No. 2016-06 adopted by the City Council of the City of Canyon Lake, California, at a regular meeting thereof, held on March 2, 2016, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

________________________________________
Ariel M. Hall, City Clerk
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## City of Canyon Lake
### Check/Voucher Register - Council Report - Expenditures
#### From 2/1/2016 Through 2/29/2016

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Date: 2/25/16 03:05:25 PM
City of Canyon Lake  
City Council  
Staff Report

TO: Honorable Mayor and Members of the City Council
FROM: Ariel M. Hall, Interim City Manager
DATE: March 2, 2016
SUBJECT: Second reading and adoption of Ordinance No. 166 Amending various sections of Title 10 of the City of Canyon Lake Municipal Code regarding the hearing and appeal processes for citations involving keeping and control of dogs and cats

Recommendation

It is recommended that the City Council hold second reading and adopt Ordinance No. 166 Amending various sections of Title 10 of the City of Canyon Lake Municipal Code regarding the hearing and appeal processes for citations involving keeping and control of dogs and cats.

Background

Mayor Brown had requested that staff look into some discrepancies in the municipal code regarding animal control related issues. Title 10 of the municipal code was also on the list of administrative updates needed that staff had prepared and presented to the City Council during the last strategic planning session.

The amendments proposed include:

- Adding a Hearing Officer, defined as a neutral third party designated by the City Manager
- Adding “Leash” to the definitions, and clearing defining it to coincide with state law which current prohibits leashes from being longer than 6 feet in length
- Changes the appeals process for citations under the title to a hearing by a Hearing Officer rather than the City Council
- Removes the City appeal process for hearings on animal cruelty seizures and potentially dangerous animals, moving any appeals on the Hearing Officers decision to the appellate court
- Broadens the City’s options to collect on abatement costs to any manner allowed by law
- Changes the consequences of designation as a vicious animal, removing the requirement that the vicious animal have its ear or inner thigh tattooed and replaces that with requiring that signs be posted on the property cautioning people of the vicious animal and the animal wears a conspicuously colored tag at all times. All vicious animals are currently required
to be restrained and muzzled when off of the owner's enclosed property and that requirement has not changed.

The ordinance was presented for introduction and first reading at the February 3, 2016 City Council Meeting. There were typographical error changes and clarification language added to allow dogs to be off leash in designated dog park areas. It would now be appropriate for the City Council to hold second reading and adopt the ordinance.

**Budget (or Fiscal) Impact**

None

**Attachments**

1. Ordinance No. 166
Ordinance No. 166

AN ORDINANCE OF THE CITY OF CANYON LAKE
AMENDING VARIOUS SECTIONS OF TITLE 10 OF THE CITY
OF CANYON LAKE MUNICIPAL CODE REGARDING THE
HEARING AND APPEAL PROCESSES FOR CITATIONS
INVOLVING KEEPING AND CONTROL OF DOGS AND CATS

The City Council of the City of Canyon Lake does ordain as follows:

SECTION 1 The following Canyon Lake Municipal Code Title 10 sections are amended to read as follows:

10.01.010 Definitions.

(i) “Health Officer” means the Health Officer for the City or his/her duly authorized representative.

(j) “Hearing Officer” means a third party neutral designated by the City Manager.

(k) “Impounded” means having been received into the custody of any Animal Control Officer authorized by City to receive such animal.

(l) “Leash” means a leash or other device of a size and material appropriate to the size and temperament of the dog within the length of the leash as allowed by state law, which presently allows no longer a leash than 6 feet, as that may be amended from time to time.

(m) “Owner” means a person who possesses, harbors keeps or has a dog, cat or other animal in his or her custody, care, charge or control, or such persons or facility to which the owner temporarily has entrusted the control of the dog or cat.

(n) “Person” means any individual, firm, partnership, joint venture, corporation, association, club or organization.

(o) “Public Entity” means any state, or any political subdivision, municipal corporation or agency thereof.

(p) “Sentry Dog” means any dog trained to work without supervision in a fenced facility and to deter or detain unauthorized persons found within the facility. The term “guard dog” shall also mean “sentry dog.”

(q) “Service Dog” means any dog being reared, trained or used for the purpose of fulfilling the particular requirements of a physically disabled person, including, but not limited to, minimal

Page 1
protection work, rescue work, pulling a wheelchair or fetching dropped items.

(r) "Signal Dog" means any dog trained or being reared, trained or used for the purpose of alerting a deaf person or a person whose hearing is impaired to intruders or sounds.

(s) "Unlicensed Dog/Unidentified Cat" means any dog or cat for which no valid license or identification is in force.

(t) "Vaccination" means an inoculation against rabies of any dog or cat, four months of age or older, with any vaccine prescribed for the purpose by the California Department of Health Services.

(u) "Veterinarian" means a professional licensed by the State to provide medical services to animals.

10.01.020 Appeals under this Title.

(d) The appeal shall be heard by a hearing officer designated by the City Manager. The hearing officer may affirm, modify, or reverse the administrative decision. The appellant and City may present evidence and witnesses. In conducting the hearing, the hearing officer shall not be limited by the technical rules relating to evidence and witnesses, but evidence shall be of the type upon which responsible persons are accustomed to rely in the conduct of serious affairs.

(f) The decision of the hearing officer shall be final and may be challenged by a writ of mandate within the applicable time periods.

10.12.010 Requirement for kennel or cattery license.

(d) After receipt of a kennel or cattery license application, the Animal Control Officer shall make an inspection of the premises of the kennel or cattery for which a license is requested. No kennel or cattery license shall be issued nor shall any such license be renewed, unless and until the kennel or cattery, in the opinion of the Animal Control Officer, satisfies the applicable laws and regulations of the State of California and the applicable ordinances of the City of Riverside. Notwithstanding any other provision of this Chapter, the Animal Control Officer or the City Planning Director may, in their respective discretion, limit the numbers of dogs or cats over the age of four months which are kept or maintained in any kennel or cattery, and such limitation may be imposed at such time as an application for an initial kennel or cattery license is considered or at such time as an application for renewal of a kennel or cattery license is considered.

10.16.010 Restraint.

(b) All dogs shall be kept under restraint when off the owner’s premises by a leash or other device of a size and material appropriate to the dog, held by a person capable of restraining such dog with that leash; restraint does not include voice, eye or signal control.
10.28.030 Procedure for impoundment for cruelty; pre-seizure hearing.

(d) The pre-seizure hearing shall be conducted within two (2) days, excluding weekends and holidays, after receipt of the request for such hearing. The hearing officer shall not be the Animal Control Officer but may be the City Manager, his or her designee or a panel of residents designated by the City Council for this purpose. The hearing shall be informal and shall not be limited by the technical rules of evidence, but evidence shall be of the type upon which reasonable people rely.

(h) The hearing officer’s decision shall be final, may be appealed to the City Council in writing, within ten days after the hearing officer’s determination. The appeal shall be conducted as set out in Section 10.01.020; provided, however, that during any pending appeal the Animal Control Officer may take any action he or she deems necessary to protect the animal.

10.36.040 Conduct of hearing.

Hearings pursuant to this Chapter shall not be conducted by the hearing officer, the Animal Control Officer but by the City Manager, his or her designee, or by a panel of residents designated by the City Council for this purpose. Hearings shall be held not more than five days from the date of receipt of the request for the hearing and shall be conducted in an informal manner consistent with due process of law. A hearing may be continued for a reasonable period of time if the parties agree or the hearing officer determines good cause therefor. Within ten days after the conclusion of the hearing, the hearing officer shall give notice of his or her findings, decision and order to the owner of the animal dog or cat. Such notice shall be served as set out in Section 10.36.020.

10.36.050 Appeal.

The hearing officer’s determination shall be final, may be appealed to the City Council in writing, within ten days after receipt of notice of the hearing officer’s decision. The appeal shall be conducted as set out in Section 10.01.020 of this Title.

10.36.060 Collection of abatement costs.

(a) The City Manager, or designee, shall send to the owner of the animal by certified mail, postage prepaid, notice of the amount of such costs, providing 30 days for payment of such costs. If such costs are not paid within that time period, or an objection to such costs is not filed within that time period, a lien or special assessment may be placed against the owner’s property for the total amount of such costs, in which case—The lien or assessment shall be collected at the same time, in the same manner and subject to the same penalties for delinquency as real property taxes.

1. If such objections are filed, the City Clerk shall schedule a hearing before the City Council on such objections and shall give notice as set out in (a) above. Any sums not
paid within 30 days after an order for their payment by the City Council shall be filed with the County Auditor and may become a lien and special assessment on the property to be collected with the next city taxes or from the owner of the animal personally. The notice of lien also must be recorded against the property in order to give notice to subsequent purchasers.

4-2. Notwithstanding, the costs may be collected in any manner allowed by law.

10.40.030 Determination of “Potentially Dangerous Animal.”

(d) The decision of the Hearing Officer shall be final, may be appealed to the City Council in writing, within ten days after the Hearing Officer’s determination. The appeal shall be conducted as set out in Section 10.01.020.

10.40.060 Animal restraints.

A potentially dangerous animal, while on the owner’s property, shall at all times be kept indoors, or in a securely fenced, locked yard from which the animal cannot escape, and which children cannot enter. A potentially dangerous animal may be off the owner’s premises only if it is restrained by a chain or leash of adequate strength to restrain that specific animal and under the control of a responsible adult.

10.40.090 Consequences of designation as vicious animal.

(b) The owner shall, at his or her own expense, have the vicious animal registration number assigned to the animal permanently tattooed upon the animal’s left ear or, if the left ear is not available, in the left inner thigh, by a licensed veterinarian or person trained and authorized to do business as a tattooist, keep posted in a conspicuous place at or near the entrance to the premises on which such dog or cat is kept, a sign having letters at least two inches in width and two inches in height reading “Beware of Vicious Dog” or “Beware of Vicious Cat,” as may be appropriate. In addition, a conspicuously colored tag, provided by the Animal Control Officer shall be securely affixed to the animal at all times.

10.40.110 Confinement.

A vicious animal shall be securely confined in an enclosure as defined in this Chapter or in the dwelling while on the owner’s or custodian’s property.
SECTION 2 All other provisions of Title 10 shall remain in place.

SECTION 3 This Ordinance shall be effective 30 days from the date of its adoption.

PASSED, APPROVED AND ADOPTED this 2nd day of March, 2016.

Tim Brown, Mayor

Approved as to Form:

__________________________  
Elizabeth Martyn, City Attorney

Attest:

__________________________  
Ariel M. Hall, City Clerk
State of California  )
County of Riverside  ) ss
City of Canyon Lake  )

I, Ariel M. Hall, City Clerk of the City of Canyon Lake, do hereby certify that the foregoing Ordinance No. 156 was introduced at a regular meeting of the City Council held on the 3rd day of February, 2016 and was duly adopted by the City Council of the City of Canyon Lake at a regular meeting thereof held on the 2nd day of March, 2016, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____________________________________________________
Ariel M. Hall, City Clerk
City of Canyon Lake  
City Council  
Staff Report  

TO: Honorable Mayor and Members of the City Council

FROM: Ariel M. Hall, Interim City Manager/City Clerk

DATE: March 2, 2016

SUBJECT: Adoption of Resolution No. 2016-07 Authorizing submittal for payment programs and related authorizations

Recommendation

Staff recommends that the City Council: Adopt Resolution No. 2016-07 authorizing submittal for payment programs and related authorizations.

Background

The City was notified that beginning on the 2015/16 funding cycle, all jurisdictions will be required to provide a resolution confirming the signature authorization for any payment programs. The programs include the Beverage Container Recycling Program which the City participates in.

Budget (or Fiscal) Impact

Adopting this resolution would allow the City to be eligible for grant funding related to CalRecycle programs.

Attachments

1. Resolution No. 2016-07
RESOLUTION NO. 2016-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AUTHORIZING SUBMITTAL OF APPLICATION FOR PAYMENT PROGRAMS AND RELATED AUTHORIZATIONS

WHEREAS, pursuant to Public Resources Code section 48000 et seq. the Department of Resources Recycling and Recovery (CalRecycle) has established various payment programs to make payments to qualifying jurisdictions; and

WHEREAS, in furtherance of this authority CalRecycle is required to establish procedures governing the administration of the payment programs; and

WHEREAS, CalRecycle’s procedures for administering payment programs require, among other things, an applicant’s governing body to declare by resolution certain authorizations related to the administration of the payment program.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the City Manager, or his/her designee, is authorized to submit an application to CalRecycle for any and all payment programs offered.

Section 2. That the City Manager, or his/her designee, is hereby authorized as Signature Authority to execute all documents necessary to implement and secure payment.

Section 3. That this authorization is effective until rescinded by the Signature Authority or this Governing Body.

PASSED, APPROVED AND ADOPTED this 2nd day of March, 2016.

Tim Brown, Mayor

ATTEST:

Ariel M. Hall, City Clerk
State of California  
County of Riverside  ) ss
City of Canyon Lake  )

I, Ariel M. Hall, CMC, City Clerk of the City of Canyon Lake, California, do hereby certify that the foregoing is a true and correct copy of the Resolution No. 2016-07 adopted by the City Council of the City of Canyon Lake, California, at a regular meeting held on the 2nd day of March, 2016, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Ariel M. Hall, CMC, City Clerk
City of Canyon Lake
City Council
Staff Report

TO: Honorable Mayor and Members of the City Council

FROM: Ariel M. Hall, Interim City Manager

DATE: March 2, 2016

SUBJECT: Consideration of City Manager Contract

This item will be finalized and presented at the March 2, 2016 City Council Meeting. Copies will be available to the City Council and public at that time.
City of Canyon Lake  
City Council  
Staff Report  

TO: Honorable Mayor and Members of the City Council 
FROM: Ariel M. Hall, Interim City Manager 
DATE: March 2, 2016 
SUBJECT: Consideration of City Clerk Contract 

This item will be finalized and presented at the March 2, 2016 City Council Meeting. Copies will be available to the City Council and public at that time.
RESOLUTION NO. 2016-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, APPOINTING AARON PALMER AS CITY MANAGER AND CITY TREASURER, AND ARIEL HALL AS CITY CLERK

WHEREAS, Ariel M. Hall served as Interim City Manager, Acting City Treasurer and City Clerk from March 4, 20:5 to March 1, 2016; and

WHEREAS, in recognition of her efforts on behalf of the City, the City Council wishes to retroactively change the appointment of Ariel Hall as Interim City Manager to City Manager for the time period of March 4, 2015 to March 1, 2016 although there is no additional compensation attached to that retroactive adjustment; and

WHEREAS, Ariel Hall has notified the City Council that because she is leaving California, she did not seek extension of her contract with the City as City Manager; and

WHEREAS, the City Council conducted a thorough search for a new, permanent City Manager and contacted and interviewed candidates for that position; and

WHEREAS, as a result of that process, the City Council now wishes to appoint Aaron Palmer to the position of City Manager and City Treasurer beginning March 1, 2016 and has approved a contract confirming his employment; and

WHEREAS, the City Council now wishes to appoint Ariel Hall to the position of City Clerk beginning March 1, 2016, during which time she will serve as a part-time employee of the City.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. That the City Council appoints Aaron Palmer to the position of City Manager and City Treasurer effective March 1, 2016.

Section 2. That the City Council appoints Ariel Hall to the position of City Clerk effective March 1, 2016, and retroactively changes her appointment of Interim City Manager to City Manager for the time period of March 4, 2015 to March 1, 2016 without providing for additional compensation.

Section 3. That the City shall pay the cost of any bond required for all positions.

PASSED, APPROVED AND ADOPTED this 2nd day of March, 2016.

ATTEST:

________________________
Ariel M. Hall, City Clerk

________________________
Tim Brown, Mayor
State of California
County of Riverside
City of Canyon Lake

I, Ariel M. Hall, CMC, City Clerk of the City of Canyon Lake, California, do hereby certify that the foregoing is a true and correct copy of the Resolution No. 2016-08 adopted by the City Council of the City of Canyon Lake, California, at a regular meeting held on the 2nd day of March, 2016, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Ariel M. Hall, CMC, City Clerk
City of Canyon Lake
City Council
Staff Report

TO: Honorable Mayor and Members of the City Council

FROM: Ariel M. Hall, Interim City Manager

DATE: March 2, 2016

SUBJECT: Letter of Support For Assembly Bill 1869

Recommendation

It is recommended that the City Council: Authorize the Mayor to sign the attached letter of support for Assembly Bill 1869, and direct staff to proceed with distribution.

Background

The passage of Proposition 47 downgraded many crimes from felonies to misdemeanors, such as: shoplifting where the value of the property stolen does not exceed $950, grand theft where the value of the property stolen does not exceed $950, receiving stolen property where the value of the property does not exceed $950, forgery where the value of the item does not exceed $950, writing a bad check where the value of the check is not over $950, and personal use of most illegal drugs. The proposition does not differentiate between types of stolen property, so the theft of a gun that is worth less than $950 would be charged as a misdemeanor instead of a felony. This reduces the time a person could serve in jail for the theft of a firearm under $950 to a maximum of 12 months.

A bill has been introduced that would reinstate the felon penalty for the theft of a firearm, which was reduced under Proposition 47 upon its voter approval in 2014. The proposed Assembly Bill 1869, would rectify the issue and make theft of any firearm a felony again.

Staff is recommending that a letter of support be signed and sent in order to assist the attempt to stop this issue caused by Proposition 47.

Budget (or Fiscal) Impact

There is no impact to the City’s budget.

Attachments

1. Proposed Letter of Support
March 3, 2016

The Honorable Melissa Melendez  
California State Assembly  
State Capital, Suite 6031  
Sacramento, CA 94249-0067

Dear Assembly Member Melendez:

The City of Canyon Lake strongly supports Assembly Bill 1869 that has been introduced. The downgrade of the theft of a firearm from a felony to a misdemeanor is unacceptable, and Assembly Bill 1869 should be approved to allow our State Legislature to rectify the issue caused by the passage of Proposition 47.

Public safety is a high priority for every city, and stolen guns are either used to commit crimes, or are illegally sold to others who will go on to commit crimes. Criminals do not steal guns to do anything other than commit more crimes.

Assembly Bill 1869 would close a loophole in Proposition 47, and the City of Canyon Lake strongly supports the effort to make the theft of any firearm a felony once again.

Sincerely,

Tim Brown  
Mayor  
City of Canyon Lake
Background
Prior to the recent passage of Proposition 47, the theft of any firearm was designated as grand theft, a felony, despite the value of the firearm itself (Penal Code § 487(d)(2)). In addition, the act of knowingly receiving and/or selling a stolen firearm was considered a misdemeanor/felony (wobbler) that would be left to the discretion of the judge (Penal Code § 496(a)).

Proposition 47 amended the above to where the theft of a firearm, as long as it does not exceed $950 in value, is considered petty theft, a misdemeanor. Also, the act of knowingly receiving and/or selling stolen firearms is only considered a misdemeanor so long the value of the firearm does not exceed $950.

Problem Being Addressed
Proposition 47 lessened the penalties for the theft of firearms. Prior to the passage of Proposition 47, the penalty would be imprisonment in state prison for 16 months, 2, or 3 years. Under current law, the theft of a firearm (not exceeding $950) is a misdemeanor punishable by imprisonment in county jail for up to six months and/or a fine of up to $1,000 – the standard penalty for petty theft under the provisions of Penal Code § 490.

In addition, current law dictates that gun trafficking related crimes (receiving/selling stolen firearms) will only be considered a misdemeanor so long as the property is not valued more than $950. This crime would be punishable by imprisonment in county jail for up to six months and/or a fine of up to $1,000 (subject to realignment rules).

The majority of handguns and most rifles and shotguns are valued under $950. This would make current law, as written in Proposition 47, ineffective in curtailing gun theft and gun trafficking. We are already seeing evidence of this with the recent shooting of a Police Officer in Downey, CA and a young woman in San Francisco, CA.

Which code section is affected?
Sections 490.2 and 496 of the Penal Code.

Assembly Bill 1869

Summary
AB 1869 would restore the penalties that were in place prior to the passage of Proposition 47.

Specifically, this bill would restore previous law by making theft of a firearm felony grand theft in all cases.

Buying and/or receiving a stolen firearm would also be restored as a designated wobbler.

Since this bill would be increasing the penalties for theft and the trafficking of stolen firearms, it would not be “consistent with” and does not “further the intent” of Proposition 47. Therefore, in order for this bill to amend Proposition 47, AB 1869 requires passage by a simple majority of the legislature, the Governor’s signature and a simple majority of California voters.

Sponsor
California State Sheriffs Association; California Peace Officers Association; California District Attorney’s Association

Staff Contact
Matt Borasi – 916-319-2067
matthew_borasi@asm.ca.gov
City of Canyon Lake  
City Council  
Staff Report

TO: Honorable Mayor and Members of the City Council
FROM: Ariel M. Hall, Interim City Manager
DATE: March 2, 2016
SUBJECT: Consideration of donation to Temescal Canyon High School for their Grad Night expenses

Recommendation

It is recommended that the City Council: Provide direction to staff.

Background

The City received a letter on February 10, 2016 from Temescal Canyon High School requesting donations to support their Grad Night activities. A Council Member requested that the item be placed on the agenda for City Council consideration of a City donation to the school.

Budget (or Fiscal) Impact

The fiscal impact of this item is dependent on whether the City Council chooses to donate or not, and if so, the amount of the donation. The City Council currently has $3,501.83 left in the City Council Department Promotion and Advertising budget, a portion of which could be used for a donation to the school.

Attachments

1. Letter from Temescal Canyon High School
Temescal Canyon High School

To Whom it May Concern: January 2016

Every year we, as a school, dedicate time and energy to the entire night after graduation to make sure our students are safe and secure. This activity is known as Grad Night. Graduation is always an exciting day for our seniors, and an even more exciting evening that holds the promise of many celebration parties. National statistics indicate that more teenage alcohol-related accidents and fatalities occur on high school graduation night than any other time of the year. Grad Night helps reduce these statistics by providing a supervised, safe environment for the graduating seniors to celebrate. Grad Night, this year, is May 23rd, 2016 and will be held Disneyland.

The major obstacle with Grad Night is always financing the event. Between the venue, door prizes, and bussing, the cost per student will be as high as $250. At that cost, there will be students who cannot afford to attend Grad Night, who may create their own activities without adult supervision resulting in poor choices. To offset some of the costs, we have conducted a series of fundraisers throughout the year; however, we can still use your help. Anything you can do to assist our students would be greatly appreciated.

Again, thank you for any donation you are willing to provide. The entire Titan Family appreciates your gift. Please return the bottom portion with your donation. Your contribution and support of TCHS Grad Night 2016 is greatly appreciated. Our school tax ID# for your tax purposes is 33-0386669.

Sincerely,

Melissa Fink
Temescal Canyon High School
28755 El Toro Road
Lake Elsinore, CA 92532
(951) 253-7250 x. 3614

TCHS GRAD NIGHT 2016 DONATION:

Company Name: ___________________________ Date: __________

Cash Donation: $ _____ Enclosed _____ To be picked up later ____ (When?) _______

Prize Donation: $ _____ Enclosed _____ To be picked up later ____ (When?) _______

RECEIVED
FEB 10 2016
BY: __________
City of Canyon Lake  
City Council  
Staff Report  

TO: Honorable Mayor and Members of the City Council  
FROM: Ariel M. Hall, Interim City Manager  
BY: Kirsten Rowe, Administrative Services Manager  
DATE: March 2, 2016  
SUBJECT: Resolution No. 2016-09 – Amending the pass through convenience fee for credit card payments at City Hall and decreasing the maximum amount allowed to be charged from $1,500.00 to $300.00  

Recommendation  

It is recommended that the City Council approve Resolution No. 2016-09 amending the pass through convenience fee for credit card payments at City Hall and decreasing the maximum amount allowed to be charged from $1,500.00 to $300.00.  

Background  

At the February 3, 2016 City Council meeting, Staff presented Council Members with a six-month update on the use of credit cards for payments at City Hall. The update showed that Staff began accepting credit card payments on July 22, 2015. Through December 31, 2015, the City collected $23,020.60 in credit card payments at City Hall. The credit card transaction company, Square, charges a flat fee of 2.75% of the total transaction amount. For 2015, this transaction fee totaled $633.22. Staff collected $3.00 per transaction, which totaled $270.00. This resulted in a deficit of over $300.00 in fees charged to the City that were not recovered by the convenience fee. An analysis of the transactions showed the biggest discrepancy was for transactions over $300.00. Since the City is charged 2.75% of the total transaction amount, the larger the transaction amount, the more the City is charged.  

Staff presented the following options for Council members to consider:  

Option 1: Stop accepting credit card payments at City Hall. This would require any customer wishing to make a payment at City Hall to do so via check or cash only. This option would eliminate the City incurring any transaction charges; however, may create an inconvenience for customers wanting to pay by credit card.  

Option 2: Continue to allow customers to pay by credit card, and keep the convenience fee at $3.00 per transaction, regardless of the amount of the transaction. Although this
option will still allow customers to utilize credit cards for payments, the City would not recover the full amount of the transaction fee charged by the transaction company.

**Option 3:** Continue to allow customers to pay by credit card, but cap the maximum amount payable by credit card at $300.00 instead of $1,500.00. This option would also increase the convenience fee. The convenience fee would become a tier structure based on the amount of the transaction. Staff proposes the following convenience fee tier structure:

<table>
<thead>
<tr>
<th>Transaction Amount:</th>
<th>Convenience Fee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.01 - $100.00</td>
<td>$3.00</td>
</tr>
<tr>
<td>$100.01 - $300.00</td>
<td>$6.00</td>
</tr>
</tbody>
</table>

Council Members voted to approve Option 3. This Staff Report presents a resolution which would establish a tiered convenience fee structure as well as lowering the maximum amount payable by credit card from $1,500.00 to $300.00.

**Budget (or Fiscal) Impact**

Staff estimates that this option would have minimal, if any, fiscal impact.

**Attachments**

1. Resolution No. 2016-09
RESOLUTION 2016-09

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE
AMENDING THE PASS THROUGH CONVENIENCE FEES FOR CREDIT CARD
PAYMENTS AT CITY HALL AND DECREASING THE MAXIMUM AMOUNT
ALLOWED TO CHARGED FROM $1,500.00 TO $300.00

WHEREAS, pursuant to the provisions of the California Constitution and the laws of the State of California, the City of Canyon Lake is authorized to adopt and implement a pass-through charge for municipal services; provided, however, that such charge does not exceed the estimated reasonable cost of providing such services; and

WHEREAS, the City Council of the City of Canyon Lake desired to make credit card payment options available to the public for convenience and must implement a new charge for the service provided by the City of Canyon Lake as set forth herein; and

WHEREAS, on July 1, 2015 the City Council initially adopted a pass through convenience fee for credit card transactions at City Hall and a maximum amount allowed to be charged, which would be evaluated after 6-months of operating; and

WHEREAS, the City Council of the City of Canyon Lake finds that this approval of a charge is for the purposes of meeting operating expenses, related to use of credit cards, in that this charge directly reimburses the City for expenses required to process the activity for which the charge is imposed. Accordingly, this action is exempt from CEQA under the provisions of Section 21080 (b) of 8 of the Public Resources Code, and Section 15273 of the CEQA guidelines; and

WHEREAS, all legal prerequisites to the adoption of this Resolution have occurred.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Canyon Lake as follows:

SECTION 1. CHARGE ESTABLISHED AND ADOPTED

A. As set forth above, the City Council of the City of Canyon Lake hereby finds and determines that, based upon the data, information, analysis, oral and written documentation presented to this City Council, the charge shall be set at $3.00 for transactions in the amount of $0.01 to $100.00 and $6.00 for transactions in the amount of $100.01 to $300.00.

B. The maximum amount allowed payable by credit card shall be set at $300.00.

C. The fees set forth, hereby are adopted and approved as the fees for providing the use of credit cards at City Hall.
Resolution 2016-09
March 2, 2016

SECTION 2. EFFECTIVE DATE

A. The fees set forth shall be effective immediately after the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 2nd day of March, 2016.

__________________________________
Tim Brown, Mayor

ATTEST:

__________________________________
Ariel M. Hall, City Clerk
Resolution 2016-09
March 2, 2016

State of California
County of Riverside    ss
City of Canyon Lake    

I, Ariel M. Hall, City Clerk of the City of Canyon Lake, California, DO HEREBY CERTIFY, that the foregoing is a true and correct copy of the Resolution No. 2016-09 adopted by the City Council of the City of Canyon Lake, California, at a regular meeting thereof, held on March 2, 2016, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Ariel M. Hall, City Clerk
City of Canyon Lake  
City Council  
Staff Report  

TO: Honorable Mayor and Members of the City Council  
FROM: Ariel M. Hall, Interim City Manager/City Clerk  
BY: Kirsten Rowe, Administrative Services Manager  
DATE: March 2, 2016  
SUBJECT: City’s Entryway Monument Project  

Recommendation  

It is recommended that the City Council provide direction for the City’s Entryway Monument Project.  

Background  

At the November 4, 2015 City Council meeting, Council members approved the changing of the City’s proposed entryway monuments from 10 foot wide by 10 foot high signs to a more simplified design (Attachment 1) that mirrored the previous entryway monuments. City Council directed Staff to obtain estimates for the more simplified design.  

Staff obtained five estimates from various vendors:  

1. Woodland Manufacturing (Attachment 2) – approximately $2,200.00 per sign  
This sign would be made out of “Coraform”, which is outdoor rated, rot and bug resistant, with a 10 year warranty. There would be slight additional cost for mounting posts and hardware.  

2. Art Sign Works (Attachment 3) – approximately $2,600.00 per sign  
This sign could be carved or sandblasted out of cedar wood. The approximate costs includes posts for mounting.  

3. Watson’s Wooden Cedar (Attachment 4) – approximately $1,500.00 per sign  
This sign would be CNC routed into cedar wood, and then clear-coated for durability. There would be a slight additional cost for mounting posts and hardware.
4. **Wooden Apple Signs (Attachments 5 - 7)** – approximately $1,800.00 - $3,200.00

Wooden Apple Signs has 3 options:

1. Chip-carved into the background with 1 – 2 colors (*Attachment 5*) – approximately $1,800.00 per sign.

2. Chip-carved into the background with full natural color (*Attachment 6*) – approximately $2,400.00 per sign

3. Chip-carved into the background with raised relief applied and full natural color (*Attachment 7*) – approximately $3,200.00 per sign

   There would be a slight additional cost for mounting posts and hardware.

5. **Signs By Tomorrow (Attachment 8)** – approximately $5,500.00 per sign

   This sign would be carved or sandblasted high-density foam. This price includes posts, hardware, and installation.

Once City Council provides direction on which vendor/design it prefers, Staff will work with the vendor to design the sign. Staff will then return to City Council with a finalized design and quote.

**Budget (or Fiscal) Impact**

The fiscal impact will be based on the vendor/design chosen. For 2 entryway monument signs, the estimated costs are between $3,000.00 and $10,000.00. Council had originally budgeted $30,000.00 for this project.

**Attachments**

1. Monument Design Approved at November 4, 2015 Meeting
2. Woodland Manufacturing Example
3. Art Sign Works Example
4. Watson’s Wooden Cedar Example
5. Wooden Apple Signs Chip Carved Example
6. Wooden Apple Signs Chip Carved with Full Natural Color Example
7. Wooden Apple Signs Chip Carved and Raised Relief with Full Natural Color Example
8. Signs By Tomorrow Example
Woodland Manufacturing
example of Corafoam sign
Attachment 2
Woodland Manufacturing

example of corn-foam sign

Attachment 2
Art Signworks

example of sandblasted cedar sign

Attachment 3
Watson's Wooden Words
example of carved cedar sign

Attachment 4
Watson's Wooden Words
example of carved cedar sign

Attachment 4
Wooden Apple Signs

example of chip-carved into background

Attachment 5
Wooden Apple Signs
example of chip carved with full natural color
Attachment 6
Wooden Apple Signs
example of chip carved with full natural color
Attachment 6
Wooden Apple Signs
example of raised applied/chip carved combination with full color

Attachment 7
Proof

Your order includes one basic setup/proof and one minor revision of that proof. Basic set up includes placement of your logo, graphic or photo and up to three lines of text.

- Minimum charge of $25 each for additional minor revisions
- New designs or major revisions may be more.
- Work done under design agreements may include more than one revision.

Substrate: HDU

Please Note: Please review design, colors, size, spelling and grammar, information accuracy (telephone numbers, URLs, addresses, prices, etc), and order quantity.

Once your graphics are printed or fabricated changes cannot be made.

This is a low-resolution PDF proof. This proof is intended for concept, content and layout review only. The colors in this document are not a true representation of the printed product.

Due to the variances of the monitor on which it is viewed, colors of the printed product may vary from the digital PDF proof.

Typographical errors cannot be changed after the product is produced. Please carefully check proof for accuracy of content and spelling. Thank you for your understanding.
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City of Canyon Lake  
City Council  
Staff Report

TO: Honorable Mayor and Members of the City Council

FROM: Ariel M. Hall, Interim City Manager/City Clerk

DATE: March 2, 2016

SUBJECT: Discussion regarding potential permitting of short-term rentals

Recommendation

Staff recommends that the City Council discuss and provide further direction to staff.

Background

In the month of January the County of Riverside adopted an ordinance governing short-term rentals. This prompted City Council Member Zaitz to request that the City Council discuss these types of rentals and whether or not the City should consider a similar ordinance.

Short-term rentals are homes that are rented whole or in part for a period of time less than 30 days. Short-term rentals are becoming increasingly popular for travelers, and there are some homes in Canyon Lake that are listed on popular websites for this type of travel.

Currently, the City does not register or permit homes that are being used as short-term rentals. The City does have a Transient Occupancy Tax that may apply to single family residence homes if rented infrequently and incidentally to its use as a residence to the owner or his/her family. Without a permitting or registration process there is no way to accurately track homes that are being used as short-term rentals nor the frequency of the rentals.

Budget (or Fiscal) Impact

There is no cost associated with discussing the issue. Depending on the direction provided to Staff associated costs would be presented at a future meeting.

Attachments

None