



## **CITY OF CANYON LAKE**

### **City Hall**

31516 Railroad Canyon Road

Canyon Lake, CA 92587

Website: [www.cityofcanyonlake.org](http://www.cityofcanyonlake.org)

Mayor Jordan Ehrenkranz  
Mayor Pro Tem Kasey Castillo

**Council Members:**

Randy Bonner

Jeremy Smith

City Manager Chris Mann

City Attorney Steven Graham

Deputy City Clerk Ana V. Sauseda

## **AGENDA**

### **Special Meeting of the Canyon Lake City Council**

**Wednesday, October 2, 2019**

**CITY HALL COUNCIL CHAMBER**

**OPEN SESSION - 5:00 P.M.**

#### **CALL TO ORDER**

#### **FLAG SALUTE**

**ROLL CALL** Councilmember Bonner, Mayor Pro Tem Castillo, Councilmember Smith, Mayor Ehrenkranz

#### **APPROVAL OF CITY COUNCIL AGENDA**

#### **PUBLIC COMMENT**

**Limit 3 Minutes**

*Any person wishing to address the City Council on any matter 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. No comments on any item not on this agenda will be taken at this special meeting.*

#### **BUSINESS ITEMS**

- (1) City Council Applicant Interviews – Interview the Applicants recommended by the Ad Hoc Committee
- (2) Appointment to Fill City Council Vacancy - Select a Qualified Applicant to fill the City Council Vacancy for the term expiring in December 2020
- (3) Oath of Office – Swearing in of Newly Appointed Councilmember

**ANNOUNCEMENTS**

The next regular meeting will be **Wednesday, October 2, 2019 at 5:30 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.cityofcanyonlake.org](http://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 Ana V. Sauseda, Deputy 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.

**October 2, 2019 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 Deputy City Clerk of the City of Canyon Lake and that on October 1, 2019 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.

Ana V. Sauseda  
Deputy City Clerk

**City of Canyon Lake  
City Council  
Staff Report**

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Chris Mann, City Manager *CM*

**BY:** Ana V. Sauseda, Deputy City Clerk

**DATE:** October 2, 2019

**SUBJECT:** City Council Applicant Interviews

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**Recommendation**

That the City Council interview applicants to fill the vacancy on the City Council.

**Background**

On Monday, August 19, 2019, Mayor Larry Greene submitted a letter of resignation from his position as Mayor and Member of the City Council, effective August 20, 2019. At its regularly scheduled City Council meeting on Wednesday, September 4<sup>th</sup>, the City Council approved Urgency Ordinance No. 184 regarding filling City Council vacancies and Resolution No. 2019-33 establishing a policy for filling those vacancies.

The policy required the City Clerk's Office to publish a Notice of City Council Vacancy in a newspaper of local jurisdiction. The Notice was published in the Friday Flyer on September 13, 2019, and invited interested applicants to submit an application to the City Clerk's Office no later than Thursday, September 26, 2019 at 5:00 p.m.

The City Clerk's Office received a total of two complete applications. On September 23, 2019, one of the applicants withdrew his application, leaving just one applicant for consideration. The remaining application was forwarded to the Ad Hoc Committee, which had been appointed by Mayor Ehrenkranz, for review. The Ad Hoc Committee reviewed the application on September 30, 2019, and moved that applicant forward in the process to be interviewed by the City Council.

Staff recommends that the applicant be given three to five minutes for opening remarks, and that each member of the Council then have an opportunity to ask any questions they might have of the applicant.

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

**Fiscal Impact**

None

**Attachments**

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

# **ATTACHMENT 1**





**NOTICE OF APPLICATION PERIOD TO BE CONSIDERED FOR  
APPOINTMENT TO AN EXPIRED TERM 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 through the unexpired term ending December 2020.

Applicants 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 Ana Sauseda at 951-244-8547 or send an email to [asauseda@cityofcanyonlake.com](mailto:asauseda@cityofcanyonlake.com).

All applications, completed in their entirety, must be received by the City Clerk's Office no later than Thursday, September 26, 2019, at 5:00 p.m. The City Clerk's Office will not accept late applications or postmarks.

The most qualified applicants will be notified and invited to interview before the City Council at a Special City Council Meeting scheduled for Monday, October 7, 2019.

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  
Deputy City Clerk

**Published 9/13/2019**



## **ATTACHMENT 2**



# COMPLETE LIST OF APPLICANTS

## QUALIFIED APPLICANTS:

1. Larry B. Greene

## WITHDRAWN APPLICANTS:

1. Brian Wood

## DISQUALIFIED APPLICANTS:

1. Jay Athey – Incomplete Application, Unable to verify Voter Registration

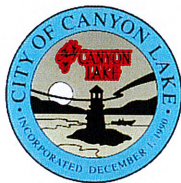
## APPLICATIONS NOT RETURNED:

1. Brian Bock
2. Maryann Briseno
3. Shari DiMond
4. Danielle Coats



## **ATTACHMENT 3**





**CITY OF CANYON LAKE  
APPLICATION FOR CITY COUNCIL APPOINTMENT  
Term begins upon appointment and ends December 2020**

**RECEIVED**  
SEP 19 2019  
BY: Ara

**INSTRUCTIONS:** Complete this application and return it to the City Clerk's Office. If you have any questions, please contact the City Clerk's Office at 951-244-2955. Please **PRINT** clearly in ink.

**APPLICATIONS ARE DUE BY THURSDAY, SEPTEMBER 26, 2019 AT 5:00 P.M.**

**APPLICANT INFORMATION**

FIRST NAME: Larry LAST NAME: Greene  
 HOME ADDRESS: [REDACTED] S. Fork Dr. Canyon Lake Ca 92587  
 HOME PHONE: [REDACTED] CELL PHONE: [REDACTED]  
 EMAIL: [REDACTED] YEARS AT CURRENT RESIDENCE: 38  
 EMPLOYER: retired OCCUPATION: Executive Fire Officer  
 EMPLOYER ADDRESS: N/A

**EDUCATION INFORMATION**

HIGHEST LEVEL OF EDUCATION COMPLETED

BA Business  
MPA 2yr.

LICENSES OR SPECIAL CERTIFICATES HELD

NFA Executive Fire Officer 4 yrs  
Teaching Credential - Emergencies & Health  
Certified Fire Officer  
Fire Admin & Fire Control

NAME AND LOCATION OF COLLEGES/UNIVERSITIES ATTENDED	MAJOR	DEGREE	LAST YEAR ATTENDED
<u>Santa Ana College</u>	<u>PM Studies, Fire &amp; Health Sci</u>	<u>120 units</u>	<u>1986</u>
<u>Monterey Peninsula College</u>	<u>Fire Admin &amp; Control</u>	<u>30 units</u>	<u>1972-2000</u>
<u>U. of Redlands</u>	<u>Business Admin.</u>	<u>60</u>	<u>1983</u>
<u>CSULB</u>	<u>MPA</u>	<u>not completed</u>	<u>1993</u>



## QUESTIONNAIRE (answers to all questions are required)

1. WHY DO YOU WANT TO BE APPOINTED TO THE CITY COUNCIL? WHAT DO YOU FEEL YOU WILL BRING TO THE POSITION

To complete my term on city council. Complete ongoing & open city projects i.e. adopt fire code & inspection program, seek new revenue sources. Complete the B.M. property exchange & master plan.

My years of service & experience in government are a strong & great asset.

2. WHAT FUTURE PLANS DO YOU HAVE FOR SEEKING ELECTED OR APPOINTIVE OFFICE AT ANY LEVEL OF GOVERNMENT?

My vision is to support and move our community forward to meet our stated goals.

3. WHAT DO YOU FEEL NEEDS TO BE DONE TO MAINTAIN AND ENHANCE THE CITY'S ECONOMIC HEALTH?

Develop a comprehensive economic growth master plan. Develop B.M. property with mixed use. Explore sphere of influence on the county property to the north of city limits.

4. LOOK 10 YEARS INTO THE FUTURE AND DESCRIBE WHAT YOU WANT THIS CITY TO LOOK LIKE AND WHY.

Build population 20k, city size larger & additional sales tax revenue. This will happen thru annexation of county lands into the city & B/M land development.

5. WHAT DO YOU SEE AS THE ROLE OF THE CITY COUNCIL? WHAT DO YOU SEE AS THE ROLE OF STAFF?

Establish public policy that insures financial stability, essential services police & fire are funded & non essential services be available for the health & welfare of our citizens.

Staffs role is to implement stated policies & provide feed back to council. CM should be given full authority for those decisions.

6. IF YOU ARE CURRENTLY CONTRACTING OR PROVIDING SERVICES TO THE CITY, ARE YOU WILLING TO SUSPEND THOSE ACTIVITIES?

No current services provided.

7. WHAT DO YOU SEE AS THE BIGGEST CHALLENGE FACING THIS CITY NEXT YEAR?

Keeping a balanced budget · Funding public safety,

I declare under penalty of perjury that all statements and responses in this application are true and complete to the best of my knowledge and belief.

Sam B. Greene  
SIGNATURE

19 Sept. 2019  
DATE

LARRY B. GREENE  
[REDACTED] South Fork Dr.  
Canyon Lake, Ca.  
3716-55

## **STATEMENT OF INTENT**

My goal as a 37 year resident of Canyon Lake is to give back to my community the benefit of my years of experience, knowledge and leadership style. My aim is to keep Canyon Lake a great place to live, raise a family and enjoy the diverse activities our community offers.

## **PROFESSIONAL PROFILE**

My thirty-one years of experience as a municipal fire professional encompass twenty-one years as a supervisor/administrator including Fire Captain, Battalion Chief and Division Chief in charge of Operations/EMS, Fire Marshal in charge of the Community Safety & Services Division and Assistant Chief for the City of Fullerton Fire Department. After retirement, I served as a consultant team member with CityGate . My consulting responsibilities included risk assessment, service levels/, response standards, master planning and EMS management audits. I am currently with the City of Canyon Lake as EOC Manger/Coordinator. I hold the position of Terrorism Liaison Officer and conduct “all-risk” disaster training for the Community. I am a community emergency response (CERT) team instructor and I am certified as an AED and CPR instructor.

## **EDUCATION**

University of Redlands Bachelor of Arts Degree in Management–Graduated with Distinction  
Graduate Executive Fire officer Program, National Fire Academy  
Santa Ana College, Fire Science and Health  
Course work Masters of Public Administration, California State University at Long Beach  
Monterey Peninsula College, Fire Administration–Fire Command  
National Fire Academy: Charter Class, Command and Staff Program

## **GOALS**

1. Continue and ensure the financial stability and future of Canyon Lake
2. Support and foster a cooperative working relationship with the Board and the community
3. Continue to develop a positive working relationship between the POA and the City of Canyon Lake on commonly shared issues which impact our citizens
4. Maintain all amenities in the Community to assure high property values

**LARRY B. GREENE**  
[REDACTED] S. Fork Drive  
Canyon Lake, CA 92587  
[REDACTED]

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### **Professional Profile**

My thirty-one years of experience as a municipal fire professional encompass twenty-one years as a supervisor/administrator including Division Chief in charge of Operations/EMS, Fire Marshal in charge of the Community Safety & Services Division and Assistant Chief for the City of Fullerton Fire Department.

I have a B.A. degree in Management from the University of Redlands, and I am also a graduate of the National Fire Academy Executive Officer and Command Staff Program.

### **Relevant Experience**

- ◆ Assistant Chief ~ Responsible for all fire department activities including personnel management and personnel issues, overview and administration of the budget, the development of short and long-term goals, management of the EMS program, revenue streams/projected service levels for all divisions and spearheaded the department's analysis of station placement.
- ◆ Operations Division Chief ~ In charge of emergency operations and suppression personnel; supervised emergency medical services, facility management and disaster preparation coordination including updating the city's Emergency Disaster Plan and served as policy advisor, operations analyst and liaison with city hall.
- ◆ Fire Marshal ~ Responsible for code enforcement, hazard abatement, public education, arson investigation, hazardous materials disclosure and underground fuel storage tank regulations; researched, analyzed and conducted surveys to ensure that the revenues generated by that division met budget guidelines and followed current market trends.
- ◆ Battalion Chief ~ Responsible for commanding fire, EMS, and hazardous materials incidents requiring multiple fire company response; managed pre-fire planning activities; brought the city into compliance with the Standard Emergency Management System/California (SEMS) and was the lead instructor for the city's employees; served as a member of the paramedic subscription implementation team. The paramedic subscription was the first of its type in Orange County and was thus identified as a model for other jurisdictions.

- ◆ EMS Director ~ Handled all paramedic disciplinary problems, resolved billing issues and developed a revenue tracking system working with the ambulance companies to resolve response times, service and staffing issues. In this capacity I worked with the Orange County EMS Agency and Hospitals Base Station establishing EMS criteria and guidelines.
- ◆ Emergency Preparedness Coordinator ~ Helped create the Emergency Center Activation manual, developed an alternate Emergency Operations Center site and upgraded the primary site. This upgrade included the development of an amateur radio unit.
- ◆ ISO Project Director ~ Was instrumental in obtaining the new ISO rating of two from the previous rating of four. This rating change reduced insurance rates for businesses in the City of Fullerton.
- ◆ Testified before Congress ~ Had the opportunity to testify before Congress on the preparedness of the local and county jurisdiction's ability to respond to major emergencies.
- ◆ Consultant team member ~ Served as consultant team member for the California cities of Gilroy, Brentwood, North Lake Tahoe, Peoria, Arizona and Collierville, Tennessee. My consulting activities included risk assessment, service levels/response standards, master planning and EMS management audits.
- “ I am currently with the City of Canyon Lake as EOC Manager/Coordinator. I hold the position of Terrorism Liaison Officer and conduct all risk disaster training for the Community. Also, I am a community emergency response team instructor and
- “ I am certified as an AED and CPR Instructor, as well

My professional activities as well as my educational background are further described on the following page.

**Professional Affiliations**

Past President of OCFCA, Operations Chiefs' Section  
Past President, California Fire Chiefs' Emergency Medical Services Section  
Vice Chairman, Emergency Medical Services Section, International Assoc. of Fire Chiefs  
International Association of Fire Chiefs, Urban Search and Rescue Committee  
Past President, Orange County Paramedic Coordinators' Association  
Past President, Orange County/Cities Emergency Management Association  
Member U.S. Disaster Team in Soviet Armenia  
Member of the Federal Emergency Management Agency's Development Team,  
National Urban Search and Rescue Response Plan  
Member Orange County Hazardous Materials Response Plan  
FIRESCOPE Task Force Member, Major Medical Plan  
Past Member of Emergency Medical Care Committee, Orange County  
Southern California Earthquake Preparedness Project  
International Association of Fire Chiefs  
California Fire Chiefs Association  
Fire Marshals Association  
National Fire Protection Association  
U.S. & R. Task Force Leader, California Team V  
Overachiever's Awards – Orange County Fire Chiefs Association

**Education**

University of Redlands, Bachelor of Arts in Management – Graduated with Distinction  
Graduate Executive Fire Officer Program, National Fire Academy  
Santa Ana College, Fire Science and Health Science  
Coursework Masters of Public Administration, California State University at Long Beach  
Monterey Peninsula College, Fire Administration – Fire Command  
National Fire Academy: Charter Class, Command and Staff Program,  
Emmitsburg, Maryland  
Adjunct Instructor, Emergency Management Institute – Emmitsburg, Maryland  
California Life Time Teaching Credential Fire Science  
Certified Fire Instructor  
Certified Fire Officer  
Certified EMT-P Paramedic  
Background Investigation for Public Safety and Peace Officers, UC Riverside  
High School Diploma Artesia High School, California