

**MINUTES**  
**REGULAR MEETING OF THE CANYON LAKE**  
**ADMINISTRATION AND FINANCE COMMITTEE**  
**Tuesday, December 6, 2016**

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

**1. Call to Order**

The meeting was called to order at 8:00 a.m.

**2. Pledge of Allegiance**

Terry Shea, Accountant, led the flag salute

**3. Roll Call**

Present: Chairman Zaitz and Committee Member Brown were present.

**4. Public Comments**

There were no public comments.

**5. Accept Meeting Minutes**

**6.1 Meeting Minutes November 1, 2016**

The minutes were approved as presented.

**6. Update By Charles Abbot Associates**

There was discussion regarding the costs for landscape irrigation listed in the Claims and Demands.

There was discussion regarding Building and Safety activity, including water heater permits and inspections. There was an update on the Property Owners Association (POA) Dog Park, and an update on a conversion to a multi-family housing unit in the City.

There was discussion regarding an accident that occurred in front of City Hall.

There was additional discussion regarding the dog park.

There was an update on Public Works projects for City Hall maintenance, median landscape maintenance and tree replacement, and storm drain catch basins were maintained

and cleaned. A bid was put out and being worked on for replacing wrought iron fencing. There was discussion regarding an accident that had occurred and repairs were being made due to a boulder being hit and pushed into the road, and a service manhole being damaged in the road. There was additional discussion regarding landscape maintenance and plan checks that had been done.

There was discussion regarding the purchasing policies and what needed to be brought to the City Council prior to purchasing.

There was additional discussion regarding which fencing was being replaced. There was additional discussion regarding the lighting that needed to be replaced.

There was discussion regarding the fencing and the accidents that could and have occurred. There was discussion regarding what would prevent cars from leaving the roadway. There was discussion regarding bringing the safety issues of the fencing and the costs to the City Council for discussion.

Larry Greene, resident and City Council Elect, discussed options on how to maintain the fence to prevent rust.

There was discussion regarding the maintenance of the fence.

The issue regarding the type of fence or wall and related issues and if it should be brought to the City Council for discussion.

There was discussion regarding the speed limit on Railroad Canyon Road.

There was discussion regarding the landscaping issues at the Fire Station. There was discussion regarding putting signs up at the Fire Station to not allow people to park or turn around in the driveway.

There was discussion regarding irrigation water issues with the algae in the reclaimed water ponds that passes through the irrigation pumps.

Chairman Zaitz stated that it was a good decision for the City to hire Charles Abbott, and it was a good idea that these issues were discussed at the meeting.

There was discussion regarding how pleased the Council was with Charles Abbott.

## **7. Discussion Regarding Purchasing Policy**

Aaron Palmer, City Manager, discussed potential changes to the City's purchasing policy, including additional steps and limits for various processes in purchasing.

There was discussion regarding the dollar amounts for informal and formal bidding processes, as well as sole source issues.

There was discussion regarding having CR&R provide a cost survey with other potential solid waste franchisees.

There was discussion regarding the bidding process. There was discussion regarding the process of bringing items to the committee prior to bringing it to the City Council. There was discussion regarding emergency authorization for the City Manager in case a situation arose that required it.

There was discussion regarding what other policies and issues that Committee Member Tim Brown would like to see addressed by the incoming Council Members.

**8. Review of December 14, 2016 Council Meeting Agenda – Recommendation to Council**

**a. Claims and Demands**

There was discussion regarding the City switching copy machine lease providers. City Manager Palmer stated that switching providers saved money each month and provided more advanced technology.

There was discussion regarding the payment to Synoptek and their lack of responsive service.

Committee Member Tim Brown explained what the Committee looked at and questioned on the Claims and Demands. Staff explained that they were working on how to provide better explanations on the documents.

There was discussion regarding how the Sheriff's contract was scheduled for payments monthly plus a once a year adjustment, and the Fire contract was scheduled quarterly. There was additional discussion regarding how the costs and rates were set.

There was discussion regarding providing a revenue statement each month, showing the details of where the City revenue comes from.

There was discussion regarding whether or not the City was reimbursed for blood draw costs when people were convicted of driving under the influence.

**b. Credit Card Review**

There was no discussion.

**9. Financial Statement**

There was discussion regarding a mistake putting a negative number on the statement. There was discussion regarding how the Fire and Medical bills were received and paid.

There was discussion on how the projected monthly budgets were put together.

There was discussion regarding the annual audit and why the City Council had not seen it yet. Staff stated that the auditors normally come in the last week of November or the first week of December, and the results had just been received. There was discussion regarding the mid-year budget review timeline.

There was discussion regarding the amount of the projected surplus and the funds received from the Utility Users Tax.

There was discussion regarding the impact of property taxes on the amount of funding that the City receives.

**10. Investment Report**

There was discussion on what types of bonds were purchased.

**11. Update Regarding Utility Users Tax Collected to Date**

There was discussion regarding the differences in the amounts received throughout the year.

There was discussion regarding how much better the amounts were coming in at for the current year versus the previous year and the percentage increase.

There was discussion regarding how the solid waste user tax came in. It was mostly collected twice a year with property taxes, but some did come in quarterly for commercial accounts.

**12. Staff Comments**

There were no Staff Comments.

**13. Committee Member Comments**

Tim Brown, Committee Member, stated that he appreciated the job that staff did and encouraged them to keep up the good work. He stated that he was proud to have been part of the City, and enjoyed working with Council Member Zaitz.

John Zaitz, Committee Chair, stated that he appreciated the staff and their professionalism, and that he respected Mayor Brown and the job he had done.

**14. Adjournment**

The meeting was adjourned at 10:00 a.m.

Respectfully Submitted,

Canyon Lake Admin and Finance Minutes  
December 6, 2016

Ruby Mayana (on behalf of)  
Ariel Hall  
City Clerk