

MINUTES
REGULAR MEETING OF THE CANYON LAKE
ADMINISTRATION, FINANCE AND PLANNING COMMITTEE
Tuesday, February 28, 2017

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

1. Call to Order

Chairman Greene called the meeting to order at 8:00 a.m.

2. Pledge of Allegiance

Committee Member, Randy Bonner, led the flag salute

3. Roll Call

Present: Committee Chairman Greene
 Committee Member Bonner

Larry Green, Committee Chair asked everyone in attendance to introduce themselves.

4. Public Comments

There were no public comments.

5. Accept Meeting Minutes

5.1 Administration and Finance Committee Minutes – January 31, 2017

The minutes were accepted as presented.

5.2 Special Planning Committee Minutes – February 14, 2017

The minutes were accepted as presented.

6. Update By Charles Abbot Associates

An update was provided on the irrigation repair on Railroad Canyon Road. It was stated that once the irrigation repairs were complete, Charles Abbot would identify and repair the construction documents to address plant and shrub deficiencies along Railroad Canyon Road.

Margaret Monson, Public Works Department, stated that the irrigation repairs had been temporarily postponed due to CTAI Greenscape Pacific staff assisting the contractor with installing the City monuments.

An update was provided on the monument signs and City entrance signs. It was stated that the City Monument that was installed on the eastside of Railroad Canyon Road was being partially obstructed by an existing planting pot and CTAI Greenscape Pacific would be preparing a quote to have the pot removed.

An update was provided on the bids that were put out for the repair of the wrought iron fence. Margaret Monson, Public Works Department, stated that staff was revising the bid documents to specify fence materials from local fence suppliers. Additionally, there was discussion regarding putting out a new bid once the approved documents were obtained from City staff.

An update was provided on the storm drain repair. Margaret Monson, Public Works Departments, stated that she was waiting for approval from the City attorney to cancel the contract with KADS Paving. Additionally, there was discussion regarding the repairs that were conducted by KADS Paving in July, 2016.

An update was provided on the Fire Station repairs, the cost estimates and when the estimates would be provided. Additionally, there was discussion regarding the types of repairs that were needed in order to get the fire station running.

Randy Bonner, Committee Chair, asked a question regarding if refurbishing the fire station was in the current budget.

Terry Shea, Accountant, stated that it had not been added to the current budget, but finance would be able to make a special adjustment once a bid was obtained. Aaron Palmer, City Manager, added, that the estimates for the fire station maintenance had not made it in on time to be included in the March mid-year budget review, but could be taken to City Council for approval as a special item once they were obtained.

An update was provided regarding the tree trimming. Margaret Monson, Public Works Department, added that she was working with Parkwest Tree Care, Inc to make sure they had obtained their business license with the City, along with other required documents and once all the paperwork was submitted they would set a date for trimming the trees along Railroad Canyon Road.

An update was provided on the lighting replacement on the median.

There was discussion regarding PV Maintenance placing wheel stops at the fire station in order to prevent people from running over the landscape and breaking the irrigation systems.

There was discussion regarding landscape maintenance on the median, and an encroachment permit that was pulled from Frontier Communications.

There was discussion regarding Building and Safety activity including permits, plan checks, and inspections. There was an update on the single family residence that was converted into a multifamily residence, and was now converted back to a single family residence.

There was an update on the Property Owners Association (POA) dog park. It was stated that the POA had not moved forward with any additional construction or changes. An update was provided on the pickle ball courts.

There was discussion regarding water heater permits, how Building and Safety would get notified when a permit was required, and what the permit cost were.

There was additional discussion regarding the pickle ball courts and the plans that were submitted

7. Review of March 1, 2017 Council Meeting Agenda – Recommendation to Council

a. Claims and Demands

There was discussion regarding a check that was paid to Cota Cole, LLP.

Aaron Palmer, City Manager, provided an explanation for that item.

Larry Greene, Committee Chair, asked a question regarding, if there was an annual or monthly fee that was paid to Charles Abbott & Associates.

Aaron Palmer, City Manager, provided an explanation for that item. He explained that a portion of their costs were based on a percentage of building fees collected.

There was discussion regarding a bill from Elsinore Valley Municipal Water District, and the connection between water and the fire detectors.

There was discussion regarding dental and vision insurance for City employees. Aaron Palmer, City Manager, stated it was a monthly fee that was paid for by the employees. He added that the fee listed on claims and demands was a pass through fee.

There was discussion regarding CR&R fees and three individual charges from Fastsigns.

Aaron Palmer, City Manager and Mike Borja, Administrative Services Manager, provided an explanation on both items. The checks for Fastsigns were being held by staff and two of their invoices were being disputed.

There was discussion regarding the monthly charges from Frontier Communications and the median lighting fees.

b. Credit Card Review

There was discussion regarding a credit card payment that was made for picture frames. Aaron Palmer, City Manager, stated that the frames were bought for the new photographs that were taken of the City Council. He added, the frames would be placed at the Riverside Sheriff's Perris Station.

8. January Financial Statements

There was discussion regarding the deficit amount for the month of January. Terry Shea, Accountant, provided an explanation for that item. It was stated that the timing of the revenues caused the appearance of a deficit, but would catch up.

9. Investment Report

There was no discussion.

10. Update Regarding Utility Users Tax Collected to Date

There was discussion regarding changing the Utility Users Tax (UUT) graphs into a spread sheet.

There was discussion regarding the Utility Users Tax variance amount. Terry Shea, Accountant, and Aaron Palmer, City Manager, provided an explanation on that item.

11. Mid-Year Budget Review

There was discussion regarding the budget adjustments that were made on the general fund revenues and general fund expenditures.

Terry Shea, Accountant, and Aaron Palmer, City Manager, provided an explanation for each item that was adjusted.

There was discussion regarding the possibility of purchasing two additional vehicles for Code Enforcement and Special Enforcement.

There was discussion regarding when the buoys would be placed on the lake.

There was discussion regarding landscaping maintenance fees at the fire station.

Randy Bonner, Committee Member, asked a question regarding the fee study costs included in the budget changes.

Terry Shea, Accountant, provided an explanation on that item stating that a fee study needed to be done every ten years or so to justify the fees being charged by the City.

Larry Greene, Committee Chair, requested finance go over the mid-year budget staff report.

Terry Shea, Accountant provided an overview of the staff report regarding mid-year budget projections and proposed budget adjustments

There was discussion regarding the reserved funds and the current balance.

12. Staff Comments

Aaron Palmer, City Manager, provided an update on the contract that the City of Calimesa had with the Riverside County Fire Department. He stated that they did contract for a two-person crew with a medic, and discussed the costs associated with that contract.

Mike Borja, Administrative Services Manager, stated that, he and Aaron Palmer, City Manager, had met with a representative of Southern California Edison to discuss ways that would help the City reduce energy costs. He added that they would be changing the lighting inside City Hall and possibly updating the street lights on Railroad Canyon Road.

13. Committee Member Comments

There were no comments.

14. Adjournment

The meeting was adjourned at 9:18 a.m.

Respectfully Submitted,


Ruby Manzano
Senior Office Specialist

