

MINUTES
REGULAR MEETING OF THE CANYON LAKE
ADMINISTRATION, FINANCE AND PLANNING COMMITTEE
Tuesday, April 4, 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 – February 28, 2017

The minutes were accepted as presented.

6. Update by Charles Abbot Associates

Margaret Monson, Public Works Department, discussed the future plant replacement plan for the median on Railroad Canyon Road. It was discussed there was an inventory done, and the City had an estimate and was waiting for landscape maintenance company, CTAI Greenscape Pacific, to finalize the agreement, then it would be presented to City Manager.

Margaret Monson also discussed planting around new City monument signs and if the median plant replacement and new planting around the City monuments could be done at the same time the City could take advantage, as far as traffic control and closing of a lane to deliver plants into the median.

Margaret Monson also discussed the request to remove the planter at the east end of Railroad Canyon Road that was obstructing the City monument sign and move it to the west end of Railroad Canyon Road. There was a proposal of \$7,600.00 and the Public Works Department was directed to forgo the removal due to cost.

Margaret Monson also discussed that there was a bacterial and mold assessment done by H2 Environmental at Fire Station 60 and the Public Works Department should receive a report soon with the results.

It was discussed that the Public Works Department prepared a rough estimate for a Slurry Seal of the entire stretch of Railroad Canyon Road that included sealing the pavement to extend the life. It was discussed that the striping on Railroad Canyon Road would have to be removed and replaced during the process. The estimate of \$500,000.00 was submitted to the City Manager.

It was discussed that TUMF (Transportation Uniform Mitigation Fee) money could be used for the Slurry Seal on Railroad Canyon Road.

Margaret Monson discussed the speed feedback signs along Railroad Canyon Road as well as the speed limit signs. The Traffic Engineer had done a survey and recommended that more, larger, speed limit signs should be placed in-between traffic signals and recommended looking at larger electronic speed feedback signs to be installed at separate locations with solar power.

An update was provided regarding the tree trimming along Railroad Canyon Road. Margaret Monson discussed the City was working on the contract with Parkwest Tree Care to do the trimming of the mature trees along Railroad Canyon Road and the scheduling should take place in the near future.

An update was provided on the last of the lighting replacement on Blackhorse and Big Tee.

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

There was further discussion regarding residents driving over the landscape.

There was discussion regarding Building and Safety activity plan checks.

There was discussion regarding a Pedestrian/golf cart bridge over Railroad Canyon Road, the completion of Measure A CIP reporting for the City, and possible safe route to school and reported findings to the City Manager.

Larry Greene, Committee Chair, brought up the discussion regarding the wrought iron fencing and it was discussed that the Public Works Department were still working on getting correct plans and specifications before going back out to bid.

There was discussion regarding Building and Safety activity including permits, plan checks, and inspections.

There was discussion regarding the commercial improvement for the Canyon Cowboy Restaurant located in the Canyon Lake Town Center.

There was additional discussion regarding the pickle ball court plans that were approved.

There was discussion that everything had been approved regarding the Dog Park.

7. Review of April 5, 2017 Council Meeting Agenda – Recommendation to Council

a. Claims and Demands

There was discussion regarding a check for Fastsigns, and Terry Shea, Accountant, and Mike Borja, Administrative Services Manager, provided an explanation for that item.

Larry Greene, Committee Chair, discussed for future bids that require lane closures that the contractor provide that service and it be specified in bid documents that go out so the cost would be accounted for in the bid totals.

Randy Bonner, Committee Chair, asked a question regarding the rental of the conference room for \$250.00.

Aaron Palmer, City Manager, explained that half the room was used on a daily basis by Special Enforcement and the other half of the room is used on occasion for meetings.

There was discussion regarding what building was listed for sale near the conference room.

There was further discussion regarding lane closures and traffic controls.

Chairman Greene asked a question regarding the Yukon City vehicle that was rear ended and the insurance is working on getting funds paid back.

There was discussion regarding check number 22954 to CTAI Pacific Greenescape, and the amount included the monthly contract and cost for the existing light fixture replacement.

There was discussion regarding the incident of someone hitting the new trees planted in the median on east end of Railroad Canyon Road by the City monument sign.

There was a discussion regarding check number 22956 to Fastsigns for the third City monument sign and the amount would be reimbursed by a grant from Western Riverside Council of Governments (WRCOG).

There was discussion where the third monument sign would be stored.

There was discussion on check number 22965 to the Riverside County Sheriff's department for the SART(Sexual Assault Response Team) Exam.

There was discussion regarding when the XEROX copier lease would be concluded.

There was discussion regarding how Charles Abbot fees were calculated.

There was discussion regarding potentially expanding City Hall in the future.

There was discussion regarding an additional payments to Fastsigns.

There was discussion regarding check number 22986 regarding the water bill for Fire Station 60.

There was a question regarding the City's Ipads.

City Manager Palmer explained where a number of the Ipads were and who was in possession of them. He discussed that he was in the process of working with Verizon to get a list of what Ipads the City owns and what exactly the City is paying for.

b. Credit Card Review

There were no comments

8. March Financial Statements

Terry Shea, accountant, discussed that the Sheriffs' payment was not on the February statement and next month would reflect two payments.

9. Investment Report

Terry Shea, accountant, made a comment that the rates were going up.

10. Update Regarding Utility Users Tax Collected to Date

There was discussion regarding the addition of a graph that would include current year and prior year.

There was discussion that City was on pace for \$1,010,000.00 for the year.

11. Staff Comments

There was discussion to change the monthly budget report and percentage of budget used to year-to-date schedules.

City Manager Palmer discussed a Budget Workshop on May 10, 2017 with the Council at 4:00 p.m.

There was discussion regarding adopting the budget at the June 7, 2017 Regular Council Meeting.

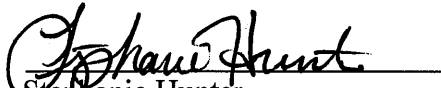
12. Committee Member Comments

There were no comments.

13. Adjournment

The meeting was adjourned at 8:43 a.m.

Respectfully Submitted,


Stephanie Hunter
Office Specialist

