

**MINUTES**  
**MEETING OF THE CANYON LAKE**  
**ADMINISTRATION, FINANCE AND PLANNING COMMITTEE**  
**Tuesday, January 9, 2018**  
**8:00 a.m.**

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

**1. Call to Order**

Committee Chair Greene called the meeting to order at 8:01 a.m.

**2. Pledge of Allegiance**

Committee Member Bonner led the flag salute.

**3. Roll Call**

Present:       Committee Chair Greene  
                  Committee Member Bonner

**4. Public Comments**

There were no public comments.

**5. Accept Meeting Minutes**

5.1 December 5, 2017  
5.2 January 2, 2018

The minutes were accepted as presented.

**6. Update by Charles Abbott Associates**

Marcella Garza, Building and Safety, provided an update on the December statistics of the Building Department, and provided information about the Canyon Cowboy project.

There was discussion regarding what needed to be completed at the Canyon Cowboy before they got their final certificate of occupancy. There was discussion regarding issues that had been found when Code Enforcement went into the building previously.

There was discussion regarding the work load in the month of December, and what the plan checks were for.

There was discussion regarding Property Owners' Association permit statuses.

Margaret Monson, Public Works, provided a print out of current items. She reviewed information from current projects in Public Works. The Rod Iron Fence Project was on hold until they saw what was left in the budget after the slurry seal of Railroad Canyon was done. She reviewed the repairs being done to the Fire Station. It was discussed that the Station was 20% compliant with ADA requirements now in accordance with the Building Code.

She reviewed the bid process for the slurry seal project. She reviewed who would be notified before construction started. There was discussion on coordinating signs with neighboring cities, and coordinating construction to avoid construction on both Goetz and Railroad Canyon Road.

There was discussion regarding the speed feedback signs, bids for annual maintenance of the City's traffic signals, installing a boundary between the roadway and the sidewalk in a portion of the City along a curve, and the City's pavement management system.

There was discussion regarding the process for starting projects.

There was discussion regarding when the written report was received. Staff would try to get the written report in for the agenda publication.

**7. Review of January 10, 2018 Council Meeting Agenda – Recommendations to Council**

**a. Claims and Demands**

There was discussion regarding the line item for Eastern Municipal Water District, staff stated that it was not a check that was issued and there was a problem with the software that staff was working with the vendor on.

There was discussion regarding the DUI draws and tests for the Sheriff's Department.

There was discussion regarding the pass through of payment from the tax bill to Waste Management for refuse collection.

There was discussion regarding the payments for the fee study, Town and Country Towing for Canyon Lake cases that the Sheriff's Department was working, Check 23993 for contract Building and Safety services (information would be provided to the Committee the day after the meeting), attorney bills, public records requests that take staff and attorney time, Fire Station repair costs, NPDES supply costs for Storm Drain testing, IT Service costs, spam email issues, City Hall alarm system costs, City Hall's camera system, Veteran's Day pass through costs, who the City paid for employee Dental Insurance, and the pass through of TUMF fees to WRCOG.

**b. Credit Card Review**

There was discussion regarding the costs and reimbursement for the League New Mayor and Council Member Academy in Sacramento. The line item to pay for Code Enforcement Training to enable the employee to write tickets. The line item description to pay for City Council to attend a training was discussed. There was discussion regarding the line items paying for training.

There was discussion regarding the payroll printouts, and the CalPERS Health and retirement payment reports.

**8. Investment Report**

There was discussion regarding the stock market and how the City was not allowed to purchase equities. There was discussion regarding whether or not the City could have a more aggressive investment strategy, and what fees the City was paying versus the interest that was being accrued.

**9. November 2017 Financial Statement**

There was discussion regarding the law enforcement and fire budgets. There was discussion regarding the City Manager budget being affected by the insurance budget and how larger payments that occur periodically throughout the year affecting the percentage of the budget used. There was discussion regarding the Public Works budget being overspent and needing to be re-budgeted. There was discussion regarding the format of the report. There was discussion regarding how contract staff time was projected when they were managing projects.

**10. Annual Financial Report Draft**

It was stated that no issues had been found during the audit. There was a brief discussion about the fund balance. The tracking and reporting of the Utility User Tax proceeds was discussed. Staff would be bringing a report to the Committee quarterly in a revised format. The final audit would be presented to the City Council at their February meeting.

**11. Staff Comments**

City Manager Palmer stated that he would be bringing an item to the City Council regarding changes to how the Abandoned Vehicle Authority (AVA) operated and the City would be having to return funds to the Authority and would be changing to quarterly reporting. It was stated by staff that the change and reimbursement would not just be coming from Canyon Lake, but everyone in the County was affected. In the past the City had always been above board in AVA audits, but now the AVA was changing business practices.

There was discussion regarding when the City began contracting with Charles Abbott. There was discussion regarding a review of their contract.

Accountant Shea discussed a program that allowed the City to view real-time CalPERS information and the company would like to make a presentation to the Committee.

**12. Committee Member Comments**

There were no additional Committee Member comments.

**13. Adjournment**

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

Respectfully Submitted,

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Ariel Hall  
City Clerk's Department