

MINUTES
MEETING OF THE CANYON LAKE
FINANCE AND PLANNING COMMITTEE
Tuesday, February 6, 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

Chairman Greene stated that he would like to address Item 12 directly after accepting the minutes because there was a large agenda for the day and the participants for that item were present.

4. Public Comments

There were no public comments.

5. Accept Meeting Minutes

5.1 January 9, 2018

The minutes were accepted as presented.

12. Review of Future City Council Item Re: Hansen Planning Issue

Mark DeManincor, City Planner, provided the staff report information.

There was discussion regarding where the property being discussed was located.

The proposed conditions on the approval of the variance were discussed. The conditions addressed how the steeper grading would be handled to mitigate run-off.

There was discussion regarding the materials removed during the grading staying on site.

There was discussion regarding the City's Economic Roundtable's discussions and attempts to zone a portion of Railroad Canyon Road between Blackhorse and Sorrel as commercial. There was discussion regarding why the property owners in that area were not in favor of having commercial property in front of their homes.

There was discussion regarding the hills ridgeline and that the property being discussed was well below the ridgeline. The grading would not change the ridgeline at all. There was discussion regarding Mr. Hansen's other residential grading project in the past.

The Committee would be recommending the variance as presented to the City Council at the March City Council Meeting.

6. Update by Charles Abbott Associates

Committee Member Bonner expressed his appreciation for receiving the report prior to the meeting as part of the agenda packet. There was discussion regarding the timing of the second phase of replacing the rusted Wrought Iron Fencing along Railroad Canyon Road.

The plant replacement project had been put on hold. The Wrought Iron Fencing was planned to be addressed with the next year's budget.

Marcella Garza, Building and Safety, provided an update on the January statistics of the Building Department, and provided an update on the Canyon Cowboy project completion.

There was discussion regarding the total costs for the Fire Station updates, including contract staff time.

There was discussion regarding whether or not the radar speed signs could trigger the intersection lights to turn red if someone were speeding. Staff was not directed to look into connecting the lights to the radar signs. There was an update on the installation of the radar speed signs.

There was discussion regarding how to address maintenance of the City's traffic signals and speed radar signs. Staff was directed to have PV Maintenance do the maintenance on the speed radar signs, and have the County continue to maintain the traffic signals.

There was discussion regarding the annual tree maintenance in City landscaping.

There was discussion about the Charles Abbott employees providing an estimate of staff hours and costs for preparing and managing various projects. There was discussion regarding how the time estimates were put together.

There was discussion regarding checking the slurry seal contractor to ensure that the job was done to the specs that were in the bid documents. There was additional discussion regarding the funding left over in the Gas Tax and Measure A accounts after the slurry seal job was complete. There was discussion regarding the condition of the road base on Railroad Canyon Road and a pavement management program.

There was discussion regarding the types of calls that the on-call road crew would respond to. In general, the road crew responded to emergency calls or calls where large items were in the road, smaller trash items waited until the landscape crew arrived to do their maintenance. The City would incur significant costs if the road crew was called out for each trash item.

Charles Abbott staff would put together an estimate on their time and costs to look further into a pavement management system.

The engineering department spreadsheet that listed all their tasks was reviewed.

There was discussion regarding the regular maintenance on the irrigation system done by Control Pump, and backflow certifications that are required. Charles Abbott was authorized to proceed with getting the contract with Control Pump for the City for regular maintenance.

There was discussion regarding going out to bid yearly for annual tree maintenance.

There was discussion regarding the proposed guard rails that would be going between the road and the sidewalk along Railroad Canyon. The guard rail project would be put on hold until the upcoming budget sessions for the next fiscal year. The budget discussion would include a powder coated, colored, rail.

The meeting was recessed at 9:30 a.m. and called back into session after the Public Safety Committee Meeting.

The meeting was called back to order at 10:37 a.m.

There was discussion regarding bringing some projects back to management by City Staff and direct contractors instead of having Charles Abbott managing everything.

There was discussion regarding bidding procedures and how staff could manage smaller projects.

There was discussion regarding Fire Station staff contacting Charles Abbott directly and the City being charged for it.

7. Review of February 7, 2018 Council Meeting Agenda – Recommendations to Council

a. Claims and Demands

There was a discussion regarding Check 24029. The check was the portion of building permit fees that Charles Abbott was paid for building services.

There was discussion regarding the seismic motion hazard payment.

There was discussion regarding the tow company payments for tows for the Sheriff's Department. The Sheriff's Department would be available to answer questions at the City Council Meeting.

There was discussion regarding the cost for the solar panel that had to be returned because it arrived broken, the payments to Southern California Edison, the payments to Charles Abbott, the cost for the City to be part of the Merchant Association for maintenance of the shopping center where City Hall was, the lease with Regus for the additional library space and its automatic increase annually, looking into purchasing the rest of the building that the City Hall was in, and expense reports.

b. Credit Card Review

There was no discussion regarding Credit Card transactions.

8. Investment Report

There was discussion regarding the changes in the market and the effect on the City's investments. There was discussion regarding the fair market value and the book value of the investments.

There was discussion regarding whether or not the City would benefit from a money manager.

9. December 2017 Financial Statement

There was discussion regarding the public works budget. There was discussion regarding adding additional information to the report to provide a benchmark and project where each budget would be at the end of the year.

10. Quarterly Utility Users Tax Update

There was no discussion on Item 10.

11. Mid-Year Budget Review

Accountant Shea stated that he had accidentally used the incorrect budget when creating the staff report, so the numbers were incorrect for the budget totals. He would be making the changes and providing a corrected report for the City Council.

There was discussion regarding the City Clerk Department budget needing salary savings due to the Deputy City Clerk being out on unpaid leave to be put back into the budget to make up the difference of adding a person to the department. It was stated that the Senior Office Specialists' salary was covered by a Code Enforcement Officer retiring.

There was additional discussion regarding the cost of continuing part-time employment of the former City Clerk for two months of the fiscal year when that hadn't been budgeted, and then adding the Senior Office Specialist.

There was discussion regarding how the costs for the contracted City Clerk Department support was calculated for the time that the Deputy City Clerk was out on leave. There was discussion regarding how the City Clerk Department support contract came about.

There was discussion regarding the cost for landscaping at the Fire Department. Additionally, it was suggested that the power gate at the fire station be put on hold, but the fence around the shed and back of the fire station still be included.

The Emergency Management Performance Grant to purchase equipment for the Emergency Operations Center was discussed. There was an expenditure, however, there was also a revenue line listed elsewhere on the report to offset the costs. Per the grant, the amount must be spent and then would be reimbursed.

The total budget for the Public Works Department from the prior year was discussed in comparison to this year.

The correct budget totals were announced and Staff would be announcing the changes to the mid-year budget staff report at the very beginning of the City Council meeting to ensure that there was no confusion about the final budget numbers. The corrected total numbers were reviewed. The additional funds for election polling was discussed and that amount is what created the deficit. If that poll was not included, there would be no deficit.

Dates for a budget workshop were reviewed.

13. Staff Comments

Administrative Manager Borja announced that staff was hoping to receive a grant to cover the cost of putting in the exhaust system and generator at the Fire Station. He reviewed the reasons and benefits of using the consultant for writing grants.

City Manager Palmer reviewed potential cost savings in the Fire Services contract.

Administrative Services Manager Borja reviewed the previous request that mulch be put in the parkways to cover the purple pipes in the landscaping. It was clarified that Charles Abbott would not be in charge of the project and it would just be done through the City's contracted landscaper. The projected costs would be added to the mid-year budget adjustment under the Gas Tax fund. It was suggested that in the next fiscal year budget the bare areas of the median be addressed.

There was discussion about the possibility of contracting with the grant writing company for a larger grant, and staff coming back to the Committee and City Council for approval of that larger contract.

There was discussion regarding the budget deficit with the Utility User's Tax doing well. The increase in costs of public safety services was discussed, as well as the potential of increasing the Utility User's Tax. There was discussion regarding other tax options and why they would not work for the City of Canyon Lake.

14. Committee Member Comments

There were no additional Committee Member comments.

15. Adjournment

The meeting was adjourned at 11:51 a.m.

Respectfully Submitted,

Ariel Hall
City Clerk's Department