

MINUTES
MEETING OF THE CANYON LAKE
FINANCE AND PLANNING COMMITTEE
Tuesday, May 1, 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 8:00 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 April 3, 2018

There was discussion regarding the corrections to the minutes.

The minutes were accepted with two changes.

6. Update by Charles Abbott Associates

Marcelle Garcia, Building and Safety Department, provided the statistics from the Building Department. She stated the Canyon Cowboy was still waiting approval from the Merchant Owners Association for their monument sign. She went on to provide an update on the Property Owner's Association (POA) permits for the Main Gate Water Features. She announced that there was one application for new single family residence received.

Margaret Monson, Public Works Department, discussed the slurry seal project and due to weather the start date was moved to May 10th.

There was discussion regarding encroachment permits.

City Manager Palmer discussed the City of Lake Elsinore's plan to widen and pave Railroad Canyon Road in August.

Margaret Monson discussed construction times and the westbound side would not start until 9:00 a.m. and eastbound construction would be concluded by 3:00 p.m. She also stated the majority of grinding would take place would be between Blackhorse Drive and Sorrel Lane on both sides of the street and further explained the grinding and slurry seal process.

There was discussion regarding having an annual radar evaluation to evaluate upkeep.

There was discussion regarding the past slurry seal.

Mark De Manincor, City Planner, provided a report on the Conditional Use Permit (CUP) 18-01 for Canyon Canines, LLC located at 24370 Canyon Lake Drive #4. He discussed modifications that the owner would have to do.

There was discussion regarding the number of dogs that could potentially be boarded at one time and the owner would probably have a class 1 permit that would allow ten (10) or fewer animals.

It was discussed the business would board dogs for owners that would be going out of town for more than one day and as a day care center for daily boarding and the owner was ready to begin modification as soon as Council gave their approval.

It was discussed that the City Planner personally went to the surrounding businesses and mailed notices to any residence within 300 feet of the business address and those residents and business owners would have the chance to speak for or against the business during the Public Hearing and the City Council Meeting.

7. Review of May 9, 2018 Council Meeting Agenda – Recommendations to Council

a. Claims and Demands

There was discussion regarding check numbers 24202 through 24218 that were voided due to an error in printing.

There was discussion regarding check number 24219 for FEMA payments and the grant had been submitted.

There was discussion regarding payments to the Canyon Lake Chamber of Commerce.

There was discussion regarding check number 24225 for the City Hall Front Door Hours Sign due to the current decals on the door were faded off.

There was discussion regarding check number 24232 in regards to the property report for the Athey case and those costs are recoverable.

There was discussion regarding the reimbursement through a grant for the EOC (Emergency Operations Center) equipment and it was not known exactly when the grant money would come in.

There was discussion regarding check number 24238 for payments to Charles Abbott Associates, Inc.

There was discussion regarding utilizing the POA maintenance and janitorial services and PV Maintenance could then only be used during the weekends.

There was discussion regarding the attorney services for March.

There was discussion regarding check number 24243 for Council Member Ehrenkranz reimbursements and they had been approved by the City Manager due to difficulty retrieving past bills.

It was discussed that the Round Up Jr. Mart bills the City for the City vehicle fuel every few months.

There was discussion regarding a correction to check number 24259. The transaction description should have stated for the City satellite phone. There was further discussion regarding the satellite phone.

There was discussion regarding the rooms rented from John Regus and that the conference room rent had not increased and the Library rent does increase 3% and that would be discussed further during item 12 with the new Library Lease.

There was discussion regarding check number 24265 to U.S. Bank. Mike Borja, Administrative Services Manager discussed the two Samsung TVs that would be covered by a grant, the Fiesta Day Sponsorship that was already budgeted for, the AED located in City Hall, and the tires for the Jeep that were budgeted with the cost of the Jeep.

There was further discussion regarding the lift, tires and purchase of the Jeep.

b. Credit Card Review

Credit Card Review was discussed during Claims and Demands.

8. Investment Report

There was no discussion regarding the Investment Report.

9. Expense Report Review

There was discussion regarding Council Member Bonner and Haggerty's expense reports that would be accounted for on next month's report.

There was discussion regarding the report and it was made available so the City would be transparent.

There was discussion regarding Council Member Ehrenkranz's reimbursements for 2018.

10. March 2018 Financial Statement

There was no discussion regarding the financial statement.

11. UUT Quarterly Update

There was no discussion regarding the UUT quarterly update.

12. Fifth Amendment to Library Lease

City Manager Palmer provided information regarding the Fifth Amendment to the Library Lease Agreement.

There was discussion regarding how the lease payment was recorded as a revenue.

13. One Year Extension of Fire Contract with Riverside County

City Manager Palmer discussed the one year extension of the fire contract with Riverside County Fire. He explained the extension would require the City to move to a three person engine company and the cost would be 2.2 million a year.

Mike Borja discussed the SAFER Grant that had been submitted based off the new yearly estimate for a three man engine company. He further discussed support from Congressman Calvert's office.

There was discussion regarding the payments for the three man engine and that the County had agreed to a one year agreement.

There was discussion regarding the possibility of joining with surrounding cities for fire service and the City Manager discussed a conversation with the City Manager of Murrieta for Police services and the cities were waiting for the Matrix study.

There was further discussion regarding surrounding cities and police services.

It was stated that the City Attorney had inspected both the Library Lease Amendment and the Fire Contract Extension.

There was discussion regarding any change in salaries for Cal Fire and how that affects the City and the City budgets for top step salaries and should come under budget due to Cal Fire employees not being at the top step salary.

There was discussion regarding the language in the contract in the case in change of salaries and if the City did not pay the County could reduce services.

There was discussion regarding the use of the City owned fire engine and sub section I did not apply because sub section G does apply to the City.

There was discussion regarding the City not having Fire Marshall Services.

There was discussion regarding marking the correct boxes in regards to section 3, subsections F, G, and H.

There was discussion regarding cost recovery.

There was discussion regarding cost for the volunteer fire program.

There was discussion regarding position salaries and a comp comparison to the City of Murrieta Fire Department.

There was discussion regarding City owned fire engine and the fire engine use agreement.

There as discussion regarding fire engine cycles.

14. Conditional Use Permit (CUP) 18-01 (Canyon Canines, LLC) located at 24370 Canyon Lake Drive #4

Item discussed during Item 6.

15. Staff Comments

Mike Borja discussed the SAFER Grant that was submitted. He also stated the City was denied the AFG Grant that would have covered the generator and the diesel and exhaust system for the fire station. He stated the City had been denied because they were not high level projects.

There was discussion regarding the cost for the generator and the diesel exhaust systems.

There was discussion regarding the UUT quarterly report.

There was discussion regarding the survey for the UUT and the November Election.

There was discussion regarding the City's contract with Spectrum.

City Manager Palmer discussed having a budget workshop May 23, 2018.

16. Committee Member Comments

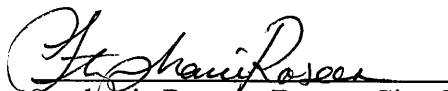
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Committee Chair Greene discussion a meeting with the City Manager and fire prevention personal.

17. Adjournment

The meeting was adjourned at 9:25 a.m.

Respectfully Submitted,


Stephanie Roseen, Deputy City Clerk