

**MINUTES**  
**REGULAR MEETING OF THE CANYON LAKE**  
**ADMINISTRATION AND FINANCE COMMITTEE**  
**Tuesday, January 3, 2017**

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

**1. Call to Order**

The meeting was called to order at 8:06 a.m.

**2. Pledge of Allegiance**

Councilmember, Jordan Ehrenkranz, led the flag salute

**3. Roll Call**

Present: Chairman Greene was present with Councilmember Ehrenkranz and Committee Member Bonner was absent.

**4. Public Comments**

There were no public comments.

**5. Accept Meeting Minutes**

**6.1 Meeting Minutes December 6, 2016**

The minutes were approved as presented.

**6. Update By Charles Abbot Associates**

An update was provided on the maintenance of the catch basins and potential filters for the catch basins.

An update was provided on the Railroad Canyon Road median landscaping maintenance and tree replacement, and the bids that were put out for replacing the wrought iron fence. There was discussion regarding what various requirements could be changed to lessen the cost of the wrought iron replacement. There was discussion regarding whether a sound wall can be built along the golf course instead of the wrought iron fencing.

There was discussion regarding a car accident that occurred on Railroad Canyon Road in November and damaged the lighting and landscaping on the median, and a service manhole that was destroyed.

There was discussion regarding how many engineering plan checks were done, and an encroachment permit for the cable and gas company.

There was additional discussion regarding the bids that were put out for replacing the fence. Margaret Monson, Public Works, stated the bids were rejected because they were too high and she would continue to look for contracting companies that would do it for less money.

There was discussion regarding Building and Safety activity, including permits and inspections. There was an update on the Property Owners Association (POA) Dog Park, and plan checks for the pickle ball court. There was an update on a conversion to a multi-family housing unit in the City.

There was additional discussion regarding the dog park.

**7. Review of January 4, 2017 Council Meeting Agenda – Recommendation to Council**

**a. Claims and Demands**

There was discussion regarding blood draw costs for Sheriff's services.

There was discussion regarding the water bill for the fire station. Staff explained that the majority of the charges came from the sewer, which is also based on a commercial charge.

There was discussion regarding the cost of the anchors and buoys for the north lake. Staff explained that the money spent would be reimbursed through a grant from Western Riverside Council of Governments (WRCOG).

There was discussion regarding a payment made to Christopher McPeck and a charge on the U.S. Bank credit card for Veterans Day tree lighting, and student of the month. Staff explained that the charge was for the Christmas Tree lighting was about half of the total cost on the credit card and half the total cost to Christopher McPeck. Staff went on to explain that this year's cost was to purchase the tree, lights, and the cost of setting up. In future years, the tree lighting would cost between \$800 and \$1000 to set the tree up and take it down. Staff went on to state that the janitorial contract had been switched and the savings from that contract would almost cover the cost of purchasing the lights this fiscal year.

There was discussion regarding the new cleaning company that would be taking effect January, 2017. There was discussion regarding installing cameras inside City Hall.

There was additional discussion regarding the water bill from the fire station.

Larry Greene, Committee Member asked a question regarding whether or not the new cleaning company would also be cleaning the fire station. Aaron Palmer, City

Manager, stated the new cleaning contract was for maintenance of City Hall only, but he would speak with Public Works in regards to providing the necessary maintenance to the fire station.

**b. Credit Card Review**

There was no discussion.

**8. Investment Report**

Terry Shea, Accountant, provided a brief overview of the investment report.

There was discussion regarding a decrease in the market value from November 1, 2016 to November 30, 2016.

**9. Update Regarding Utility Users Tax Collected to Date**

There was no discussion.

**10. Fiscal Year 2015-2016 Audit Report**

There was discussion regarding the general fund. There was discussion regarding the City's net position in regards to infrastructure assets.

There was discussion regarding the new auditing standard that would have the auditors issue an opinion on internal controls.

**11. Staff Comments**

There were no Staff Comments.

**12. Committee Member Comments**

Larry Greene, Committee Chair, requested an update on the review of the Bureau of Land Management development, the amount of units that could be put in there, and the financial projections that could come out of that.

Aaron Palmer, City Manager, stated he would look into finding a firm that could provide that information; he added that he would bring it up to the Council in mid-year and possibly add it on the 2016-2017 fiscal year budget.

Jordan Ehrenkranz, Councilmember, asked a question regarding an issue the City was having with Synoptek in regards to their lack of responsive service, and wanted to know if there were any improvements.

Aaron Palmer, City Manager, stated he and Mike Borja, Administrative Services Manager were looking into possibly switching Information Technology providers (IT).


There was discussion regarding potential changes to the purchasing policy, and a survey for other solid waste franchises. Staff explained no changes were being made at this time.

There was discussion regarding a survey for solid waste franchises and possibly changing companies. Staff explained that in order to contract with a different company, the City would need to give the current company a 10 year notice.

**13. Adjournment**

The meeting was adjourned at 9:10 a.m.

Respectfully Submitted,

  
Ruby Manzano  
Office Specialist