

MINUTES
REGULAR MEETING OF THE CANYON LAKE
ADMINISTRATION AND FINANCE COMMITTEE
Tuesday, January 31, 2017

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

1. Call to Order

Chairman Greene called the meeting to order at 8:08 a.m.

2. Pledge of Allegiance

Committee Member, Randy Bonner, led the flag salute

3. Roll Call

Present: Committee Chairman Greene
 Committee Member Bonner

4. Public Comments

There were no public comments.

5. Accept Meeting Minutes

5.1 Meeting Minutes December 6, 2016

Neither committee member was present at the December 6, 2016 meeting, so both abstained from approving the minutes.

There was discussion and clarification that the minutes attached were for the January 3, 2017 meeting. The minutes for January 3, 2017 were accepted as presented.

6. Update By Charles Abbot Associates

Aaron Palmer, City Manager, provided a brief overview regarding the services that Charles Abbot provides for the City.

There was discussion regarding how the City ended up contracting with Charles Abbott for their services.

There was discussion regarding bids that were put out for the repair of the wrought iron fence. Additionally, there was discussion regarding the costs for replacing the wrought iron with other types of walls, and how they were cost prohibitive.

7. Review of February 1, 2017 Council Meeting Agenda – Recommendation to Council

a. Claims and Demands

There was discussion regarding a check that was paid to Charles Abbot and a check for Pacific Greenscape.

Aaron Palmer, City Manager, and Terry Shea, Accountant, provided an explanation for both items.

There was discussion regarding the landscaping maintenance for the fire station.

There was discussion regarding a check for Otis Elevator. Aaron Palmer, City Manager stated, that the elevator requires service maintenance twice a year.

There was discussion regarding a payment made for Toshiba and Xerox.

City Manager Palmer provided explanation for both items.

There was discussion regarding credit card payments.

At this point, representatives from Charles Abbott arrived and the Committee returned to discussing updates from the departments.

There was discussion regarding Building and Safety activity including, permits, plan checks and inspections. There was an update on the Property Owners Association (POA) dog park and the pickle ball courts. It was stated that the City had issued the permits for the dog park, and the POA had not moved forward with any other construction or changes.

There was discussion regarding the development of single family residences on vacant lots. There was an update on the conversion to a multi-family housing unit in the City.

There was discussion regarding permits issued for oversized loads passing through the City and encroachment permits.

b. Credit Card Review

There was no discussion.

8. November – December Financial Statements

Terry Shea, Accountant, provided a brief overview of the December financial statements.

There was discussion regarding mid-year budget and revenue projections.

9. Investment Report

There was discussion regarding the cost basis, and when/how the investment accounts were selected

10. Update Regarding Utility Users Tax Collected to Date

Terry Shea, Accountant, provided an overview of the Utility Users Tax graphs.

There was discussion regarding the Utility Users Tax for the month of February.

11. Staff Comments

Aaron Palmer, City Manager, stated that mid-year budget would be taken to council for approval at the March meeting.

There was discussion regarding having a budget workshop on May 10, 2017.

There was discussion regarding changing the annual fiscal year budget to a two year budget.

There discussion regarding a grant that was issued to the City from Western Riverside Council of Governments (WRCOG) to pay for the BLM study, the anchors for the north lake to show City boundaries, the City website, and additional testing equipment. Additionally, the monuments would be paid for through the grant.

There was discussion regarding Frontier billing and issues with the phone systems.

12. Committee Member Comments

There were no comments.

13. Adjournment

The meeting was adjourned at 8:48 a.m.

Respectfully Submitted,


Ruby Manzano
Office Specialist

Canyon Lake Admin and Finance Minutes
January 31, 2017