

MINUTES
SPECIAL MEETING OF THE CANYON LAKE
ADMINISTRATION, FINANCE AND PLANNING COMMITTEE
Tuesday, May 2, 2017

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

1. Call to Order

Chairman Greene called the meeting to order at 10:30 a.m.

2. Pledge of Allegiance

Administrative Services Manager, Mike Borja, led the flag salute

3. Roll Call

Present: Committee Chairman Greene
 Committee Member Bonner

Larry Green, Committee Chair asked everyone in attendance to introduce themselves.

4. Public Comments

There were no public comments.

5. Accept Meeting Minutes

5.1 Administration and Finance Committee Minutes – April 4, 2017

There was discussion regarding the change of Committee titles in the minutes from “Committee Chair, Randy Bonner” to “Committee Member, Randy Bonner.”

The minutes were accepted with proposed changes.

6. Update By Charles Abbott Associates

Building Counter Tech, Marcella Garza, discussed that Charles Abbott had taken in 2 plan checks, issued 54 permits and completed 94 inspections for the month of April.

There were updates regarding the Canyon Cowboy Restaurant that was currently in plan check, the POA had picked up their permits for the Pickle Ball Courts on 4/11/2017, and Charles Abbott had received 1 application for a new single family residence and grading. There was discussion that the POA did not have any outstanding permits.

Margaret Monson, Public Works Department, gave an update regarding the plant replacement along Railroad Canyon Road, along the sides as well as the median. She discussed plants that needed replacement and the cost for those replacements was estimated at \$19,700.50. It was also discussed that the Landscape Architect was looking into more cost effective alternatives for plants that were constantly hit by vehicles, and the total included new plants that would be place around the 2 monuments.

Margaret Monson discussed the Railroad Canyon Road Wrought Iron Fence repair project and that it was re-advertised April 25, 2017, and the Bid Opening was scheduled for May 18, 2017. There was further discussion regarding who had been contacted and how the bid was being advertised.

There was discussion regarding the portion of the wrought iron fence that would be repaired, if the persons that caused the damage were caught, how the Public Works Department would have the contractors separate costs for insurance purposes to charge the insurance of the people who hit the fence, and additional portions of the fencing repair would then be ran as an extension of the bid item and not a separate bid.

There was discussion regarding the style and color of fencing that would be used to replace damaged fencing.

There was discussion regarding the north side fencing and that eventually all fencing would be replaced to match the south side fencing.

The Fire station repairs budget had been approved by the Council previously and one of the items in that budget that staff took a hard look at was the columns in the front of the station.

Margaret Monson, Public Works, stated that the columns in the front of the station were rotted from the drainage not doing what it should; and the drainage was not included in the rough order of magnitude. It was discussed that the Public Works Department would be looking at items that could be repaired and not replaced, and how to move money around to not exceed the budget while still fixing the drainage issue.

There was discussion regarding what the mold inspection had revealed and the actions suggested to abate the mold. Mold abate was also not included in the cost estimate, but additional review of what could be maintained instead of replaced was being done to help cover those costs.

There was discussion regarding the current heating and air conditioning units at Fire Station 60, and it was recommended to not replace them yet.

There was discussion on an assessment done regarding the exhaust vent system for the fire engines, and City Manager Palmer would have a discussion with Chief Pemberton to have the venting systems brought back to Fire Station 60.

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There was a discussion regarding all the parts included in the missing venting system and if the City needed to provide the venting system it would be approximately \$45,000.00 – \$50,000.00 and would need to be brought back to Council.

There was discussion that the Fire Station was a POA owned building and the POA had mentioned an account they kept for capital improvements which included Fire Station 60.

There was a discussion regarding inventory taken when Fire Station 60 was closed.

There was discussion regarding items that would need to be repaired before the station could be staffed needed to take precedent over items that could be repaired after the station was opened.

There was discussion regarding maintenance on the roll up doors at Fire Station 60 and the need for a 24 hour service company.

There was discussion regarding a maintenance contract potentially needing to go out to bid.

There was discussion regarding manual doors and a contractor would let the City know if they could be repaired.

There was discussion regarding the need to receive a permit from the POA in regards to the painting and the roof for Station 60.

There was discussion regarding the sign that is somewhere; possibly taken to the county headquarters in Perris when they emptied the fire station.

There was discussion regarding what would need to be done to update Fire Station 60 to make it ADA compliant.

There was a discussion regarding potentially ordering dividers in the dorms for male and female occupancy at Fire Station 60.

City Manager Palmer stated he would verify staffing with Chief Pemberton and how to address the situation.

There was discussion that the shower separation for male and female was already in place but the rest would need to be looked into.

There was a discussion regarding the six bunks at the Station.

Margret Monson discussed the need to replace the water heater at Fire Station 60 and they recommended not to replace certain fixtures just because of esthetics and to only replace items that are not in working order.

There was discussion regarding the mold assessment and there would be more information once they opened up the wall.

There was discussion regarding the areas that were tested for mold, and there would need to be replacement of wallboard in some places and there was no sign of black mold.

Margret Monson discussed the tree pruning that was completed and scheduled an annual inspection of trees that may need to be pruned more frequently.

There was discussion regarding the bids for maintenance for Fire Station 60. It was discussed that jobs such as the weed abatement, pest control, tree trimming, and landscape architect had already been approved. The first formal bid that would be advertised would be for interior reconstruction including the mold and pavement.

There was discussion that Charles Abbott engineers were meeting with local vendors as for mattress replacement and Fire Station 60 rehabilitation was being worked on daily.

7. Review of May 3, 2017 Council Meeting Agenda – Recommendation to Council

a. Claims and Demands

Committee Member Bonner questioned check number 23010 regarding a 1 year renewal for accounting software.

There was discussion regarding check number 23014 for Charles Abbott and the work they had been doing.

There was discussion regarding attaching a spreadsheet to the agenda that would include Charles Abbott invoices, itemizing their work.

Committee Member Bonner questioned the difference on how the the general fund and the gas tax could be spent. It was explained that the general fund could be spent on anything and gas tax had to be spent on specific uses such as it relates to landscape and engineering for Railroad Canyon Road.

There was discussion regarding check number 23017 to the Canyon Lake Property Owners Association (POA) for buoy supply reimbursement, and that there were supplies that the POA had on hand that the City did not, to help anchor and set the buoys that make the boundary of the BLM land in the City limits. The equipment that the City had purchased was not the right equipment to set the anchors and the POA had the proper equipment.

There was discussion regarding the \$250.00 check to CTAI Pacific Greenscape for the Fire Station landscape maintenance, and what maintenance was being done.

There was discussion regarding maintenance done in the back yard of the Fire Station and water issues from tree debris in the drains.

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There was discussion that when the landscaping in the front of the fire station is to be worked on to make everything low maintenance landscaping.

There was discussion regarding that the water bill at the fire station had gone down.

There was discussion regarding check number 23024 in regards to Stormwater Maintenance and the vendor DownStream Services, inc. inspect the storm drains quarterly on Railroad Canyon Road.

There was discussion regarding City Planner, Jim Morrissey.

There was discussion regarding check number 23029 for interpreter services.

There was discussion regarding the SCFA debt services that was paid semi-annual.

There was discussion regarding who can order though the Staples account and check number 23042 and what office supplies were needed.

There was discussion regarding printing the claims and demands report in landscape format to accommodate more description for each item.

There was discussion regarding check numbers 23046 and 23050. This would be the last month there would be a check to XEROX and that as part of the Toshiba lease contract Toshiba had covered the cost of the past 8 months of the XEROX lease.

There was discussion regarding the iPad services and the City was waiting to get information from Verizon regarding what service the City paid for.

There was discussion regarding pest control at the fire station.

There was discussion regarding Chairman Greene's lost payroll check from 12/29/16.

There was discussion regarding check number 23067 for the quarterly charge to the County Executive Office for Animal Shelter Services. It was explained that one payment of \$30,654.00 was for debt service, and check 23067 was the quarterly charge.

It was explained that John Regus owns the Library and the conference/Special Enforcement room.

There was discussion regarding check number 23072 to Seabreeze Group Services, LLC and it was explained that was the annual cost for the City's two satellite phones.

b. Credit Card Review

There was discussion regarding the U S Bank Statement and if the bank statement could be included in the agenda packet.

8. March Financial Statements

There was discussion regarding the change in format.

Terry Shea, Accountant, provided a brief overview of the March Financial Statement.

There was a discussion regarding the Public Works Administration that was over budget.

There was discussion regarding if it would be cost efficient to have an in house employee versus contracting out for Public Works.

There was discussion regarding the amount of work that was neglected by the previous public works contract and the work the current Public Works department had to do and when the Public Works department caught up on neglected work cost should go down.

There was a discussion regarding a surface treatment to Railroad Canyon Road.

9. Investment Report

There was discussion that the change in market value and earnings were good.

10. Update Regarding Utility Users Tax Collected to Date

There was discussion regarding the schedule worksheets that were helpful.

11. Staff Comments

Aaron Palmer, City Manager, discussed being more proactive to keep Council in the know and would be bringing any changes in regards to the fire station to Council.

Mike Borja, Administrative Services Manager, discussed the lighting retrofit at the fire station and that the lighting would be covered through the energy partnership between Southern California Edison and Western Regional Energy Leader Partnership.

There was discussion regarding a credit from the water company for upgrading to high efficiency.

There was discussion regarding the use of Community Development Block Grants and other grants towards the fire station.

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There was discussion regarding an inventory done on Fire Station 60 and what would be brought back to the station and what would be done if some items were not replaced.

Chairman Greene discussed his experience with the engine exhaust system that is currently missing from Fire Station 60.

12. Committee Member Comments

There discussion regarding the folder with the checks and background information.

There was a discussion regarding keeping Chair and Member as is.

Chair Member Bonner asked that there not be any side conversations during the meeting.

It was discussed that the next Administration, Finance and Planning, and Public Safety Committee Meetings would be held May 30, 2017 at 8:00 am and 9:30 am.

13. Adjournment

The meeting was adjourned at 11:55 a.m.

Respectfully Submitted,


Stephanie Hunter
Office Specialist

