

MINUTES
SPECIAL MEETING OF THE CANYON LAKE
ADMINISTRATION, FINANCE AND PLANNING COMMITTEE
Tuesday, May 30, 2017

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

1. Call to Order

Chairman Greene called the meeting to order at 8:00 a.m.

2. Pledge of Allegiance

Committee Member 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 May 2, 2017 – Cancelled Minutes

5.2 May 2, 2017

The meeting minutes were accepted as presented.

6. Bid Approval for Wrought Iron Fence Project

Margaret Monson, Public Works, introduced the item and provided details on the bid process that had been done. She stated that staff had checked on the eligibility and references of the lowest bidder that was being recommended for contracting with. Margaret Monson went on to explain the budget provided for the project, and that additional phases to extend the project recommended due to the favorable bid amounts.

There was discussion regarding the contingency being 25% of the contract amount instead of the normal 15%. It was requested that there be specific verbiage in the contract that the 25% contingency would be for extending the work in the project and not just for the amount of fencing in the bid.

There was discussion about the specifications in the bid, specifically regarding powder coating of the fencing and not having just paint put on the fence due to rust issues.

Chairman Greene asked that the staff report reflect that staff makes recommendations and not that staff decided.

There was discussion regarding previous discussions between staff members about fencing materials and requirements. There had been discussion specifically about a sound wall, a fence that could hold a car on the roadway, and the current type of fencing which was for pedestrian safety and aesthetics.

Committee Member Bonner requested clarification on how the Charles Abbott contract worked, specifically there was concern that the City already contracted with Charles Abbott for services and there was an additional \$7,000 on the project costs for Charles Abbott to administer the project. Margaret Monson explained that the amount listed under the project was not additional to the current contract with Charles Abbott, but was just to break out and show the hours and cost that Charles Abbott would have dedicated to the project. There was discussion regarding how the amounts were shown on other RFP's. Margaret Monson stated that Charles Abbott was not double billing, but was just showing the hours specifically identified for that particular project instead of the hours just being lumped into the normally billing.

There was additional discussion regarding how budgeting for Charles Abbott's services and RFP contingencies worked.

7. Bid Information for Fire Station 60

Margaret Monson, Public Works, provided the background and details for the projects. She went on to explain the contingency for the project and the reasons for the contingency. She specifically stated that the contingency would allow for the selected contractor to repair any additional drywall needed in the work area for the project in the event that additional damage was there.

Chairman Greene asked about the timeline for the repairs. Margaret Monson stated that the contract had been signed the prior Wednesday and the dates had not been discussed yet. She expected that the project would be started the week of the meeting.

There was discussion regarding maintenance on the roll up doors.

There was discussion regarding the extent of the project as known at that point, and the potential for additional needs to repair the mold that had been found.

There was discussion regarding the desire to open the fire station by July 1st and the issues with having the work completed by that time. There was additional discussion regarding the process for the additional bids that needed to be done, which could be done under staff's authority without having to come to a City Council meeting.

There was discussion regarding the process to receive bids and research contractors before staff would contract with them for the projects that did not have to go to the City Council.

There was discussion regarding the ceiling on the financial amount that the City Manager had authorization to contract for without City Council approval. City Manager Palmer clarified that the Municipal Code allowed the City Manager to contract up to \$30,000 without the City Council's approval. There was clarification that the \$30,000 was for any one contract, and not a total amount across multiple contracts according to the Municipal Code. City Manager Palmer went on to say that the contracts were being brought to the City Council for increased transparency and that he had personally set \$5,000 as the limit of a contract that he was willing to sign without the City Council being involved although the Municipal Code allowed to more.

There was discussion regarding the other contracts that were signed and ready for the Fire Station, and the process of getting all of the necessary work done.

There was discussion regarding the ADA Retrofit contract and bid. There was discussion regarding the difference in bid amounts and why there was such a large gap between the highest and lowest bidders. Margaret Monson stated that local contractors were invited to bid, but many did not bid on the job. It was estimated that the smaller, local, contractors were not interested in bidding due to the extra requirements for government contracts that cost the contractors money each year to maintain. There was discussion regarding change orders in general.

8. Update By Charles Abbott Associates

Marcella Garza, Building and Safety, provided an update on the statistics and activities of the Building and Safety Department.

There was discussion regarding the report that was provided with the agenda packet and the timing of the Committee Members review.

There was discussion about the opening of the Canyon Cowboy restaurant. Staff would get back to the Committee with the projected opening date.

There was confirmation that there were no outstanding permits for the POA.

Margaret Monson, Public Works, introduced Charles Abbott's Landscape Architect, Steve Franken, who provided an update on the landscape maintenance contract and landscape plant replacements.

There was discussion regarding the amount and types of plants that were planned to go in as a replacement for dead, dying, or missing plant material.

There was discussion regarding why there were so many plants missing or dead, and what was done to prevent the issue in the future. There was discussion regarding the settlement

that had been received from the previous landscape maintenance company that had allowed the irrigation system to go fallow.

There was discussion regarding the landscape maintenance contract coming back up for bid soon.

Margaret Monson, Public Works, outlined the additional bids awarded for the fire station repairs. She also went over the upcoming bid for evaluation of the speed feedback signs on Railroad Canyon Road.

There was discussion regarding why the evaluation was being done and why Charles Abbott was doing the evaluation. Margaret Monson explained that there were too many other, more important, projects happening to focus on the speed feedback signs at that time. The subject was for Committee review at the meeting, but would not be brought back for action until sometime in the future.

There was discussion regarding the various departments' involvement in speed feedback signs, traffic engineering, and setting speed limits. Additionally there was discussion regarding the current speed limit and the impacts of increasing the speed limit.

Administrative Services Manager Mike Borja explained the reason staff had submitted for a grant to replace the broken speed feedback signs and had received funding. The receipt of funding to replace the signs brought on additional proposals to change the location and type of signs to improve their effectiveness.

Committee Member Bonner expressed his unhappiness that a decision to move forward with changing the signs or doing a traffic study without input from the Council.

There was clarification that the actual speed limit was not going to be amended at all, the only change proposed was fixing and replacing the broken signs.

There was discussion regarding accidents with golf carts on Railroad Canyon Road and the speed limit issues.

There was discussion regarding having the City Council review the issue and provide direction to staff about whether or not the City should move forward with replacing the speed limit and feedback signs.

Council Member Haggerty suggested that the item not be brought to the City Council, and that the Committee make a policy decision at the Committee level.

There was discussion regarding the proposed changes to the location and size of speed limit and speed feedback signs.

9. Review of June 1, 2017 Adjourned Council Meeting Agenda – Recommendations to Council

Committee Member Bonner stated that there was going to be a time issue with the length of the meeting because the Claims and Demands hadn't been reviewed yet and the budget was still on the agenda to be reviewed as well.

City Manager Palmer stated that the Claims and Demands, and Credit Card Review, were the same as the Committee's last meeting because they had not been brought to the Council yet.

Chairman Greene stated that the reason his reimbursement was on the Claims and Demands for this meeting was because he submitted prior to the Council putting a hold on them.

a. Claims and Demands

This item was not addressed.

b. Credit Card Review

This item was not addressed.

10. March Financial Statements

This item was not addressed.

11. Investment Report

This item was not addressed.

12. Update Regarding Utility Users Tax Collected to Date

This item was not addressed.

13. Vehicle Use Policy

This item was not addressed.

14. Review of proposed Fiscal Year 2017/18 Budget

City Manager Palmer stated that staff had gone over the budget individually with each Council Member.

Accountant Terry Shea stated that the budget included in the agenda packet was the previous version. He provided printed copies of the amended budget and reviewed the changes. He stated that \$1,000 had been removed from the City Council budget for the lobbyist, \$4,000 had been added to the City Clerk budget for consulting time in case staff

needed to contact Ariel Hall for any reason, and Special Enforcement had the cost to purchase a new vehicle updated.

Committee Member Bonner inquired about taking the City Council budget for contributions to the Chamber of Commerce to \$2,000 instead of the listed \$4,000 in the budget.

There was discussion that staff had left the amount in the budget but was going to give that recommendation to the entire City Council for the issue to be discussed.

There was discussion regarding the change to the vehicle cost for Code Enforcement. Staff explained that previously only the City's portion of the vehicle was in the budget, and now the entire cost, including what would be reimbursed to the City by a grant, was in the budget.

There was discussion regarding budgeting for an exhaust system for the fire station, including a resource for funding that was available to the City.

There was discussion regarding starting to replace vehicle with AQMD grant funding.

There was discussion regarding the projected deficit in the budget. Staff stated that if the fee study, exhaust system for fire station, and the new vehicle were either removed or covered by grant funding in the budget, there would actually be a surplus.

There was discussion regarding the recent crash of the City server and the issues with the computer set-up and the needed improvements.

15. Staff Comments

There were no staff comments.

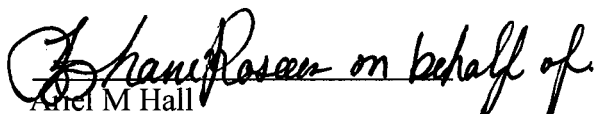
16. Committee Member Comments

There were no Committee Member comments.

17. Adjournment

The meeting was adjourned at 9:28 a.m.

Respectfully Submitted,


Ariel M Hall
City Clerk