

**MINUTES**  
**MEETING OF THE CANYON LAKE**  
**ADMINISTRATION, FINANCE AND PLANNING COMMITTEE**  
**Tuesday, August 1, 2017**  
**8:00 a.m.**

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

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**1. Call to Order**

Chairman Greene called the meeting to order at 7:58 a.m.

**2. Pledge of Allegiance**

Terry Shea, Accountant, led the flag salute.

**3. Roll Call**

Present:       Committee Chairman Greene  
                  Committee Member Bonner

**4. Public Comments**

There were no public comments.

**5. Update by Charles Abbott Associates**

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

There was discussion that any shade structure that was more than 120 square feet required a building permit.

There was discussion regarding the time line to receive a permit.

Marcella continued the update for the Building and Safety Department.

There was discussion regarding both shade structures were near the Dog Park.

There was discussion regarding the opening for the Pickle Ball Courts.

Kenneth Baily, Public Works Department, provided an update for the Public Works Department and Projects.

There was discussion regarding the Wrought Iron Fence completion date.

Kenneth continued the update on the Public Works Projects.

There was discussion regarding the future projects on the fire station.

There was discussion regarding the need to repair the roof and sidewalks at the fire station.

There was discussion regarding the Landscape Replacement item being on hold until the water pump situation was researched.

**6. Landscape Bid**

Kenneth Baily, Public Works Department, discussed the bid results for the Landscape Bid and it would be brought to Council to award the contract to CTAI Pacific Greenscape.

There was discussion that there had not been complaints against CTAI Pacific Greenscape, the current landscape company and the only bid that was submitted to the City.

There was discussion regarding why there was only one bid submitted.

**7. Fee Study Bid**

Terry Shea, Accountant, discussed the bid results for the Fee Study Bid and it would be brought to Council to award the contract to NBS.

There was discussion that staff would assist in choosing what surrounding agencies and jurisdictions would be used to compare fees to.

There was discussion regarding the importance of the fee study.

There was discussion for the committee to send an email to staff for their recommendations on other cities for the fee study.

**8. Review of August 2, 2017 Council Meeting Agenda – Recommendations to Council**

**a. Claims and Demands**

There was discussion regarding the multiple copies of claims and demands in the Council agenda and the Administration, Finance and Planning Agenda.

There was discussion regarding the order of checks listed on the claims and demands.

There was discussion regarding check no. 23264 was the total from the previous page, and there was discussion that Technical Training for Clerks was a four day class.

Regular Meeting of the Canyon Lake Admin, Finance, and Planning Minutes  
August 1, 2017

There was discussion regarding the Deputy City Clerk, Stephanie, and that staff anticipates her return to work after her leave of absence.

There was discussion regarding the option to have an agreement with a staff member if the City invests in training.

There was discussion regarding check no. 23271 regarding Riverside County Sheriff's costs.

There was discussion regarding cost recovery on the blood screening fees from Riverside County Sheriffs.

There was discussion regarding check no. 23232 and 23233 for the rent for the Library and Conference Room.

There was discussion regarding the county and City lease for the Library room.

There was discussion regarding Aflac Insurance for the employees.

There was discussion regarding check no. 23236 to Riverside County Sheriff in the amount of \$9,693.00.

There was discussion regarding check no. 23234 the quarterly fee to the County Executive Office for Animal Shelter Services from July through September 2017.

There was discussion regarding check no. 23228 to Public Entity Risk Management Authority.

There was discussion regarding check no. 23219 to Charles Abbott Associates, Inc. in regards to Gas Tax and Planning for June 2017.

There was discussion regarding staff would be producing a six month trend line for fees related to attorney services and Charles Abbott Associates, Inc.

There was discussion regarding bids on large contracts for the City.

There was discussion regarding the City Attorney contract.

There was discussion regarding communications cost from Riverside County Sheriff.

There was discussion regarding the valve replacement costs along Railroad Canyon Road from CTAI Pacific Greenscape.

There was discussion regarding check no. 23194 for a payment error for a business license.

There was discussion regarding payments to Animal Friends of the Valleys.

**b. Credit Card Review**

There was no discussion.

**9. Investment Report**

There was no discussion.

**10. ~~Update regarding Utility Users Tax Collected to date.~~**

There was no discussion.

**11. City Hall Hours**

City Manager Palmer introduced the item.

There was discussion regarding if there had been any complaints regarding current City Hall hours.

There was discussion regarding staff overtime.

There was discussion regarding schedules of other cities and complaints that were heard in the past were for past Building and Safety Department hours and the ability to get ahold of a deputy.

**12. Discussion regarding smoking restrictions**

City Manager Palmer introduce the item.

There was discussion regarding the Property Owners Association (POA) regulations in parks.

There was discussion regarding encouraging health and safety issues.

There was discussion regarding following State Code or adopting a non-smoking ordinance.

There was further discussion regarding the POA regulations on smoking in community parks.

There was discussion regarding the letters that were sent out by code enforcement regarding smoking.

There was discussion regarding the need for Council Members to be informed on documents sent to citizens and business owners.

**13. City Council Reimbursement Policy**

City Manager Palmer introduced the item.

There was discussion regarding the option to split pending reimbursements and payout for travel reimbursements while continuing to hold off on paying out phone and internet reimbursements.

There was discussion regarding the need to finalize the reimbursement policy.

There was discussion regarding options for the reimbursement policy.

There was discussion regarding the use of a City cell phone.

There was discussion regarding the option to not use a City owned phone or take a reimbursement.

There was discussion regarding continuing the conversation at the City Council Meeting.

**14. Staff Comments**

There was discussion regarding the fee study on the City Council Agenda.


**15. Committee Member Comments**

There were no Committee Member comments.

**16. Adjournment**

The meeting was adjourned at 9:22 a.m.

Respectfully Submitted,

  
Stephanie Roseen  
Deputy City Clerk

