

MINUTES
MEETING OF THE CANYON LAKE
ADMINISTRATION, FINANCE AND PLANNING COMMITTEE
Tuesday, September 5, 2017
8:00 a.m.

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

1. Call to Order

Committee Member Bonner called the meeting to order at 8:00 a.m.

2. Pledge of Allegiance

City Manager Palmer led the flag salute.

3. Roll Call

Present: Acting Committee Chair Bonner
 Acting Committee Member Ehrenkranz

Absent: Committee Chair Greene

4. Public Comments

There were no public comments.

5. Accept Meeting Minutes

5.1 July 20, 2017

There was discussion regarding updates of items in the minutes.

There was discussion regarding street sweeping along Railroad Canyon Road.

There was discussion regarding an update on the water pump that delivers water to the landscape areas along Railroad Canyon Road.

There was discussion regarding an update on dock electrical.

6. 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 regarding the Property Owners Association (POA) shade structures at the dog park.

Marcella continued to provide an update for Building and Safety.

There was discussion regarding permits for new construction.

Margaret Monson, Public Works, gave an update regarding engineering, plan checks and public works projects.

There was discussion regarding ADA (Americans with disability) handicap parking spots at Station 60.

Margaret Monson, Public Works, continued the update on public works projects.

There was discussion regarding the number of bid invitations that were sent out, the number of bids received and the number of companies who attended the job walk.

Margaret Monson, Public Works, continued the update on public works projects.

There was discussion regarding the total for all repairs for Station 60 and the City was still within the budgeted \$110,000.00.

Margaret Monson, Public Works, continued the update on public works projects.

There was discussion regarding the lane closure times for the fence repair along Railroad Canyon Road.

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

a. Claims and Demands

There was discussion regarding check no. 23281 for repairs to the City owned patrol boat.

There was discussion regarding check no. 23291 for a plot plan refund.

There was discussion regarding payment to Masterline Plumbing for Fire Station 60 repairs and the total was within the budgeted amount.

There was discussion regarding check no. 23302 to Synoptek regarding the UPS (uninterrupted power supply) installation project.

There was discussion regarding check no. 23753 for boulder removal from Railroad Canyon Road due to a vehicle accident.

There was discussion regarding Special Permit Fee refund to Canyon Lake Family Matters Club.

There was discussion regarding payment to Charles Abbott Associates, Inc.

There was discussion regarding check no. 23774, payment to Southern California Edison in regards to the pump station.

There was discussion regarding check no. 23776 for supplies for Fire Station 60.

There was discussion regarding the cost for the breakroom furniture.

There was discussion regarding new keys for the cleaning company.

There was discussion regarding reimbursements for Council Members.

There was discussion regarding the League of California Cities (LOCC) Conference attendance and the possibility of a rental car.

b. Credit Card Review

There was discussion regarding the refunds for Council Member Ehrenkranz for the LOCC Conference.

8. Investment Report

There was discussion regarding the use of Citizens Business Bank.

9. Update regarding Utility Users Tax Collected to date.

There was discussion regarding possibly creating a summary report.

10. Update Regarding City Hall hours and staff overtime

City Manager Palmer introduced the item.

There was discussion regarding the increase to the City were to move to a five day work week.

There was discussion that the Building and Safety Department would still be closed if City Hall went to a five day work week.

It was discussed that there had not been many complaints heard regarding City Hall hours.

11. Staff Comments

There were no staff comments.

12. Committee Member Comments

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There were no Committee Member comments.

13. Adjournment

The meeting was adjourned at 9:25 a.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Stephanie Roseen", written over a horizontal line.

Stephanie Roseen
Deputy City Clerk