

MINUTES
MEETING OF THE CANYON LAKE
FINANCE AND PLANNING COMMITTEE
Tuesday, March 6, 2018
8:00 a.m.

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

1. Call to Order

Committee Chair 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 Chair Greene
 Committee Member Bonner

4. Public Comments

There were no public comments.

Committee Member Bonner discussed the staff report that was forwarded to the City Council regarding the Sorrel Lane variance. He noted that the staff report for City Council asked for the variance to be delayed and further discussed. He stated that he wanted to the Planning Committee to discuss it further.

It was discussed that the Planning Committee had recommended the Variance be approved, but the City Attorney added additional information about previous violations of the applicant, and that was why there was a requested delay.

There was discussion regarding whether the Variance only dealt with the current issue or if the history of the applicant should be considered.

There was discussion regarding why the City Attorney had been allowed to change the content of the report and recommendation without consulting the Planning Committee. The issue would be discussed further after the other business items on the agenda.

5. Accept Meeting Minutes

5.1 February 6, 2018

Committee Member Bonner asked for some clarification on the discussion listed in the minutes about the Senior Office Specialist's salary being covered by the retirement of a

Code Enforcement Officer. There was confusion because two other Code Enforcement Officers had also been hired. Staff explained that the two new officers had replaced Ivan Henery when he retired, and the budget remained the same. The salary savings from Jean Voshall retiring covered the new Senior Office Specialist.

It was noted that the minutes recorded the discussion about tow bills from the Sheriff's Department, and that the issue was also present on the current agenda.

The minutes were accepted as presented.

6. Update by Charles Abbott Associates

12. Review of Council recommendation to Award Contract for Slurry Seal FY 2017-2018 Project No. 2017-01 to All American Asphalt of Corona, CA for \$263,214.60; with a total construction budget for the project of \$350,686.29 including the bid amount, contingency, and engineering, design, construction contract administration, and inspection by Charles Abbott Associates, Inc.

It was suggested that Item 12 be addressed in combination with Item 6.

Marcella Garcia, Building and Safety Department, provided the statistics from the Building Department. She provided an update that the permit for the Canyon Cowboy Restaurant was finalized. She stated that the POA had not called for final inspection of the Main Gate water features because they were waiting on a sign permit.

There was discussion regarding the billing from the Building Department for January permits.

There was discussion regarding the number of homes under construction or in plan check.

There was discussion regarding the Railroad Canyon Wrought Iron project and waiting on funding. It was suggested that it could be brought up during the Mid-Year Budget discussions at the City Council Meeting. The estimated cost and potential funding was discussed.

There was discussion regarding the estimated cost for project management related to the Slurry Seal project. The total cost for the project management to date was discussed.

There was discussion that the Charles Abbott staff was waiting for direction on whether time should be spent on the second phase of the Wrought Iron Fencing project.

Committee Member Bonner thanked staff for completing the speed sign project and inquired what it meant when the update stated that the Administrative Services Manager had assumed the responsibility for retrieving data. It was stated that the signs kept data on the speeds read by the sign and staff would be using the data.

It was stated that staff would add the information to the Public Safety Committee meeting.

Committee Chair Greene asked if this would force the City to do a traffic study. The question should be asked to the Sheriff's Department at the next meeting. There was discussion regarding whether or not the speed limit was enforceable and the speed study requirements for enforcement.

There was discussion regarding the County providing traffic signal maintenance. A different provider would be maintaining the radar signs.

There was discussion that the guard rail powder coating had been put on hold due to the cost and appearance that there really would not be many people who would benefit from it.

Staff described the pavement management system, and stated that the program could also be put on hold if desired. The project would be put on hold until the future if it became necessary.

There was discussion regarding what items should be included and addressed in the report.

There was discussion regarding the amount of time from start of construction until completion of the slurry seal project. There was discussion regarding the penalty if the timeline was not met. There was discussion regarding the 10% contingency on every Public Works Project.

It was requested that the total amount of the contingency used be brought to the City Council when the notice of completion for each project.

7. Review of February 7, 2018 Council Meeting Agenda – Recommendations to Council

a. Claims and Demands

City Manager Palmer stated that checks 24090 and 24111 were both for Council Member Bonner, and were for the same amount, and that it was not a double payment. It was noted that check 24090 was voided in the office and could not be cashed, but the checks had to be approved before it was voided in the system. The issue would be noted at the City Council meeting to provide clarification for the public.

There was discussion about check 24092 for Charles Abbott. The amount had been audited to ensure that the City was not overbilled. There was discussion regarding the smaller things in the Charles Abbott budget added up and how it needed to be looked at to ensure that the budget wasn't too out of whack.

Checks 20094 and 20096 for mileage reimbursement was discussed. It was stated that staff mileage was calculated from City Hall. It was stated that the amounts should have been the same amount because they went to the same place, and staff would now be taking a City vehicle instead.

The payment for installing flood lights at the Fire Station was discussed. The project had been completed except the lighting.

There was a question on when the User Fee study would be brought to the Committee and Council. Staff stated that it was almost complete. It was stated the study was being pushed for approval to be in place by July 1, 2018. There would be a workshop and public hearing for the approval.

There was discussion regarding the documentation for the amount paid to Charles Abbott for permits issued.

There was discussion on the cost of replacing the purple irrigation pipe in the landscaping.

There was discussion regarding the Friday Flyer withholding billing and then all of a sudden sending invoices all at once. There was discussion regarding why the Press Enterprise was not used for public notices.

There was discussion regarding the refund for the Plot Plan application. Plot Plans are on a deposit basis, and when hours were spent on the project it as deducted from the deposit and any left-over funds were refunded at the end.

Check 24131 was reviewed. It was stated that funding had been received from CalRecycle in Fiscal Year 14/15 but it did not appear that it had been spent and the City had not submitted the required report to the State so the funding had to be returned.

b. Credit Card Review

Chairman Greene inquired about the transactions that were exactly the same for Fire Station Recliners. Administrative Services Manager Borja explained that each charge was for two recliners, and the City purchased a total of four recliners.

Chairman Greene requested information on how sick and vacation leave was accrued for employees and what was shown on the payroll info sheets. There was discussion regarding when employee evaluations would be done.

8. Investment Report

There was discussion regarding the changes in the market and the effect on the City's investments. There was discussion regarding changing the investment types and having the discussion during the budget with the full Council.

9. Expense Report Review

There was no discussion regarding the Expense Reports.

10. January 2018 Financial Statement

There was no discussion regarding the financial statement.

11. Mid-Year Budget Review

Accountant Shea reviewed the changes made since the previous meeting.

There was discussion regarding whether there was a budget surplus or a deficit, clarification would be given during staff presentation at the Council meeting.

There was discussion regarding having an auditor look at the costs for Charles Abbott.

13. Staff Comments

There were no additional staff member comments.

14. Committee Member Comments

There were no additional Committee Member comments.

15. Adjournment

The meeting was adjourned at 09:21 a.m.

Respectfully Submitted,

Ariel Hall
City Clerk's Department