

MINUTES
MEETING OF THE CANYON LAKE
FINANCE AND PLANNING COMMITTEE
Tuesday, April 3, 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.

5. Accept Meeting Minutes

5.1 March 6, 2018

Committee Member Bonner asked for some clarification on the discussion listed in the minutes about the Canyon Cowboy Restaurant being finalized. Staff clarified that the restaurant was finalized, but their monument sign was still outstanding.

He inquired about the status of the POA's permits for the main gate water features as mentioned in the minutes.

Staff was directed to clarify that the Canyon Cowboy Restaurant Building Permit was finalized, and not the Canyon Cowboy sign permit, in the minutes.

The minutes were accepted with the clarification.

6. Update by Charles Abbott Associates

Marcella Garcia, Building and Safety Department, provided the statistics from the Building Department. She provided an update on the status of the Canyon Cowboy monument sign. She went on to provide an update on the Main Gate Water Feature and the POA applying

for a monument sign permit. She announced that three applications for new single family residences were received.

Ms. Garcia continued to state that Engineering had received 5 plan checks from Building and Safety for grading. It was clarified that the grading was for preparing for new construction.

There was discussion and clarification about when a grading plan is required to be submitted.

Margaret Monson provided an update on Public Works. She stated that the Engineer had reviewed the traffic control plan for the Slurry Seal Project and that had been approved. She went on to discuss the Annual Measure A Capital Improvement Plan that the Engineer submitted.

She went on to discuss the planning meetings that had occurred regarding the Slurry Seal project with the contractor selected. There was discussion regarding the standards placed in the Request for Proposal document and the asphalt batch documents received by the City. There was additional discussion on when the project was going to start, what the anticipated completion date was, and what traffic control and notices would be put up.

The timing of the Wrought Iron Fencing project was discussed.

The payment methods for the Slurry Seal was discussed, as well as when the City would have a solid idea of what the total cost would be.

Committee Member Bonner stated that no increases or decisions for changes to the project should be made unless the City Manager was onboard and aware, and the City Manager would bring the changes to the Committee if he was unsure of the course of action. There was discussion regarding the budget for project management and how that type of budget would be on each project that would require staff time.

Staff discussed the timeline for submitting the new SB1 Gas Tax budget items.

There was discussion regarding the sidewalk and dirt areas on Goetz Road. Staff displayed the City Limit, and the areas in question were in the City of Menifee. There was discussion regarding what was going on in the landscape areas along Goetz Road.

There was discussion regarding the city limits of Canyon Lake and Menifee, and traffic signals on Goetz belonging to Menifee, but Canyon Lake had been getting the electric bills for them. There was discussion regarding the speed limit signs in both cities.

There was discussion regarding the video of an accident that had occurred on Railroad Canyon.

7. Review of April 4, 2018 Council Meeting Agenda – Recommendations to Council

a. Claims and Demands

City Manager Palmer stated that check number 24165 was one of two debt service payments for the Animal Shelter. He went on to explain the animal control costs, the monthly shelter services costs, and the debt service for building the shelter.

There was discussion regarding how far behind Animal Friends was in billing the City for services.

There was discussion regarding what project the grant writing services was for.

The Control Pump maintenance services for the landscape irrigation pumps was reviewed.

The landscaping costs for Railroad Canyon and the Fire Station were reviewed, including when the contract was up and what had occurred during the RFP for services.

Chairman Greene discussed his expense report costs for his trip to Sacramento and the mix up with the City credit card not going through for the hotel.

Committee Member Greene stated that he would not be attending the WRCOG event in June. He would send the City Manager an email to remind staff to sign him up for it. There was discussion regarding Annual Conference in Long Beach in September or October and getting everyone signed up for that.

The checks to Charles Abbott were reviewed based on the departments and projects.

The City Attorney costs were reviewed.

The costs for promotional materials at the League of California Cities meeting hosted at the Country Club was reviewed, and everyone thought the event went really well.

b. Credit Card Review

Administrative Services Manager Borja explained that the Staples account may be high in the upcoming month because materials for the Emergency Operations had been ordered through the account. The purchases would be reimbursed through a grant.

There was discussion regarding the cost of purchasing rubber floor mats for the Jeep that would be used in the BLM land.

It was announced that a new flag had been purchased for the Veteran's Center in the Canyon Lake Shopping Center.

8. Investment Report

There was discussion regarding the changes in the market and the effect on the City's investments. The investment account had decreased by \$9,000.

Discussion returned to Item 6.

Chairman Greene inquired about the status of the audit of Charles Abbott's charges, to ensure that the City was not being overcharged.

Staff stated that they had contacted auditors and many were not interested, but one proposal had been provided.

It was suggested that the issue be brought to the City Council as a closed session item to approve the audit costs to look into the charges by Charles Abbott. There was discussion regarding the charges that had been adding up and appeared excessive.

There was discussion regarding repairing and painting portions of the wrought iron fence instead of completely replacing it.

There was discussion regarding keeping an eye on charges from City contractors in general. There was discussion regarding what an audit would provide.

An information item would be brought to the City Council to see if they would like to pursue an audit on the processes and billings.

9. Expense Report Review

There was no additional discussion regarding the Expense Reports.

10. February 2018 Financial Statement

There was no discussion regarding the financial statement.

11. Review of City Council Report – Authorization for Grant Writing Service Agreement with California Consulting for FEMA's 2018 Staffing for Adequate Fire and Emergency Response Grant (SAFER)

Administrative Services Manager Borja discussed the purpose of the SAFER grant application being for additional staff at the Fire Station.

There was discussion regarding the costs for the additional person on the engine at the Station.

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The grant was to help cover the \$2.64 million in funding needed to add the third person on the engine at the Station for three years.

There was discussion regarding the cost of services and how staff negotiated a lower cost for this contract. It was also stated that once the grant was submitted, Congressman Calvert would track the grant to help push the grant for award.

There was discussion regarding looking for interns and others who could write grants for the City.

There was discussion regarding landscaping projects coming up along Railroad Canyon Road. There was discussion regarding requesting a landscape plan from the Landscape Contractor instead of having Charles Abbott take on that duty. The type of landscaping was discussed.

12. Staff Comments

There were no additional staff member comments.

13. Committee Member Comments

There were no additional Committee Member comments.

14. Adjournment

The meeting was adjourned at 9:20 a.m.

Respectfully Submitted,


Afel Hall
City Clerk's Department

