

**MINUTES**  
**REGULAR MEETING OF THE CANYON LAKE**  
**ADMINISTRATION AND FINANCE COMMITTEE**  
**Tuesday, June 1, 2016**

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

**1. Call to Order**

The meeting was called to order at 8:00 a.m.

**2. Pledge of Allegiance**

Committee Member Brown led the flag salute.

**3. Roll Call**

Present: Chairman Zaitz and Committee Member Brown were present.

**4. Public Comments**

There were no public comments.

**5. Update By Charles Abbot Associates**

Tim Brown, Committee Member, inquired if there was a completion date on the Property Owners' Association's (POA) entryway project.

Margaret Monson, Engineer, stated there was no completion date.

Tim Brown, Committee Member, inquired on the status of the POA's dog park.

Jim Barrett, Building Official, responded that permits had been issued, but construction had not started and no call for inspections have been made.

There was discussion regarding traffic control during construction of the main gate, specifically on who regulates it and what the standard procedures are. City Engineer, Margaret Monson, stated that engineering maintains traffic control, but her level of responsibility is limited to the crosswalks and has no authority to monitor or regulate any traffic pertaining to private property. She added that there was a construction management fund that provided an inspector who was supposed to monitor traffic on private property.

Tim Brown, Committee Member, spoke regarding past plot plans that were submitted to the County of Riverside for Canyon Lake that included the widths of the roads. He stated

that as the successor agency to the County who approved road widths and basic structures within the City, the City of Canyon Lake should be made aware of any basic structure changes. He added that although the POA is responsible on the maintenance of the roads, they are essentially changing the POA tract plan and that falls under the City's jurisdiction.

Tim Brown, Committee Member, had a question regarding the business license renewal procedure and the business license policies for contractors.

Aaron Palmer, City Manager, stated there is a system that tracks renewals and he will verify with staff on that procedure. He added that it is standard policy for contractors to obtain a city business license and he will verify that the policy states it.

**6. Accept Meeting Minutes**

**6.1 Meeting Minutes May 3, 2016**

The Minutes were accepted as presented.

**7. Review of May 4, 2016 City Council Meeting Agenda – Recommendation to Council**

**a. Claims and Demands**

There were questions regarding a check written for CTAI Pacific, fees from Data Ticket, costs for fire station generator, stormwater maintenance, to CR&R pass through fees, costs for trauma intervention program, MMASC Membership, Hinderliter, De Llamas & Associates, Special District Risk Management Authority.

Terry Shea, City Accountant, and City Manager, Aaron Palmer, provided the answers to each question and more information would be provided regarding data ticket and stormwater fees.

There was concern regarding a check written in an excessive amount to CR&R.

Terry Shea, City Accountant, stated he will obtain more information regarding CR&R fees to provide to the Committee.

**b. Credit Card Review**

Tim Brown, Committee Member, had a question regarding an amount paid to Panera Bread Restaurant.

John Zaitz, Committee Chairman, stated it was food ordered for the Transportation Now Management meeting.

**8. March and April Financial Statements**

Tim Brown, Committee Member, had a question regarding expenditures of Public Works Administration, and Police.

Terry Shea, City Accountant, and Aaron Palmer, City Manager, provided answers to each question and there was no further follow-up needed.

**9. Investment Report**

There was no discussion.

**10. Update Regarding Utility Users Tax Collected to Date**

John Zaitz, Chairman, expressed concerned regarding penalty water usage and the UUT being collected on penalty fees. He added that until the rates were reduced everything should be done as restricted usage.

**11. Review of Proposed Fiscal Year 2016/17 Budget, Appropriations Limit, Salary and Wage Schedule, and Cafeteria Benefit Policy**

There was discussion regarding increasing NPDES expenditures.

Aaron Palmer, City Manager, and Terry Shea, City Accountant, stated that all NPDES costs are associated with the County permit and the new contract with Charles Abbot, who attends NPDES meetings and oversee stormwater maintenance.

Tim Brown, Committee Member, made a recommendation to have City staff attend NPDES meetings as it had been done in the past to decrease Charles Abbot's involvement and costs.

There was discussion regarding the County Fire Department's new proposed cooperative agreement and budget increase.

Terry Shea, City Accountant, stated it was only a proposed amount that was not yet finalized or approved. He added that in 2015 there was a deficit budget as opposed to the current year.

There was discussion regarding budget increase in fire structure, UUT, and employee benefits.

John Zaitz, Chairman, and Tim Brown, Committee Member, both agreed that the increases were unjustifiable and needed further discussion.

There was discussion regarding the proposed budget for the City Clerk.

Aaron Palmer, City Manager, stated he has a potential candidate to fill in the Administrative Manager position and the City Clerk position can still be maintained as a part-time position.

John Zaitz, Chairman, requested that a five year projection plan be conducted at some point.

Tim Brown, Committee Member, requested that the proposed budget for employee benefits decrease from the original amount proposed to a reasonable amount.

**12. Committee Member Comments**

John Zaitz, Chairman, requested that the check written to CR&R be pulled and be discussed in the next Council meeting.

Tim Brown, Committee Member, expressed concerned on the City website not working and the money being spent to fix it.

Aaron Palmer, City Manager, stated that no money has been spent on fixing the City website.

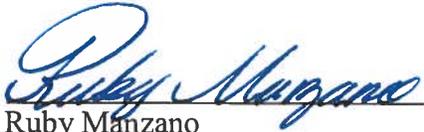
**13. Staff Comments**

There were no staff comments.

**14. Adjournment**

The meeting was adjourned at 10:20 a.m.

Respectfully Submitted,



Ruby Manzano  
Senior Office Specialist