

**MINUTES**  
**REGULAR MEETING OF THE CANYON LAKE**  
**ADMINISTRATION AND FINANCE COMMITTEE**  
**Tuesday, July 5, 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**

John Zaitz, Chairman, 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**

There was discussion regarding a wall repair near Canyon Lake Community, storm drain repair near Longhorn and Strawberry Lane, the main gate project's encroachment permit, additional services from Pacific Greenscape Maintenance (CTAI) for the fire station, and resolved complaints from resident calls.

There was discussion regarding engineering putting out bids for the fencing replacement on the north side of Railroad Canyon Road near the Canyon Lake Country Club.

Tim Brown, Committee Member, stated there had been previous talk regarding Verizon being responsible for the damage to the fence during the time the cellular tower was installed. He requested that more research be conducted to determine if there had been a claim filed against Verizon concerning this issue and if so, Verizon will need to be held responsible for costs and repairs.

Aaron Palmer, City Manager, stated he would look into the issue.

Tim Brown, Committee Member, had a question regarding the repair of a hole in the fence located on the south side of Railroad Canyon Road.

Margaret Monson, City Engineer, stated she had no knowledge of the damage to the fence, but she would look into it.

There was discussion regarding a software that would be installed on the Deputy Sheriff's computer in the Canyon Lake City Hall Police Office. She added that a grant was provided through the State to provide countywide database for the Sheriff's Department.

Tim Brown, Committee Member, had a question regarding who gave authorization to the City Manager's office to approve that type of agreement before taking it to Council.

Aaron Palmer, City Manager, stated the agreement was done before he became City Manager. He added that he would track the signed agreement and take it to Council for review.

Jim Barrett, Building Official, provided a verbal report on inspections, plan checks and permits. He also provided the steps taken when conducting inspections for solar panels.

Tim Brown, Committee Member, requested that information be provided in the next Regular Council Meeting regarding self-certification for minor permits and a list of cities who currently self-certify contractors.

Jim Barrett, Building Official, would provide a report regarding trusted contractors for non-inspection of general installations/building permits on the August Council Meeting agenda.

**6. Accept Meeting Minutes**

**6.1 Meeting Minutes May 31, 2016**

**6.2 Meeting Minutes June 1, 2016**

The Minutes were accepted as presented.

**7. Review of July 6, 2016 City Council Meeting Agenda – Recommendation to Council**

**a. Claims and Demands**

There was discussion regarding a billing fee on the City Attorney's bill, for a phone consultation between previous Administrative Services Manager, Kirsten Rowe and the City Attorney.

Aaron Palmer, City Manager, stated he would look into the issue and provide further information to the committee as to what business related issues were discussed in that 2 hour phone consultation.

There was discussion regarding the CR&R check that was voided and amended, monies taken from petty cash, fees paid to WRCOG, Riverside County Sheriff's, and Edward

Aguirre, for video production.

Aaron Palmer, City Manager, and Terry Shea, Accountant provided answers to each question.

Tim Brown, Committee Member, requested that the checks for Riverside County Sheriff's for extra duty on 4<sup>th</sup> of July and Avent, LLC be pulled.

**b. Credit Card Review**

There was no discussion.

**8. Investment Report**

There was no discussion.

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

John Zaitz, Committee Chairman, expressed concern regarding the Utility User Tax graphs for the month of April and May. He stated the graphs were not properly formatted, which caused the report amounts to be incorrect. He added that corrections needed to be made to the water report.

Tim Brown, Committee Member, had a question regarding the Utility User Tax report from the periods of January – June, 2016 being below the amount anticipated.

Aaron Palmer, City Manager, and Terry Shea, City Accountant, stated they would provide further information regarding Utility Tax Reports and ensure the graphs were properly formatted in the future.

**10. Discussion Regarding the 5 Year Projection Plan**

There was discussion regarding the budget for the fire contract and Station 60.

**11. Discussion Regarding Financial Stability Presented By Mayor Brown**

Tim Brown, Committee Member, provided a verbal presentation regarding the City of Canyon Lake's current financial status. He provided recommendations on the actions needed in order to gain financial stability.

There was discussion regarding the contract with Riverside County Sheriff's Department.

There was discussion regarding the Fire budget and ways in which the City of Canyon Lake could save in police services.

There was discussion regarding the City of Canyon Lake disincorporating and annexing into the City of Menifee.

Tim Brown, Committee Member, recommended that the disincorporation and annexation between the City of Canyon Lake and the City of Menifee be added to a future City Council Agenda for further discussion and consideration.

**12. Committee Member Comments**

There was discussion regarding the Bureau of Land Management (BLM).

Aaron Palmer, City Manager, stated he spoke with a consultant regarding development on the BLM.

**13. Staff Comments**

Tim Brown, Committee Member, requested for future discussion regarding the manner in which council spends their business trip allowance.

**14. Adjournment**

The meeting was adjourned at 12:00 p.m.

Respectfully Submitted,



Ruby Manzano  
Senior Office Specialist