

MINUTES
REGULAR MEETING OF THE CANYON LAKE
ADMINISTRATION AND FINANCE COMMITTEE
Tuesday, September 6, 2016

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

1. Call to Order

The meeting was called to order at 8:03 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

Jim Barrett, Building Official, stated that Code Enforcement received a complaint from the Property Owners Association regarding a single family residence located on Vacation Drive that had been renting rooms to multiple families. He added that building & safety along with code enforcement conducted an inspection of the property where multiple violations were found.

An update was provided on the East Port dog park.

There was discussion regarding the development of the pickle ball center and issues with the parking structure.

There was discussion regarding Canyon Lake's city boundaries.

There was discussion regarding the location for the Canyon Lake monument.

An update was provided on the irrigation repair at the fire station, the fence repair on Railroad Canyon Road, and the completion of the sound wall.

Tim Brown, Committee Member, expressed concern regarding golf balls bouncing onto

the street and damaging vehicles, he recommended that trees be planted along the fence line of the golf course in order to avoid that problem.

Margaret Monson, City Engineer, stated that the Property Owners Association would be the ones to handle that issue.

There was discussion regarding maintenance of the fan palm trees located by the main gate and updating the planning codes.

There was discussion regarding re-zoning the parcels by the estates off of Railroad Canyon Road and making them commercial zones.

6. Accept Meeting Minutes

6.1 Meeting Minutes August 2, 2016

The minutes were approved as presented.

7. Review of August 3, 2016 City Council Meeting Agenda – Recommendation to Council

a. Claims and Demands

There was discussion regarding a check that was paid to CCAC Southern Division, the refuse payment for CR&R, and the LESJWA payment.

Tim Brown, Committee Member, asked a question regarding the bill for Charles Abbott & Associates and why the amount was so high.

Aaron Palmer, City Manager, stated that the fees were related to the sound wall repair and the storm drain issue that was on the west side of the Longhorn area.

There was discussion regarding a payment made to Maureen Kane & Associates, payment for Rogers, Anderson, Malody & Scott, LLP, and a payment to the Riverside County Sheriff's Department.

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

Tim Brown, Committee Member, asked a question regarding a check made out for the Trauma Intervention.

Terry Shea, Accountant, provided an answer to the question.

Tim Brown, Committee Member, requested that the check for his mileage reimbursement be pulled.

John Zaitz, Chairman, recommended that all councilmembers be required to submit a monthly expense report with backup documentation.

There was discussion regarding the insurance reimbursement of the sound wall repair, a check for LESJWA for the TMDL task force, and a check for Riverside County Sheriff's Department for Cal-ID member assessment.

Terry Shea, provided answers to each question.

There was discussion regarding an invoice from Cota Cole, LLP.

b. Credit Card Review

There was no discussion.

8. Financial Statements

There was discussion regarding the revenue, taxes and, investment earnings.

9. Investment Report

There was no discussion.

10. Update Regarding Utility Users Tax Collected to Date

There was discussion regarding the increase in the electrical utility user tax between the months of July and August.

Terry Shea, Accountant, provided an answer on the electrical variance difference for July and August and he would provide Committee Member Tim Brown with a copy of the utility user tax report for the fiscal year of 2014-2015.

12. Committee Member Comments

There were no comments

13. Staff Comments

There were no staff comments.

14. Adjournment

The meeting was adjourned at 9:13 a.m.

Respectfully Submitted,

Canyon Lake Admin and Finance Minutes
September 6, 2016



Rubi Manzano
Senior Office Specialist