

**MINUTES**  
**REGULAR MEETING OF THE CANYON LAKE**  
**FINANCE & PLANNING COMMITTEE**  
**Wednesday, October 7, 2020**  
**4:00 p.m.**

**City Hall Administration**  
**31526 Railroad Canyon Road, Suite 5**  
**Canyon Lake, CA 92587**

**SPECIAL NOTICE – COVID-19 RELATED PROCEDURES IN EFFECT**

Pursuant to Paragraph 3 of Executive Order N-29-20, executed by the Governor of California on March 17, 2020, as a response to mitigating the spread of Coronavirus (COVID-19), this regular meeting of the Finance & Planning Committee will allow Committee Members to attend the meeting telephonically from remote locations without requiring notice of or public access to those locations. The Administration Office will be closed to the public. Those who wish to listen to the meeting, are asked to contact the City Clerk prior to the start of the meeting, to receive a phone number and access code to call-in.

In a further effort to allow for social distancing, members of the public may comment electronically by sending an email with their comment to [PublicComment@cityofcanyonlake.com](mailto:PublicComment@cityofcanyonlake.com). The City Clerk will read these public comment submissions into the record during the “Public Comments” portion of the agenda, provided that such comments (A) are submitted and received no later than 4:00 P.M. on April 1, 2020; (B) are no longer than 250 words; (C) include their name and agenda item number.

**CALL TO ORDER**

Committee Chair Smith called the meeting to order at 4:00 p.m.

**PLEDGE OF ALLEGIANCE**

Mayor Pro Tem Castillo led the flag salute.

**ROLL CALL**

Present:       Committee Chair Smith  
                  Committee Member Castillo

The following staff members were also present:

- Chris Mann, City Manager
- Mike Borja, Administrative Services Manager
- Terry Shea, Finance Director
- Ana Sauseda, City Clerk

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The following staff joined the meeting via teleconference:

- Gil Petris, Building Official

### **PUBLIC COMMENTS**

There were no public comments.

### **ROUTINE ITEMS**

- (1) Update by Interwest

Gil Petris, Building Official, presented the statistics from the Building Department and answered questions from the Committee.

- (2) Minutes - Approval of Finance & Planning Committee Minutes
  - September 2, 2020

The minutes were approved as is.

- (3) Claims & Demands - Review of October 7, 2020 City Council Meeting Claims and Demands and Demands

There was discussion regarding the claims and demands.

Staff addressed specific questions from the Committee.

- (4) Resolution – Adoption of Resolution No. 2020-44, Authorizing a Budget Adjustment in the Amount of \$7,800 for FY 2020-21, for a New HVAC System at City Hall

There were no questions from the Committee.

- (5) Preliminary June Financial Statement

Finance Director Shea discussed the preliminary June Financial Statement and addressed specific questions from the Committee.

- (6) August Financial Statement

Finance Director Shea discussed the August Financial Statement and addressed specific questions from the Committee.

### **STAFF COMMENTS**

Finance Director Shea commented on how the City was able to cut the deficit in half.

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**COMMITTEE MEMBER COMMENTS**

There were no comments.

**ADJOURNMENT**

The meeting was adjourned at 4:46 p.m.

Respectfully Submitted,

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Ana V. Sauseda, CMC  
City Clerk

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