



# **CITY OF CANYON LAKE**

## **City Hall**

31516 Railroad Canyon Road  
Canyon Lake, CA 92587

[www.canyonlakeca.gov](http://www.canyonlakeca.gov)

**Chair Kasey Castillo**  
**Member Jennifer Dain**

## **AGENDA**

**Regular Meeting of the Finance & Planning Committee**  
**Wednesday, February 14, 2024**

**3:30 P.M. – City Hall Administration Office – 31526 Railroad Canyon Road, Suite 5**

### **CALL TO ORDER**

### **ROLL CALL**

### **PUBLIC COMMENT**

**LIMIT 3 MINUTES**

### **BUSINESS ITEMS**

- (1) Presentation of Building Department Statistics
- (2) Approval of Finance & Planning Committee Minutes of January 10, 2023
- (3) Receive and File Claims and Demands of the City
- (4) Presentation of Financial Statements

### **STAFF COMMENTS**

### **COMMITTEE MEMBER COMMENTS**

### **ADJOURNMENT**

Next Meeting Date: March 13, 2024





# STAFF REPORT

**TO:** Finance and Planning Committee

**FROM:** Nicole Dailey, City Manager

**BY:** David Harnden, Building Official

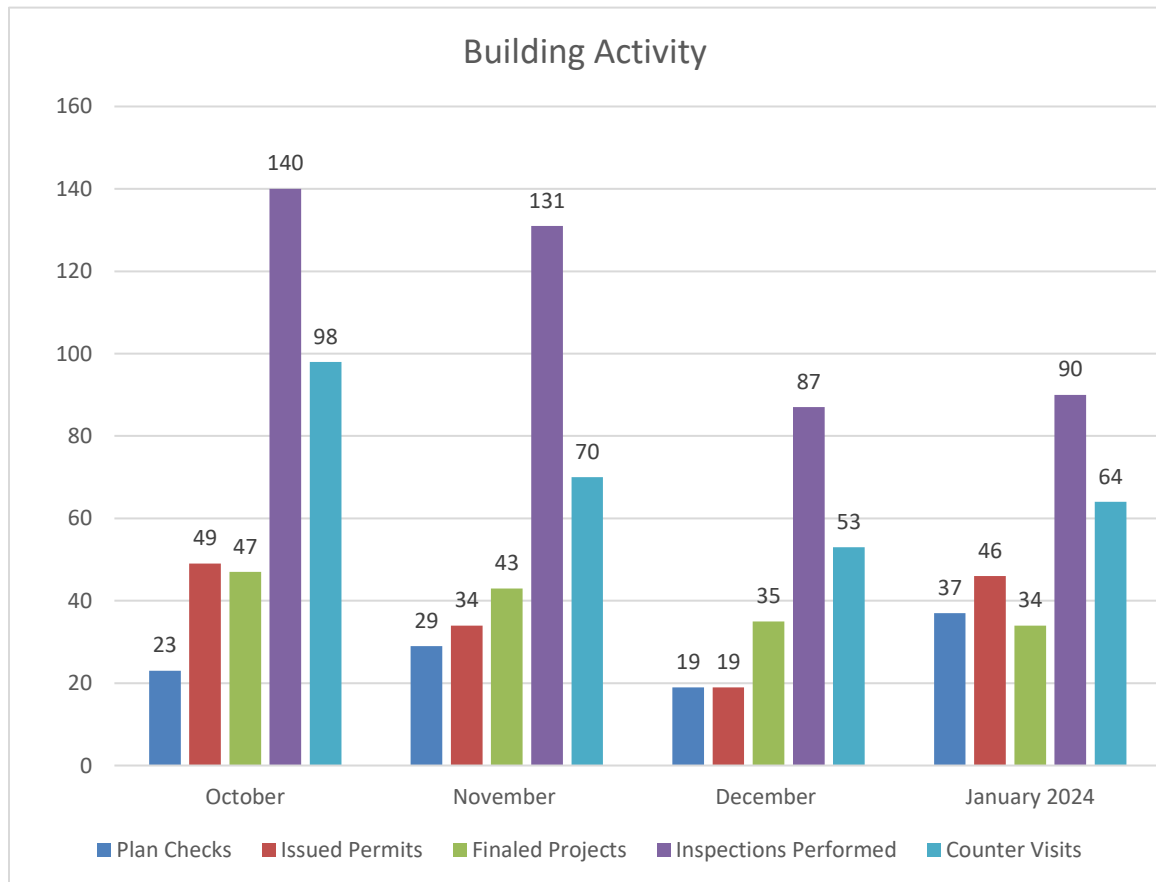
**DATE:** February 14, 2024

**SUBJECT:** Building Department Activity, January 2024

---

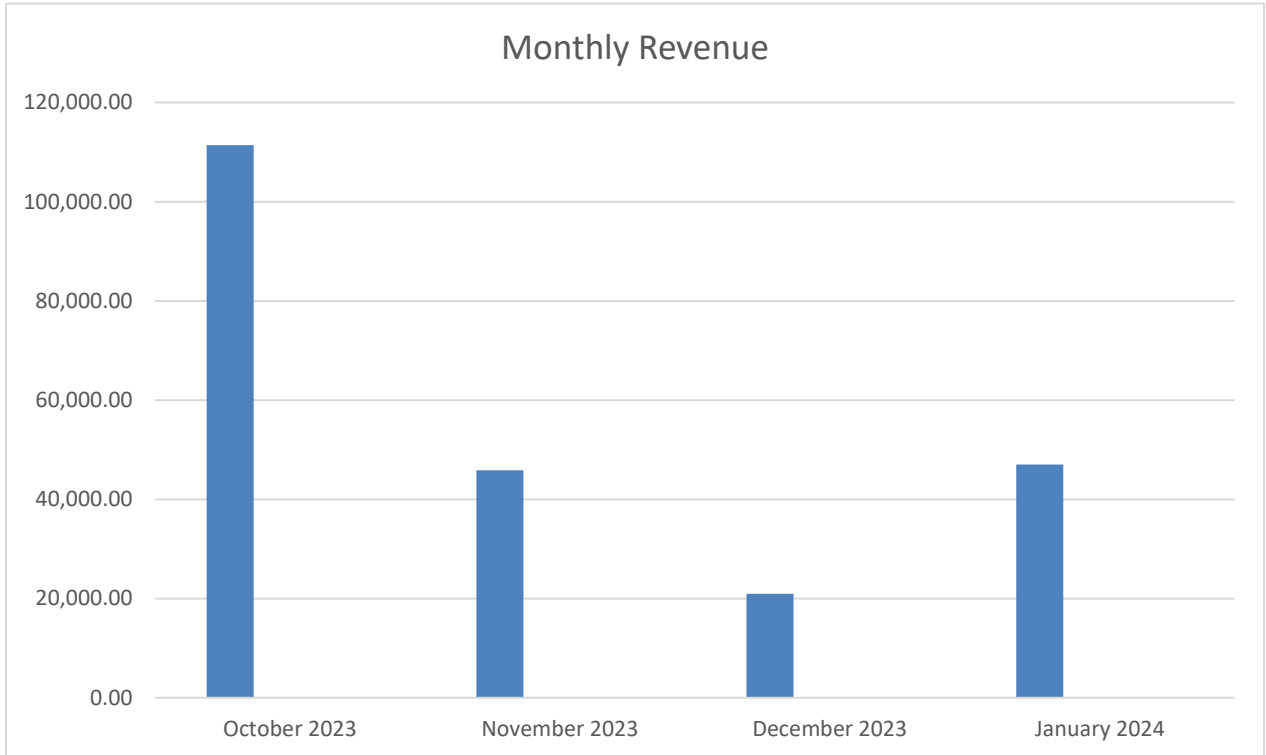
Activity status within the City of Canyon Lake Building Department for the month of **January 2024**. Regular monthly reports will be submitted for your review.

Building & Safety has performed **37** Approved plan checks; Issued **46** permits; Finaled **34** projects and performed **90** Inspections. There were **64** counter visits to the Building Department.



## Revenue

Building & Safety has processed **\$47,033.78** in construction permit fees. (Fire Department Fees not included in this report).



## Updates on POA Projects

- **Permit # 20210191 – Lodge Restaurant Renovation**  
**Location:** 22200 Canyon Club Dr  
**Activity:** Finaled 01/16/2024
  
- **Permit # 20230544 – Shade Structures, Retaining Wall and ADA Ramp**  
**Location:** 22210 Canyon Club  
**Activity:** Revision received, reviewed, approved and issued on 01/31/2024.

**MINUTES  
REGULAR MEETING OF THE CANYON LAKE  
FINANCE & PLANNING COMMITTEE  
Wednesday, January 10, 2024  
4:00 p.m.**

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

**CALL TO ORDER**

Committee Member Dain called the meeting to order at 4:02 p.m.

**ROLL CALL**

**Committee Members Present:** Committee Member Jennifer Dain

**Staff Present:** City Manager Nicole Dailey, City Attorney Steven Graham, Administrative Services Director Mike Borja, Fire Chief Jeff LaTendresse, Finance Director Terry Shea, Deputy Building Official David Harnden

**PUBLIC COMMENTS**

There were no public comments.

**ROUTINE ITEMS**

(1) Presentation of Building Department Statistics

Deputy Building Official Harnden presented the statistics from the Building Department and answered questions from the Committee.

(2) Approval of Finance & Planning Committee Minutes of December 13, 2023

Chief LaTendresse noted for the record that he was absent from the December 13, 2023, meeting although he was listed as present. The minutes were approved with the correction as noted.

(3) Receive and File Claims and Demands of the City

Staff presented the claims and demands and answered questions from the Committee.

(4) Presentation of Financial Statements

Finance Director Shea provided an update on the City's financial statements and answered questions from the Committee.

(5) Presentation of Fiscal Year 2022-23 Audited Financial Statements and Related Reports

Finance Director Shea provided an update on the City's audited financial statements and answered questions from the Committee.

**STAFF COMMENTS**

City Manager Dailey provided an update on the City's notice of intent to withdraw from PERMA and stated notice had been sent and it was rescindable.

**COMMITTEE MEMBER COMMENTS**

None.

**ADJOURNMENT**

The meeting was adjourned at 5:08 p.m.

Respectfully Submitted,

---

Sheryl L. Garcia, MMC, CPM  
City Clerk



## ITEM NO. 3

# STAFF REPORT

**TO:** Finance and Planning Committee

**FROM:** Nicole Dailey, City Manager

**BY:** Elizabeth Luna, Executive Assistant and Accounting Technician 1

**DATE:** February 14, 2024

**SUBJECT:** Receive and File Claims and Demands of the City

---

### **Recommendation**

Receive and file.

### **Background**

All claims and demands are reported and summarized for review and approval by the City Council on a routine basis at each City Council meeting. The attached claims represent the paid claims and demands since the City Council meeting of January 10, 2023.

### **Fiscal Impact**

All claims and demands are paid from appropriated funds or authorized resources of the City and have been recorded in accordance with the City's policies.

### **Attachments**

1. Resolution No. 2024-03

# **ATTACHMENT 1**



**RESOLUTION NO. 2024-03**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ALLOWING CERTAIN CLAIMS AND DEMANDS AS SET FORTH IN EXHIBIT A**

**WHEREAS**, the Finance & Planning Committee of the City of Canyon Lake reviewed Exhibit A at their regularly scheduled meeting on February 14, 2024; and

**WHEREAS**, Exhibit A was presented at the regular meeting of the City Council on February 14, 2024, at which all present, were given an opportunity to comment.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CANYON LAKE DOES HEREBY RESOLVE AS FOLLOWS:**

Demands are approved as shown on the Demand\Warrant Register of February 14th, in the amount of \$593,012.47 as follows:

Payroll Earnings (Gross)	\$ 142,903.12	(For Month of January)
Payroll Processing Fees	\$ 746.58	(For Month of January)
Payroll Taxes - Employer	7,202.52	(For Month of January)
On-line Retirement	16,437.26	(For Month of January)
On-line Health	24,900.83	(For Month of January)
Principal	403.75	(For Month of January)
Aflac	794.44	(For Month of December)
Nationwide Deferred Comp.	6,769.14	(For Month of January)
Citizens Business Bank Interest	1,949.05	(For the Month of December)
General	\$ 390,905.78	
TOTAL	<u>\$ 593,012.47</u>	

**PASSED, APPROVED AND ADOPTED** this 14th day of February, 2024.

\_\_\_\_\_  
Dale Welty, Mayor

ATTEST:

\_\_\_\_\_  
Sheryl L. Garcia, MMC, CPM  
City Clerk

City of Canyon Lake  
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
2 Hot Uniforms	Tactical Pants for Samuels	491.53
Alliant	Special Event Liability-2023 Winter Wonderland	778.00
Amazon	Windshield Wipers for Fire Station Vehicle	35.53
	Fire Station Supplies	125.95
American Legal	Advance Legislative Service (Annual ALS Hosting)	327.00
ANIMAL FRIENDS	Animal Control Services December 2023	3,500.00
Bound Tree	Fire Station Medical Supplies	17.43
Champion Trophy	Firefighter of the Year and Reserve Plaques	129.30
	Name Plates for FF/Reserve of the Year	19.40
CL CHAMBER	Annual Organization Level Sponsorship -2024	5,000.00
CL PEST	Bi-Monthly Pest Control for Admin	60.00
	Monthly Pest Control for Fire Station December 2023	45.00
	Monthly Rodent Bait for Fire Station December 2023	40.00
	Installation of 2 Additional Bait Stations for Fire Station	100.00
Cotter Construction Inc.	Renovations for Rental Bldg 35142 RRCR	11,000.00
CPS	HR Consulting Services 10/1/23-11/25/23	277.50
CTAI	Landscape for Fire Station December 2023	250.00
	Landscape Maintenance Fee for Medians & Parkways December 23	4,775.00
Curtis	Fire Station Emergency Response Equipment	577.52
Dain	Auto Allowance January 2024-Dain	100.00
DATA TICKET	Code Enforcement Citation Processing November 2023	113.75
	Monthly Parking Fee November 2023	100.00
	Monthly EMS Response Fee November 2023	100.00
DOJ	Fingerprints for November 2023	32.00
Gordon	Reserve Stipend for December 2023	100.00
HINDERLITER	Contract Services-Sales Tax (Oct-Dec 2023) Audit Services	1,372.40
Jake Stouffer	Reserve Stipend for December 2023	50.00
Jeremy Smith	Auto Allowance January 2024-Smith	100.00
John Hancock	EE & ER Contributions for Semi-Monthly Check Date 12/28/23	1,394.11
	EE & ER Contributions for Bi-Weekly Check Date 12/22/23	3,944.48
Johnson Controls	Quarterly Security Services for City Hall 1/1/24-3/31/24	166.12
	Quarterly Security Services for Admin 1/1/24-3/31/24	554.07
Kasey Castillo	Auto Allowance January 2024-Castillo	100.00
Kleinberg Tech	Fire Prevention Module Training	1,250.00
Koopman	Reserve Stipend for December 2023	50.00
Longobardo	Reserve Stipend for December 2023	100.00
Luksch	Reserve Stipend for December 2023	100.00

Date: 1/4/24  
02:45:26 PM

Page: 1

City of Canyon Lake  
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
Maitlund	Reserve Stipend for December 2023	50.00
Mark Terry	Auto Allowance January 2024-Terry	100.00
Michel	Reserve Sitpend for December 2023	150.00
Mijares	Reserve Stipend for December 2023	50.00
Nicole Dailey	Reimbursement for Mermaids Fundraiser	140.00
OTIS	City Hall Maintenance Service Contract from 1/1/24-12/31/24	5,609.52
Pin	Veteran Coins for Veteran Day Event	539.00
PORAC	Membership Dues for Check Dates 12/8/23 & 12/22/23	450.00
PZL, Inc.	Planning Services for December 2023	2,940.00
Rincon	Canyon Lake Housing Element 11/1/23-11/30/23	18,373.50
SanchezJ	Reserve Sitpend for December 2023	50.00
Sean Rivello	Reserve Stipend for December 2023	150.00
Stoddart	Reserve Stipend for December 2023	100.00
Time Warner	Digital Converter for City Hall 12/22/23-1/21/24	5.54
	Internet for Fire Station 12/10/23-1/9/24	306.81
Toshiba Business Solutions, USA	Admin B/W & Color Copies 11/26/23-12/25/23	75.71
	Fire Station B/W & Color Copies 11/25/23-12/24/23	54.01
Welty	Auto Allowance January 2024-Welty	100.00
Willdan	EMS User Fee Study thru November 24, 2023	420.00
Report Total		66,940.18

City of Canyon Lake  
Invoices Selected for Payment - COUNCIL CHECK REPORT

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
CASH	Petty Cash Reimbursement, 12/31/23	<u>305.00</u>
Report Total		<u>305.00</u>

City of Canyon Lake  
Invoices Selected for Payment - COUNCIL CHECK REPORT

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
Bankcard	See Credit Card Review 2637	1,650.81
	See Credit Card Review 2637	1,272.96
	See Credit Card Review 0776	427.32
	See Credit Card Review 3437	3,229.19
	See Credit Card Review 0066	543.29
	See Credit Card Review 7235	1,471.10
	See Credit Card Review 7227	415.54
Report Total		<u>9,010.21</u>

City of Canyon Lake  
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
Curtis	Fire Station Firefighting Gloves	818.81
GAS CO	Gas Charges for City Hall 11/29/23-12/29/23	300.54
	Gas Charges for 31520 Railroad Cyn Rd 11/29/23-12/29/23	15.37
Lawrence	Fire Station Additional Gate Repairs from Police Activity	1,264.07
	Fire Station Repairs to Rear Bay Door #3	789.37
SDRMA	Dental & Vision Insurance February 2024	1,685.62
WRCOG	FY 23/24 Solid Waste Cooperation Dues (AB939)	4,720.74
Report Total		9,594.52

City of Canyon Lake  
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
AMERICAN FORENSIC AMP	Sheriff's Blood Draw, 11/17/23	66.85
	Rent for February 2024-31526 Railroad Canyon Rd., Suite 5	2,834.00
	Rent for February 2024-31526 Railroad Canyon Rd., Suite 4	430.00
Atlas	Canyon Lake Safety Element Update February 2023	3,110.00
BIO-TOX	Blood Analysis, 12/19/23	128.58
Bound Tree	Fire Station Medical Supplies	302.01
CA Dept of Tax and Fee Admin	Diesel Fuel #245-963712 Period Ending 12/31/23	115.00
California PPE	Fire Station Repairs to Reserves Turnouts	123.00
CL PEST	City Hall Rodent Trapping with 2 Follow ups	349.00
CMG Mortgage, Inc.	Refund for Business License Renewal-Cancellation Approved	43.00
Colantuono, Highsmith & Whatley	Attorney Fees for adv. Richard Beck Services thru 12/31/23	15,385.50
Control Pump	Landscape Booster Station for December 2023	375.00
Corelogic	Database for Code Enforcement December 2023	155.21
CR&R	Trash Services for Rental Bldg. January 2024	201.12
Curtis	Fire Station Turnout Pants	1,651.00
DATA TICKET	Code Enforcement Citation Processing December 2023	100.00
	Monthly Parking Fee December 2023	100.00
	Monthly EMS Response Fee December 2023	100.00
DCS Testing	Fire Station Annual Fire Hose and Ladder Testing	2,193.25
Delgado	Janitorial Services for January 2024	1,180.50
	Janitorial Services for January 2024	59.00
DOJ	Fingerprints for December 2023	32.00
DSA	Disability and Education Fee Quarter Ended 12/31/2023	251.60
Energy Service Partners	Refund for Energy Storage System-Homeowner Cancelled Job	316.00
GREENHALGH	Retiree Health Insurance February 2024	184.72
HINDERLITER	Economic Development Services -Quarter 4 (Oct-Dec 2023)	1,710.00
Holt Architecture	City Hall an Council Chambers Renovation Project	6,504.00
Jacob Green & Associates	Staff Support/Video Production State of the City 2023	32,160.00
John Hancock	EE & ER Contributions for Bi-Weekly Check Date 1/19/24	3,944.48
	EE & ER Contributions for Semi-Monthly Check Date 1/12/24	1,394.11
	EE & ER Contributions for Bi-Weekly Check Date 1/5/24	3,944.48

Date: 1/22/24  
04:49:10 PM

City of Canyon Lake  
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
Kings III of America, LLC	Elevator Phone 1/1/24-3/31/24	195.00
LANCE, SOLL	2023 Government Audit - Final Bill	1,900.00
Life-Assist	Fire Station Medical Supplies	121.16
Mijares	Reserve Stipend for Working Veterans Day 2023	50.00
Moore R	Reimbursement for PALS (Moore)	165.00
NFPA	Fire Station NFPA Annual Membership	175.00
	Fire Station NFPA Fire Code Subscription Renewal	1,552.50
Pitney Bowes - Purchase Power	Refill Meter, 1/2/2024	400.00
PORAC RMT	PORAC Contributions for January 2024	450.00
PVM	Street & Facility Maintenance Services 12/1/23-12/31/23	2,076.63
	Street & Facility Maintenance Services 12/1/23-12/31/23	1,877.91
RAMS	Accounting Services for December 2023	4,544.00
riv Co Exec	Sheltering Costs 3rd Quarter January - March 2024	21,971.00
Riv Co Treasurer	FY 23-24 Property Taxes for 31542 RRRCR-2nd Installment	1,319.38
	Supplemental Tax Bill for 31542 RRRCR Suite 1-2nd Installment	654.56
Shuster	Quarter 4 Advisory Fee 10/1/23-12/31/23	750.00
South Coast Emergency	Fire Station Battery Replacement on E-1	2,161.62
STAPLES	Office Supplies for Admin & City Hall	1,460.34
Syntech	Microsoft Subscriptions & Programs 1/1/24-1/31/24	1,471.00
	Monthly IT Support 1/1/24-1/31/24	2,875.00
The Code	Plan Check Services for 11/26/23 to 12/30/23	4,039.87
Toshiba	Monthly Copier Lease for Fire Station February 2024	120.83
	Monthly Copier Lease for Admin & City Hall February 2024	799.32
ZF	Fire Station Medical Director Fees	600.00
Report Total		131,173.53



City of Canyon Lake  
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
ABILA	Accounting Software 2/1/24-2/29/24	205.69
Liebert Cassidy Whitmore	Firefighter Recognition Petition Client/Matter #CA136-00004	130.50
PORAC Retiree Medical Trust	Payroll Deductions for December 2023	450.00
Riv Co Sheriff Dept Lake Elsinore	Sheriff's Contract Law 9/21/23-10/18/23	164,482.27
Toshiba Business Solutions, USA	Admin B/W & Color Copies 12/26/23-1/25/24	304.91
	Fire Station B/W & Color Copies 12/25/23-1/24/24	49.72
US Bank	See Credit Card Review	2,875.72
Report Total		168,498.81

City of Canyon Lake  
 Check/Voucher Register - Checks Prior Month  
 From 1/1/2024 Through 1/31/2024

Check Number	Vendor Name	Effective Date	Check Amount
EFT 865	SOUTHERN CALIFORNIA EDISON	1/2/2024	730.49
EFT 866	SOUTHERN CALIFORNIA EDISON	1/2/2024	277.38
EFT 867	SOUTHERN CALIFORNIA EDISON	1/2/2024	611.82
EFT 868	SOUTHERN CALIFORNIA EDISON	1/8/2024	136.09
EFT 869	SOUTHERN CALIFORNIA EDISON	1/8/2024	11.46
EFT 870	SOUTHERN CALIFORNIA EDISON	1/8/2024	223.02
EFT 871	SOUTHERN CALIFORNIA EDISON	1/8/2024	471.55
EFT 872	SOUTHERN CALIFORNIA EDISON	1/8/2024	45.30
EFT 873	SOUTHERN CALIFORNIA EDISON	1/8/2024	68.31
EFT 874	Sparkletts	1/8/2024	169.37
EFT 875	SOUTHERN CALIFORNIA EDISON	1/22/2024	443.82
EFT 876	SOUTHERN CALIFORNIA EDISON	1/22/2024	268.49
EFT 877	ELSINORE VALLEY MUNI WATER DI	1/22/2024	98.76
EFT 878	ELSINORE VALLEY MUNI WATER DI	1/22/2024	73.32
EFT 879	ELSINORE VALLEY MUNI WATER DI	1/22/2024	106.99
EFT 880	ELSINORE VALLEY MUNI WATER DI	1/22/2024	521.13
EFT 881	ELSINORE VALLEY MUNI WATER DI	1/25/2024	<u>1,126.23</u>
Report Total			<u>5,383.53</u>

## Credit Card Review

**California Bank & Trust Statement dated 12/28/23**

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	League of California Cities	Fire Chief's Leadership Seminar	\$ 450.00	10-421-6510
2	The Trendy Chef Catering	Winter Wonderland Food for Staff	\$ 13.05	10-100-6831
3	Canyon Lake Market	Fire Station Coffee Supplies	\$ 5.69	10-421-6220
4	3M Marketplace	FIT Testing Supplies	\$ 59.76	10-421-6231
5	Stater Brothers	Food for Crew Hose Testing	\$ 30.25	10-421-6220
6	Los Amigos Mexican Food	Food for Crew Hose Testing	\$ 50.81	10-421-6220
7	Apple.com	Monthly iCloud Storage	\$ 0.99	10-421-6310
8	Stater Brothers	Donuts with Santa Supplies	\$ 16.55	10-100-6831
9	Lowes	Fire Station New/Replacement Faucet	\$ 183.79	10-421-6220
10	Costco	Donut with Santa Supplies	\$ 315.04	10-100-6831
11	San Diego Mission Bay Resort	Hotel for League of the Cities Conference	\$ 213.00	10-421-6510
12	Canyon Lake Market	Donuts with Santa Supplies	\$ 23.45	10-100-6831
13	Krispy Kreme	Donuts with Santa Supplies	\$ 329.90	10-100-6831
14	USPS	Return Medical Supplies Postage	\$ 10.55	10-421-6210
15	Krispy Kreme	Credit for Krispy Kreme	\$ (229.90)	10-100-6831
16	The Home Depot	Fire Station 2.5 & 38 Gallon Tote	\$ 269.22	10-421-6220
17	The Home Depot	Fire Station Light Flush Mount	\$ 400.51	27-400-7001
18	The Home Depot	Fire Station Exterior Lights	\$ 872.45	27-400-7001
19	The Home Depot	Fire Station 2.5 Gallon Tote	\$ 71.64	10-421-6220
20	The Home Depot		\$ (162.98)	10-421-6220
			<b>\$ 2,923.77</b>	

**Account Breakdown**

City Council Events	10-100-6831	\$ 468.09
Fire Department Office Expense & Supplies	10-421-6210	\$ 10.55
Fire Department Departmental Expense	10-421-6220	\$ 448.42
Fire Department Communications	10-421-6310	\$ 0.99
Fire Department Emergency Response Equip	10-421-6231	\$ 59.76
Fire Department Conference/Meeting/Travel	10-421-6510	\$ 663.00
Fire Station Upgrades	27-400-7001	\$ 1,272.96
		<b>\$ 2,923.77</b>

Check Figure \$ -

*Copies for City Council  
as directed by  
the Finance Committee*

**California Bank & Trust Statement dated 12/28/23**

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>						
1	Embroidery and More	City Shirts and Jackets for Staff	\$ 285.00	A	\$149.25	10-360-6210	\$81.08	10-310-6210	\$55.47	10-330-6210
2	Embroidery and More	City Shirts for Staff	\$ 243.60	10-310-6210						
3	PG Ecommerce	Fraud	\$ 235.39	10-310-6210						
4	PG Ecommerce	Fraud	\$ 211.99	10-310-6210						
5	Lowe's	Supplies	\$ 30.64	10-310-6210						
6	Cal True	Supplies	\$ 118.44	10-310-6210						
7	Amazon	Office Supplies	\$ 89.25	10-310-6210						
8	Amazon	Office Supplies	\$ 32.31	10-310-6210						
9	Amazon	Office Supplies	\$ 8.61	10-310-6210						
10	Cal True	Office Supplies	\$ 23.13	10-310-6210						
11	Adjustments-Purchases	Fraud Reversal	\$ (211.99)	10-310-6210						
12	Adjustments-Purchases	Fraud Reversal	\$ (235.39)	10-310-6210						
13	Staples	Office Supplies	\$ 132.39	10-310-6210						
14	Etsy.com	Fraud	\$ 0.70	10-310-6210						
15	Amazon	Code Enforcement Supplies	\$ 78.00	10-520-6210						
16	Staples	Office Supplies	\$ 74.64	10-310-6210						
17	Staples	Office Supplies	\$ 308.24	10-310-6210						
18	Staples	Duplicate Charge	\$ 308.24	10-310-6210						
19	Adjustments-Purchases	Etsy Fraud Reversal	\$ (10.21)	10-310-6210						
20	Adjustments-Purchases	Sharp Electronics Fraud Reversa	\$ (194.39)	10-310-6210						
21	Fraud Adjustment	Duplicate Charge Reversal	\$ (308.24)	10-310-6210						
22	Amazon	Prime Membership Fee	\$ 16.15	10-310-6210						
23	Fastsigns	Canyon Lake Warning Sign	\$ 1,824.78	10-360-6220						
24	Embroidery and More	City Shirts and Jacket for Staff	\$ 217.61	10-320-6220						
			<b>\$ 3,229.19</b>							

Account Breakdown

City Manager Office Expense	10-310-6210	\$954.08
City Clerk Departmental Expense	10-320-6220	\$ 217.61
Building Office Expense and Supplies	10-360-6210	\$149.25
Finance Office Expense and Supplies	10-330-6210	\$55.47
Building Departmental Expense	10-360-6220	\$ 1,824.78
Code Enforcement Supplies	10-520-6210	\$ 78.00
Rental Repairs and Maintenance	60-580-6325	
		<b>\$ 3,229.19</b>

Check Figure \$

*Copies for City Council  
as directed by  
the Finance Committee*

**California Bank & Trust Statement dated 12/28/23**

ITEM #	CREDITOR	DESCRIPTION	AMOUNT	ACCOUNT
1	Facebook	Ad for Winter Wonderland & Tree Lighting	\$ 15.00	10-100-6831
2	CSMFO	CSMFO Conference -Liz	\$ 35.00	10-330-6710
3	Michaels Stores	Holiday Stocking Supplies	\$ 67.40	10-310-6855
4	Tommy's Express	Car Wash November 2023	\$ 10.00	10-310-6415
5	Wal-Mart	Holiday Stocking Supplies	\$ 33.14	10-310-6855
6	Dollar Tree	Holiday Stocking Supplies	\$ 12.33	10-310-6855
7	CSMFO	CSMFO Meeting Inland Empire Chapter -Liz	\$ 65.00	10-330-6710
8	CSMFO	CSMFO Meeting Inland Empire Chapter -Kayla	\$ 65.00	10-330-6710
9	Facebook	Ad for Winter Wonderland & Tree Lighting	\$ 15.00	10-100-6831
10	Facebook	Ad for Winter Wonderland & Tree Lighting	\$ 15.00	10-100-6831
11	Michaels Stores	Holiday Stocking Supplies	\$ 21.54	10-310-6855
12	Facebook	Ad for Winter Wonderland & Tree Lighting	\$ 15.00	10-100-6831
13	Tommy's Express	Car Wash December 2023	\$ 10.00	10-310-6415
14	Michaels Stores	Mayor Hand off Gift	\$ 48.92	10-100-6225
15	Tommy's Express	Car Wash December 2023	\$ 10.00	10-310-6415
16	Facebook	Ad for Winter Wonderland & Tree Lighting	\$ 15.00	10-100-6831
17	Tommy's Express	Car Wash December 2023	\$ 87.96	A \$ 43.98 10-520-6415 \$ 21.99 10-360-6415 \$ 21.99 10-310-6415
			<b>\$ 543.29</b>	

**Account Breakdown**

City Council Meeting Expense	10-100-6225	\$ 48.92
Council Promotion and Advertising	10-100-6831	\$ 75.00
City Manager Vehicle Maintenance	10-310-6415	\$ 51.99
City Manager Contingency	10-310-6855	\$ 136.41
Finance Training and Education	10-330-6710	\$ 165.00
Building & Safety Vehicle Maintenance	10-360-6415	\$ 21.99
Vehicle Maintenance	10-520-6415	\$ 43.98
		<b>\$ 543.29</b>

Check figure \$ -

*Copies for City Council  
as directed by  
the Finance Committee*

**California Bank & Trust Statement dated 12/28/23**

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	VIPS Café Restaurant	Breakfast Meeting -City Attorney	\$ 90.94	10-310-6510
2	CLPOA-Country Club	Chamber Business Roundtable Breakfast	\$ 29.52	10-310-6510
3	Google	Google Storage	\$ 29.99	10-310-6210
4	Red Robin	Working Lunch-City Clerk	\$ 85.39	10-310-6510
5	Canyon Lake Country Club	City/POA/EVMWD Roundtable Breakfast	\$ 124.84	10-310-6510
6	PZA	Lunch Meeting-Councilmember Dain & Castillo	\$ 54.86	10-310-6510
			<b>\$ 415.54</b>	

Account Breakdown

City Manager Office Expense	10-310-6210	\$ 29.99
Conference/Meeting/Travel Expense	10-310-6510	\$ 385.55
		<b>\$ 415.54</b>

Check Figure \$

*Copies for City Council  
as directed by  
the Finance Committee*

**California Bank & Trust Statement dated 12/28/23**

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	MedPro Waste Disposal	Bio Waste Disposal: 18 Gallons	\$ 225.00	10-421-6231
2	The Home Depot	Training Materials	\$ 148.27	10-421-6710
3	Panda Express	Food For Crew Hose Training	\$ 54.05	10-421-6220
			<b>\$ 427.32</b>	

**Account Breakdown**

Fire Department Departmental Expense	10-421-6220	\$ 54.05
Fire Station Emergency Response Equipment	10-421-6231	\$ 225.00
Fire Station Training & Education	10-421-6710	\$ 148.27
		<b>\$ 427.32</b>
		\$ -

*Copies for City Council  
as directed by  
the Finance Committee*



**California Bank & Trust Statement dated 12/28/23**

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Municipal Management Asso	MMASC Membership Fee	\$ 90.00	10-310-6520
2	Amazon	Office Supplies	\$ 110.88	10-310-6210
3	Amazon	Office Supplies	\$ 53.68	10-310-6210
4	HomeGoods	Staff Holiday Party Supplies	\$ 9.22	10-310-6855
5	Amazon	Office Supplies	\$ 13.35	10-310-6210
6	Amazon	Office Supplies	\$ 13.95	10-310-6210
7	Amazon	Office Supplies	\$ 24.23	10-310-6210
8	HomeGoods	Staff Holiday Party Supplies	\$ 38.48	10-310-6855
9	Target	Staff Holiday Party Supplies	\$ 135.50	10-310-6855
10	Amazon	Office Supplies	\$ 34.24	10-310-6210
11	Wal-Mart	Staff Holiday Party Supplies	\$ 147.57	10-310-6855
12	CLPOA-Country Club	Staff Holiday Party Food	\$ 800.00	10-310-6855
			<b>\$ 1,471.10</b>	

**Account Breakdown**

City Manager Office Expense	10-310-6210	\$ 250.33
City Manager Membership	10-310-6520	\$ 90.00
City Manager Contingency	10-310-6855	\$ 1,130.77
		<b>\$ 1,471.10</b>

Check Figure \$ -

*Copies for City Council  
as directed by  
the Finance Committee*

US BANK Statement dated 1/6/24

ITEM #	CREDITOR	DESCRIPTION	AMOUNT	ACCOUNT
1	Amazon	Office Supplies	\$ 20.46	10-310-6210
2	Graphics and Printing	Business Cards-Markin	\$ 225.20	10-520-6210
3	Amazon	Office Supplies	\$ 19.90	10-310-6210
4	Amazon	Office Supplies	\$ 36.15	10-310-6210
5	Dewens Energy	Fire 1, 2, and 3 Fuel	\$ 612.73	10-421-6425
6	Amazon	Office Supplies	\$ 62.46	10-310-6210
7	Staples	Office Supplies	\$ 189.70	10-310-6210
8	Arlo Technologies	City Hall Security Cameras	\$ 12.99	10-550-6610
9	Dewens Energy	Fire 1 and 2 Fuel	\$ 188.68	10-421-6425
10	Zoom US	Zoom Subscription for Meetings	\$ 16.62	10-310-6210
11	Arlo Technologies	Admin Office Security Cameras	\$ 17.99	10-550-6610
12	Adobe	Acrobat Pro Subscriptions	\$ 311.87	A
13	Dewens Energy	Fire 1 and 2 Fuel	\$ 573.41	10-421-6425
14	Frontier	Internet for City Hall & Admin Office	\$ 205.14	10-550-6320
15	Adobe	Creative Cloud All Apps 10008	\$ 29.99	10-310-6210
16	Go Daddy	Website Domain Renewal	\$ 36.16	10-310-6610
17	Stoner Brothers	Office Supplies	\$ 86.46	10-310-6210
18	Habit Burger	Closed Session Meal-Dec. 11, 2023	\$ 118.71	10-100-6225
19	League of Cal Cities	Registration for January Division Meeting-Nicole	\$ 45.00	10-310-6510
20	League of Cal Cities	Registration for January Division Meeting-Jeremy	\$ 45.00	10-100-6510
21	Amazon	City Council Supplies	\$ 21.10	10-100-6220
			<b>\$ 2,875.72</b>	

Account Breakdown

City Council Dept. Expense	10-100-6220	\$ 21.10
City Council Meeting Expense	10-100-6225	\$ 118.71
Conference/Meeting/Travel Expense	10-100-6510	\$ 45.00
City Manager Office Expense and Supplies	10-310-6210	\$ 9461.74
City Manager Conference/Meeting/Travel Expense	10-310-6510	\$ 45.00
City Manager Dept. Expense	10-310-6220	\$ 47.98
Professional/Specialized Services	10-310-6610	\$ 16.16
City Clerk Departmental Expense	10-320-6220	\$ 547.98
Building Dept Expense	10-360-6220	\$ 47.98
Finance Office Expense and Supplies	10-310-6210	\$ 47.98
Fire Department Fuel & Lubricants	10-421-6425	\$ 1,374.82
Fire Department Expense	10-421-6220	\$ 571.57
Code Enforcement Supplies	10-520-6210	\$ 225.20
Special Enforcement Misc. Expense	10-520-6220	\$ 47.98
Building & Facilities Utilities	10-550-6320	\$ 205.14
Building & Facilities Professional/Specialized Ser	10-550-6610	\$ 30.98
		<b>\$ 2,875.72</b>

CheckPage 3

Copies for City Council  
as directed by  
the Finance Committee

# ITEM NO. 4

## CITY OF CANYON LAKE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE GENERAL FUND FOR THE ONE MONTH AND SIX MONTHS ENDING DECEMBER 31, 2023

	Current Period Actual	Year-to-Date Actual	Total Budget	% Total of Budget Used
<b>REVENUES</b>				
Taxes	\$ 814,155.16	\$ 1,461,084.61	\$ 5,211,600	28.04
Licenses and Permits	29,402.73	524,971.86	678,600	77.36
Fines	693.58	3,943.91	22,474	17.55
Franchise Fees	-	122,970.35	624,500	19.69
Fees and Subscriptions	4,430.00	21,217.62	892,000	2.38
Investment earnings	23,987.34	98,515.46	28,000	351.84
Intergovernmental	-	673	60,300	1.12
Other Income	4,634.31	182,266.13	55,000	331.39
<b>Total Revenues</b>	<b>877,303.12</b>	<b>2,415,642.54</b>	<b>7,572,474</b>	<b>31.90</b>

### EXPENDITURES

#### DEPARTMENTS

City Council	21,401.50	128,596.01	173,315	74.20
City Attorney	22,795.16	70,246.50	173,082	40.59
City Manager	67,582.35	419,659.00	834,253	50.30
City Clerk	18,666.93	123,640.18	257,381	48.04
Finance	28,924.26	200,495.34	375,971	53.33
Planning	29,372.25	77,538.15	231,200	33.54
Building & Safety	31,110.96	142,303.85	367,227	38.75
Law Enforcement	708.70	19,908.91	628,998	3.17
City Fire	639,268.71	1,319,443.14	1,950,053	67.66
Emergency Preparedness	-	6,315.00	29,000	21.78
Animal Control	3,500.00	97,705.00	173,320	56.37
Public Works Administration	4,557.50	19,206.95	15,000	128.05
NPDES	14,327.75	63,932.00	133,500	47.89
Special Enforcement	26,620.08	166,457.89	402,621	41.34
Building & Facility	10,825.56	370,322.42	505,005	73.33
Transfers to Other Funds	-	-	1,284,692	-
<b>Total Expenditures</b>	<b>919,661.71</b>	<b>3,225,770.34</b>	<b>7,534,618</b>	<b>42.81</b>
 Excess (Deficit)	 <u>\$ (42,358.59)</u>	 <u>\$ (810,127.80)</u>	 <u>\$ 37,856</u>	

**Fund Balance - Beginning of Year (Audited)**

6,413,798.00

**Fund Balance - December 31, 2023 (before closing)**

**\$ 5,603,670.20** \*

\* Fund Balance is based on modified accrual basis as no closing procedures are performed until year end.

\*\* Includes purchase of Fire Station