



CITY OF CANYON LAKE

City Hall

31516 Railroad Canyon Road

Canyon Lake, CA 92587

www.canyonlakeca.gov

Chair Kasey Castillo

Member Jennifer Dain

AGENDA

Regular Meeting of the Finance & Planning Committee

Wednesday, April 10, 2024

3:00 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 March 13, 2024
- (3) Receive and File Claims and Demands of the City
- (4) Presentation of Financial Statements

STAFF COMMENTS

COMMITTEE MEMBER COMMENTS

ADJOURNMENT

Next Meeting Date: May 8, 2024



STAFF REPORT

TO: Finance and Planning Committee

FROM: Mike Borja, Acting City Manager

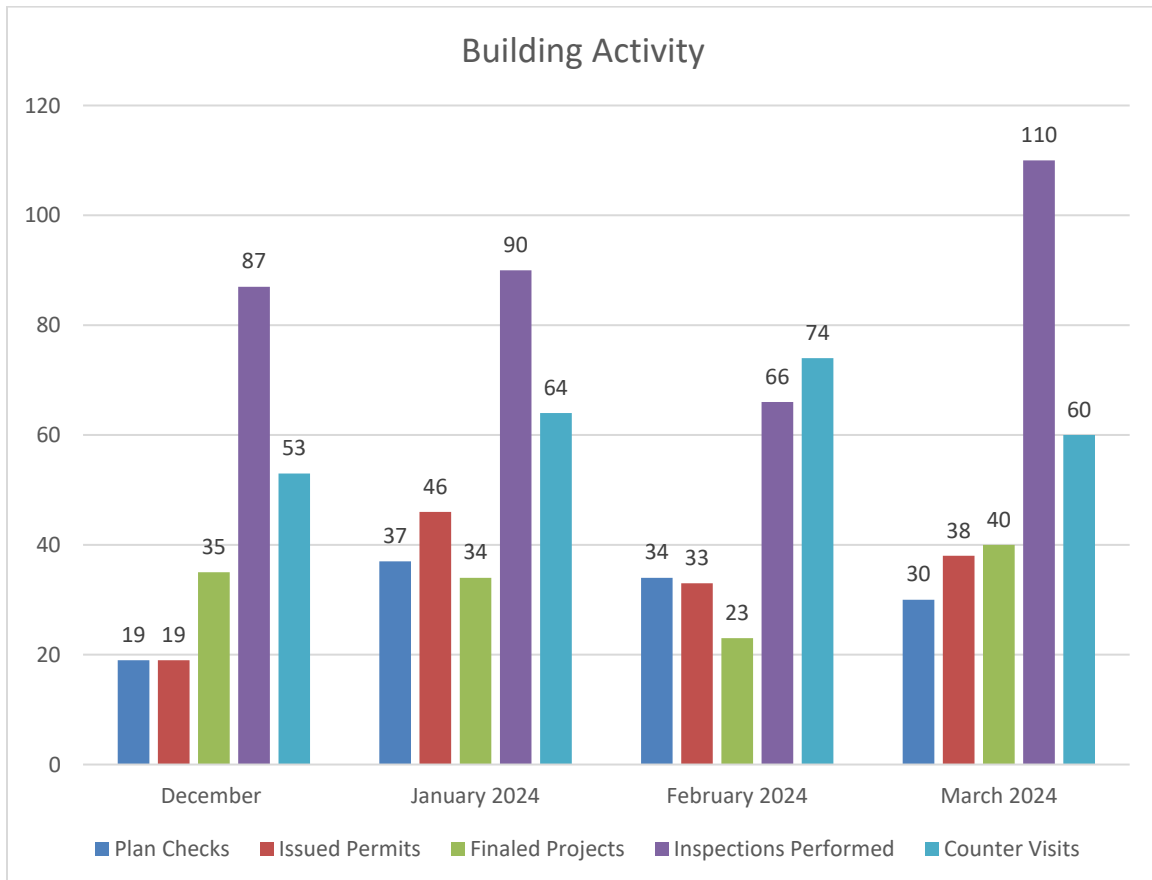
BY: David Harnden, Building Official

DATE: April 10, 2024

SUBJECT: Building Department Activity, March 2024

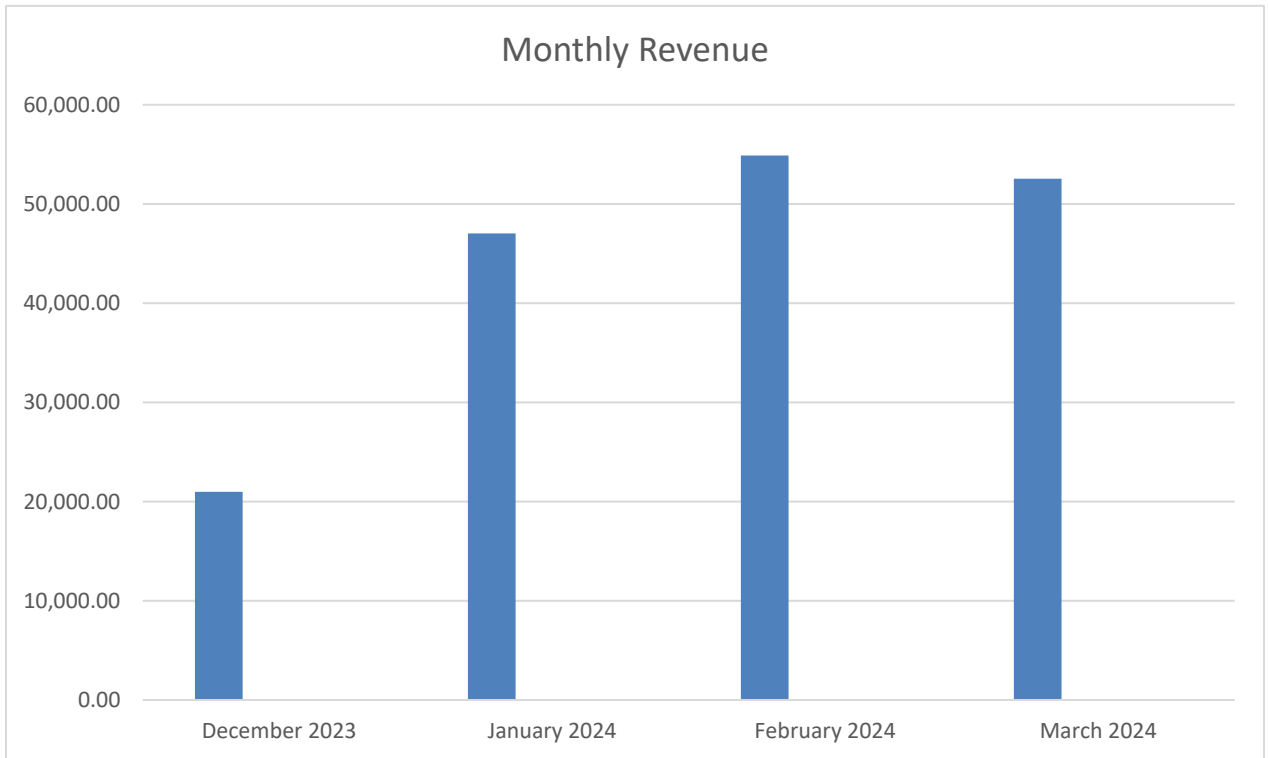
Activity status within the City of Canyon Lake Building Department for the month of **March 2024**. Regular monthly reports will be submitted for your review.

Building & Safety has performed **30** Plan checks; Issued **38** permits; Finaled **40** projects and performed **110** Inspections. There were **60** counter visits to the Building Department.



Revenue

Building & Safety has processed **\$52,538.34** in construction permit fees. (Fire Department Fees not included in this report).



Updates on POA Projects

- **Permit # 20230544 – Shade Structures, Retaining Wall and ADA Ramp**
Location: 22210 Canyon Club
Activity: No activity since revision issued on 01/31/2024

**MINUTES
REGULAR MEETING OF THE CANYON LAKE
FINANCE & PLANNING COMMITTEE
Wednesday, March 13, 2024
3:30 p.m.**

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

CALL TO ORDER

Committee Chair Castillo called the meeting to order at 3:30 p.m.

ROLL CALL

Committee Members Present: Committee Chair Kasey Castillo, 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 February 14, 2024

The minutes were approved as is.

(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.

STAFF COMMENTS

None.

COMMITTEE MEMBER COMMENTS

None.

ADJOURNMENT

The meeting was adjourned at 4:30 p.m.

Respectfully Submitted,

Sheryl L. Garcia, MMC, CPM
City Clerk



STAFF REPORT

TO: Finance and Planning Committee

FROM: Mike Borja, Acting City Manager

BY: Elizabeth Luna, Executive Assistant and Accounting Technician 1

DATE: April 10, 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 March 13, 2024.

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. 2024-09

ATTACHMENT 1

RESOLUTION NO. 2024-09

**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 April 10, 2024; and

WHEREAS, Exhibit A was presented at the regular meeting of the City Council on April 10, 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 April 10th, in the amount of \$808,824.32 as follows:

Payroll Earnings (Gross)	\$ 171,750.53	(For Month of March)
Payroll Processing Fees	\$ 479.18	(For Month of March)
Payroll Taxes - Employer	4,097.56	(For Month of March)
On-line Retirement	16,334.28	(For Month of March)
On-line Health	27,121.64	(For Month of March)
Principal	394.55	(For Month of March)
Aflac	794.44	(For Month of February)
Nationwide Deferred Comp.	7,166.96	(For Month of March)
Citizens Business Bank Interest	1,949.05	(For the Month of February)
General	\$ 578,736.13	
TOTAL	<u>\$ 808,824.32</u>	

PASSED, APPROVED AND ADOPTED this 10th day of April, 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
ABI	Fire Station Background Check-Nunez	41.90
ABILA	Accounting Software 4/1/24-4/30/24	205.69
Allstar Fire	Fire Station SCBA Bottles	5,597.61
	Fire Station Helmet Shields for New FF	141.46
Amazon	Fire Station Computer Monitors & Mount Adapter	440.52
	Fire Station Office Supplies	241.68
AMERICAN FORENSIC	Sheriff's Blood Draw, 2/2/2024	280.00
American Legal	2024 S-15 Supplement Pages	1,650.09
Bankcard	See Credit Card Review 0776	303.53
	See Credit Card Review 0776	65.81
	See Credit Card Review 2637	544.57
	See Credit Card Review 2637	(30.66)
	See Credit Card Review 7227	747.37
	See Credit Card Review 7235	143.62
Boatright	Reserve Stipend for February 2024	100.00
Bratt	PALS Certification Reimbursement	100.00
	Tuition Reimbursement (Combo Class-ACLS/BLS)	200.00
California State Fire Protection	Annual Extinguisher Service for 31520 RRRCR Rental	66.00
	Annual Extinguisher Service for Admin 31526 RRRCR	60.50
	Annual Extinguisher Service for City Hall 31516 RRRCR	126.00
CL PEST	Monthly Rodent For Fire Station February 2024	40.00
	Monthly Pest Control for Fire Station February 2024	45.00
	Bi-Monthly Pest Control for Admin	60.00
CL PROPERTY OWNERS	Firehouse Note Payment 1	9,359.57
Concentra	Physical Exam for New Building Employee-Tricia	198.00
Cory Willis	Reimbursement for Tuition-Riverside City College Winter 2024	349.00
CTAI	Landscape For Fire Station February 2024	250.00
	Landscape Maintenance Fee for Medians & Parkways February 24	4,775.00
	Restocking Fee Charged for 65 Returned Median Lights	1,380.00
Dain	Auto Allowance March 2024-Dain	100.00
DOJ	Sheriff's Blood Analysis, January 2024	105.00
	Sheriff's Blood Analysis, December 2023	35.00
FRIDAY FLYER	Ordinance Co: 243-Council Members Salaries	47.25
	Ordinance#: 244-Single Family Rental Property	49.35
	Full Page Veteran's Day Ad	259.00
Gordon	Reserve Stipend for February 2024	100.00
ICG	CL-001 General Engineering Services 1/1/24-1/31/24	1,845.00
	CL-002 Railroad Canyon Road Project 1/1/24-1/31/24	380.00
	CL-003 Railroad Canyon Road-HSIP Project	12,762.50

Date: 3/6/24
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City of Canyon Lake
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
Jake Stouffer	Reserve Stipend for February 2024	100.00
Jeremy Smith	Auto Allowance March 2024-Smith	100.00
John Hancock	EE & ER Contributions for Semi-Monthly Check Date 2/29/24	1,394.11
	EE & ER Contributions for Bi-Weekly Check Date 3/1/24	4,596.32
Kasey Castillo	Auto Allowance March 2024-Castillo	100.00
Koopman	Reserve Stipend for February 2024	50.00
Liebert Cassidy Whitmore	Firefighter Recognition Petition Services through 1/31/24	1,783.50
	General Professional Services through January 31, 2024	1,000.50
Life-Assist	Fire Station Medical Supplies	369.48
Longobardo	Reserve Stipend for February 2024	100.00
Luksch	Reserve Stipend for February 2024	50.00
Mark Terry	Auto Allowance March 2024-Terry	100.00
MES	Fire Station SCBA Flow Testing	1,402.54
	Fire Station SCBA Repair	516.21
Michel	Reserve Stipend for February 2024	100.00
Mijares	Reserve Stipend for February 2024	150.00
PERMA	2023-2024 Q4 Liability and Worker's Comp Trust Acct Deposit	31,893.00
RAMS	Accounting Services for January 2024	7,004.80
Ramsey Backflow	Annual Backflow Testing at Fire Station, 2/29/24	65.00
Rincon	Canyon Lake Housing Element 1/1/24-1/31/24	1,059.00
Riv Co Sheriff Dept Lake Elsinore	Sheriff's Contract Law 10/19/23-11/15/23	157,194.37
	Sheriff's Contract Law 11/16/23-12/13/23	145,461.63
Riv Co TLMA	SLF - Jan 24 Costs	1,755.50
	SLF - Oct 23 Costs	3,949.51
	SLF - Sep 23 Costs	469.15
SanchezJ	Reserve Stipend for February 2024	100.00
SCE	Electricity for Rental Bldg 31520 RRCR Ste B 1/19/24-2/19/24	18.65
	Electricity for Rental Bldg 31520 RRCR Ste A 1/19/24-2/19/24	18.54
Simpler Life	Fire Station City Emergency Backpacks	1,609.91
STAPLES	Office Supplies for Admin, City Hall, & Rental	173.14
	Office Supplies for Admin, City Hall, & Rental	195.14
Stoddart	Reserve Stipend for February 2024	50.00
Syntech	Knowbe4-Procure Security Awareness Training 9/1/23-12/31/24	1,230.00
Time Warner	Digital Converter for City Hall 2/22/24-3/21/24	5.35

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

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
Toshiba Business Solutions, USA	Fire Station B/W & Color Copies 1/25/24-2/24/24	95.92
	Admin B/W & Color Copies 1/26/24-2/25/24	178.72
Welty	Auto Allowance March 2024-Welty	100.00
Report Total		<u>407,705.35</u>

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

Vendor ID	Invoice Description	Cash Required
Bankcard	See Credit Card Review 3437	7,259.40
	See Credit Card Review 0066	1,841.88
Berg	EMS Subscription Mailings, 3/5/2024	5,413.10
Nate Volk	Video Broadcast Meeting, February 14, 2024	350.00
SDRMA	Dental and Vision Insurance April 2024	3,020.00
The Gas Co	Gas Charges for City Hall 1/29/24-2/28/24	190.04
	Gas Charges for 31520 Railroad Cyn Rd 1/29/24-2/28/24	15.37
Report Total		18,089.79

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

Vendor ID	Invoice Description	Cash Required
Allstar Fire	Fire Station Cal Fire Piggy Back-Headnet & Bracket	1,491.21
Amazon	Fire Station Office Supplies	139.97
	Fire Station Office Supplies	106.20
	Fire Station Jumper Cables for Command Vehicles	215.40
	Fire Station Computer Cables	24.51
	Fire Station Computer Cables	13.85
	Fire Station Investigation Equipment	824.03
AMERICAN FORENSIC	Sheriff's Blood Draw, 3/6/2024	70.00
American Legal	2024 S-15 Folio/Internet Supplement Pages	136.03
AMP	Utils, HOA Fees, Ins. & Maint. Admin Ste. 4 3/26/23-12/31/23	359.38
	Utils, HOA Fees, Ins. & Maint. Admin Ste. 5 3/26/23-12/31/23	2,772.23
	Rent for April 2024-31526 Railroad Canyon Rd., Suite 4	443.00
	Rent for April 2024-31526 Railroad Canyon Rd., Suite 5	2,919.00
CACEO	Rental Inspection Webinar-Marlon	54.00
CL PROPERTY OWNERS	Firehouse Note Payment 2	9,359.57
Colantuono, Highsmith & Whatley	Attorney Fees for adv. Richard Beck Services thru 2/29/2024	2,664.50
Color New Co	Repaired Damaged Pillar on Railroad Canyon Road	4,800.00
Control Pump	Landscape Booster Station for February 2024	401.25
Corelogic	Database for Code Enforcement February 2024	155.21
Cotter Construction Inc. CR&R	Fire Station Shed Repairs	2,850.00
	Refuse Collections FY 23-24 PY SEC SP1	13,826.70
	Trash Services for Rental Bldg. March 2024	201.12
CTAI	Plant Removal and Planting Services on RRCR Center Mediums	10,881.00
	Removed Existing Agave on RRCR Center Mediums	7,511.00
Curtis	Fire Station Annual Hurst Service	915.00
	Fire Station Annual SCBA Compressor Service	1,310.13
DATA TICKET	Monthly EMS Response Fee February 2024	100.00
	Code Enforcement Citation Processing February 2024	100.00
	Monthly Parking Fee February 2024	100.00
Embroidery	City Logo Shirts for Marlon	97.33
	City Logo Shirts for Ruby & Jen	106.03
Fire Smart	Fire Station Pub Ed Supplies	636.81
FRIDAY FLYER	1/8 Page Ad for Volunteers	85.00
Gladwell	Records Retention Legal Review, Update & Advise-FY 23-24	250.00
GREENHALGH	Retiree Health Insurance April 2024	184.72
Harris & Associates	EMS & UUT Levy FY 24-25 Services from 1/28/24-2/24/24	2,750.00

Date: 3/20/24
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City of Canyon Lake
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
HINDERLITER	Contract Services - Sales Tax (January-March 2024)	1,345.54
John Hancock	EE & ER Contributions for Bi-Weekly Check Date 3/15/24	4,279.49
	EE & ER Contributions for Semi-Monthly Check Date 3/15/24	1,394.11
Johnson Controls	Quarterly Security Services for City Hall 4/1/24-6/30/24	166.12
	Quarterly Security Services for Admin 4/1/24-6/30/24	554.07
MES	Fire Station FIT Testing & SCBA Flow Test	330.00
MR. WINDOW	Window Cleaning Inside and Out (3/7/2024)	230.00
	Window Cleaning Inside and Out (3/7/2024)	210.00
Nate Volk	Video Broadcast Meeting, March 13, 2024	350.00
PARS	Monthly Administrative Fees Ending January 2024	400.00
PERMA	Liability Assessment Payment 3 of 5	10,167.00
PZL, Inc.	Planning Services for February 2024	5,820.00
Rincon	Canyon Lake Housing Element 2/1/24-2/29/24	3,111.25
Riv Co TLMA	SLF - Feb 24 Costs	1,535.51
South Coast Emergency	Fire Station E-201 Repairs	2,769.97
	Fire Station E-1 Biannual Service and Pump Test	9,011.37
	Fire Station Patrol 1 Service and Pump Test	2,321.22
Syntech	Monthly IT Support 3/1/24-3/31/24	2,865.00
	Monthly Subscriptions & Programs 3/1/24-3/31/24	1,474.24
The Code	Plan Check Services for 2/1/24 to 2/29/24	14,858.19
Toshiba	Monthly Copier Lease for Fire Station April 2024	120.83
	Monthly Copier Lease for Admin & City Hall April 2024	799.32
ULINE	Fire Station Investigation Equipment	85.67
US Bank	See Credit Card Review	2,816.97
Willdan	Canyon Lake Golf Cart Study and E&T Survey	9,180.00
Report Total		145,050.05

City of Canyon Lake
 Check/Voucher Register - Checks Prior Month
 From 3/1/2024 Through 3/31/2024

Check Number	Vendor Name	Effective Date	Check Amount
EFT 900	SOUTHERN CALIFORNIA EDISON	3/4/2024	796.24
EFT 901	SOUTHERN CALIFORNIA EDISON	3/4/2024	307.80
EFT 902	SOUTHERN CALIFORNIA EDISON	3/4/2024	695.63
EFT 903	SOUTHERN CALIFORNIA EDISON	3/4/2024	13.11
EFT 904	SOUTHERN CALIFORNIA EDISON	3/4/2024	663.30
EFT 905	SOUTHERN CALIFORNIA EDISON	3/4/2024	61.05
EFT 906	SOUTHERN CALIFORNIA EDISON	3/4/2024	30.03
EFT 907	SOUTHERN CALIFORNIA EDISON	3/4/2024	270.52
EFT 908	SOUTHERN CALIFORNIA EDISON	3/4/2024	136.74
EFT 909	SOUTHERN CALIFORNIA EDISON	3/4/2024	22.14
EFT 910	Sparkletts	3/4/2024	256.31
EFT 911	SOUTHERN CALIFORNIA EDISON	3/18/2024	101.88
EFT 912	SOUTHERN CALIFORNIA EDISON	3/18/2024	3,370.37
EFT 913	ELSINORE VALLEY MUNI WATER DI:	3/18/2024	120.62
EFT 914	ELSINORE VALLEY MUNI WATER DI:	3/18/2024	68.90
EFT 915	ELSINORE VALLEY MUNI WATER DI:	3/18/2024	102.95
EFT 916	ELSINORE VALLEY MUNI WATER DI:	3/18/2024	499.45
EFT 917	ELSINORE VALLEY MUNI WATER DI:	3/18/2024	<u>373.90</u>
Report Total			<u>7,890.94</u>

Credit Card Review

California Bank & Trust Statement dated 2/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Sims Share	Simulation Program Annual Renewal	\$ 179.95	10-421-6530
2	Home Depot	Fire Station Exterior Lights	\$ 65.81	27-400-7001
3	Supplyhouse.com	Bio Hazard Clean-Up Formula	\$ 39.77	10-421-6231
4	Canyon Lake Market	Meal for Corona Fire Ventilation Instructors	\$ 83.81	10-421-6710
			\$ 369.34	

Account Breakdown

Fire Station Emergency Response Equipment	10-421-6231	\$ 39.77
Fire Department Software	10-421-6530	\$ 179.95
Fire Station Training & Education	10-421-6710	\$ 83.81
Fire Station Upgrades	27-400-7001	\$ 65.81
		\$ 369.34

\$ -

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as directed by
the Finance Committee*

California Bank & Trust Statement dated 2/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	The Home Depot	Credit for Return	\$ (87.25)	27-400-7001
2	The Home Depot	Credit for Return	\$ (57.22)	27-400-7001
3	Arlo Technologies	Fire Station Security Camera Mounts	\$ 86.16	10-550-8007
4	Apple.com	Monthly iCloud Storage	\$ 0.99	10-421-6310
5	Etsy, Inc.	Fire Station Address	\$ 113.81	27-400-7001
6	Costco	Fire Station Supplies and Annual Renewal	\$ 185.94	A \$120.00 10-421-6510 \$ 65.94 10-421-6220
7	The Home Depot	Training Supplies	\$ 133.80	10-421-6710
8	Roadside Café and Bar	Newworking Lunch Chief King	\$ 46.45	10-421-6220
9	Costco	Fire Station Supplies	\$ 91.23	10-421-6220
			\$ 513.91	

Account Breakdown

Fire Department Departmental Expense	10-421-6220	\$ 203.62
Fire Department Communications	10-421-6310	\$ 0.99
Fire Department Conference/Meeting/Travel	10-421-6510	\$120.00
Fire Department Training & Education	10-421-6710	\$ 133.80
Building & Facilities Maint. Furniture & Equip.	10-550-8007	\$ 86.16
Fire Station Upgrades	27-400-7001	\$ (30.66)
		\$ 513.91

Check Figure \$ -

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California Bank & Trust Statement dated 2/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Hilton Garden Inn Hollywood, CA	Cal Cities City Managers Conference	\$ 747.37	10-310-6510
			<u>\$ 747.37</u>	

Account Breakdown

Conference/Meeting/Travel Expense	10-310-6510	\$ 747.37
		<u>\$ 747.37</u>

Check Figure \$ -

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California Bank & Trust Statement dated 2/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Amazon	Office Supplies	\$ 104.98	10-320-6210
2	Amazon	Office Supplies	\$ 38.94	10-320-6210
			<u>\$ 143.92</u>	

Account Breakdown

City Clerk Office Expense and Supplies	10-320-6210	\$ 143.92
		<u>\$ 143.92</u>

Check Figure \$ -

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California Bank & Trust Statement dated 2/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	TRR Wholesale	Custom Ribbons	\$ 1,700.00	10-100-6831
2	Amazon	Audio Recorder for Meetings	\$ 53.86	10-310-6210
3	QPC CA DIR Dosh	Convenience Fee	\$ 5.18	10-550-6610
4	CA Dir Dosh	Elevator Conveyance Invoice	\$ 225.00	10-550-6610
5	Walgreens	Office Supplies	\$ 69.59	10-310-6210
6	CACEO	Membership Dues - Marlon	\$ 100.00	10-520-6520
7	National Stormwater	Illicit Discharge Detection and Elimination	\$ 75.00	10-520-6710
8	Allied Products Corporation	Flags for Memorial Day Event	\$ 4,277.00	10-100-6831
9	Amazon	Prime Membership Fees	\$ 16.15	10-310-6210
10	Amazon	Code Enforcement Apparel	\$ 158.37	10-520-6220
11	Verizon Wireless	Ipads & Sim Card Devices	\$ 212.80	A
12	Verizon Wireless	Cell Phones (City Hall & Fire Station)	\$ 366.45	A
			\$ 7,259.40	

\$23.92	10-360-6310	\$107.46	10-421-6310	\$ 47.80	10-520-6310	\$33.62	10-550-6320
\$51.51	10-360-6310	\$160.41	10-421-6310	\$154.53	10-520-6310		

Account Breakdown

City Council City Events	10-100-6831	\$ 5,977.00
City Manager Office Expense	10-310-6210	\$139.60
Building Dept Communications	10-360-6310	\$75.43
Fire Department Communications	10-421-6310	\$757.87
Code Enforcement Departmental Expense	10-520-6220	\$ 158.37
Code Enforcement Communications	10-520-6310	\$ 202.33
Code Enforcement Membership Dues	10-520-6520	\$ 100.00
Code Enforcement Training	10-520-6710	\$ 75.00
Building & Facilities Utilities	10-550-6320	\$33.62
Building & Facilities Professional/Specialized Ser	10-550-6610	\$ 780.18
		\$ 7,259.40

Check Figure \$

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California Bank & Trust Statement dated 2/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Disneyland	CSFMO Conference	\$ 8.96	10-330-6710
2	Disneyland	CSFMO Conference	\$ 4.38	10-330-6710
3	Disneyland	CSFMO Conference	\$ 3.96	10-330-6710
4	Disneyland-Bengal Barbeque	CSFMO Conference	\$ 41.45	10-330-6710
5	Disneyland	CSFMO Conference	\$ 25.27	10-330-6710
6	Disneyland	CSFMO Conference Hotel	\$ 705.51	10-330-6710
7	Disneyland	CSFMO Conference Hotel	\$ 705.51	10-330-6710
8	Disneyland	CSFMO Conference Hotel	\$ 705.51	10-330-6710
9	Canyon Lake Country Club	2024 City Council Goal Meeting	\$ 213.88	10-310-6220
10	CSFMO	CSFMO Conference Credit	\$ (20.00)	10-330-6710
11	CSFMO	CSFMO Conference Credit	\$ (20.00)	10-330-6710
12	CSFMO	CSFMO	\$ 75.00	10-330-6520
13	Tommy's Express	Car Wash - February 2024	\$ 10.00	10-310-6415
14	Disneyland	CSFMO Conference Hotel Credit	\$ (705.51)	10-330-6710
15	Tommy's Express	Car Wash - February 2024	\$ 87.96	A \$ 43.98 10-520-6415 \$ 21.99 10-360-6415 \$ 21.99 10-310-6415
			<u>\$ 1,841.88</u>	

Account Breakdown

City Manager Dept. Expense	10-310-6220	\$ 213.88
City Manager Vehicle Maintenance	10-310-6415	\$ 31.99
Finance Membership/Dues/Publications	10-330-6520	\$ 75.00
Finance Training and Education	10-330-6710	\$ 1,455.04
Building & Safety Vehicle Maintenance	10-360-6415	\$ 21.99
Vehicle Maintenance	10-520-6415	\$ 43.98
		<u>\$ 1,841.88</u>

Check Figure \$

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US BANK Statement dated 3/6/24

ITEM #	CREDITOR	DESCRIPTION	AMOUNT	ACCOUNT
1	Downs Energy	Fuel for Fire 1 & 2	\$ 441.83	10-421-6425
2	Arlo Technologies	City Hall Security Cameras	\$ 12.99	10-550-6610
3	Downs Energy	Fuel for Fire 1 & 2	\$ 459.39	10-421-6425
4	Go Dailly	Premium DNS Renewal	\$ 119.76	10-310-6610
5	Zoom US	Zoom Subscription for Meetings	\$ 16.62	10-310-6210
6	Arlo Technologies	Admin Office Security Cameras	\$ 17.99	10-550-6610
7	Adobe	Acrobat Pro Subscriptions	\$ 311.87	A
8	Downs Energy	Fuel for Fire 1, 2, & 3	\$ 280.16	10-421-6425
9	Adobe	Creative Cloud All Apps 100GB	\$ 29.99	10-310-6210
10	Frontier Comm	Internet for City Hall & Admin Office	\$ 205.35	10-550-6320
11	Amazon	Office Supplies	\$ 24.57	10-310-6210
12	League of California Cities	Registration - Welty	\$ 45.00	10-100-6510
13	League of California Cities	Registration - Dan	\$ 45.00	10-100-6510
14	League of California Cities	Registration - Nicole	\$ 45.00	10-310-6510
15	Red Robin	Closed Session Meal - 2/14/24	\$ 197.23	10-100-6225
16	CCMF	Membership Fee	\$ 400.00	10-310-6520
17	League of California Cities	Registration-Welty	\$ 45.00	10-100-6510
18	League of California Cities	Registration-Nicole	\$ 45.00	10-310-6510
19	Stater Brothers	Drinking Water and Sodas for Admin	\$ 56.61	10-310-6210
20	Dollar Tree	Office Supplies	\$ 17.61	10-310-6210
			\$ 2,816.97	

Account Breakdown

City Council Meeting Expense	10-100-6225	\$ 197.23
Conference/Meeting/Travel Expense	10-100-6510	\$ 135.00
City Manager Office Expense and Supplies	10-310-6210	\$ 127.79
City Manager Conference/Meeting/Travel Expense	10-310-6510	\$ 90.00
City Manager Dept. Expense	10-310-6220	\$ 47.98
City Manager Membership	10-310-6520	\$ 400.00
Professional/Specialized Services	10-310-6610	\$ 119.76
Office Expense and Supplies	10-320-6210	\$ 176.61
City Clerk Departmental Expense	10-320-6220	\$ 47.98
Building Dept Expense	10-360-6220	\$ 47.98
Finance Office Expense and Supplies	10-330-6210	\$ 47.98
Fire Department Fuel & Lubricants	10-421-6425	\$ 1,181.38
Fire Department Expense	10-421-6220	\$ 571.97
Special Enforcement Misc. Expense	10-520-6220	\$ 47.98
Building & Facilities Utilities	10-550-6320	\$ 205.35
Building & Facilities Professional/Specialized Services	10-550-6610	\$ 30.98
		\$ 2,816.97

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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 EIGHT MONTHS ENDING FEBRUARY 29, 2024

	Current Period Actual	Year-to-Date Actual	Total Budget	% Total of Budget Used
REVENUES				
Taxes	\$ 215,285.30	\$ 3,091,914.86	\$ 5,211,600	59.33
Licenses and Permits	100,787.32	685,389.26	678,600	101.00
Fines	1,667.64	6,581.68	22,474	29.29
Franchise Fees	124,552.79	247,523.14	624,500	39.64
Fees and Subscriptions	8,141.42	457,704.18	892,000	51.31
Investment earnings	18,361.40	128,106.04	28,000	457.52
Intergovernmental	-	3,489	60,300	5.79
Other Income	9,316.20	192,105.83	55,000	349.28
Proceeds from Long-term Debt	-	490,000.00	490,000	
Total Revenues	478,112.07	5,302,813.85	8,062,474.00	65.77
EXPENDITURES				
DEPARTMENTS				
City Council	4,519.08	149,201.12	173,315	86.09
City Attorney	25,660.50	111,292.50	173,082	64.30
City Manager	76,107.04	589,410.97	834,253	70.65
City Clerk	(4,466.01)	137,778.87	257,381	53.53
Finance	21,916.38	251,001.09	375,971	66.76
Planning	11,919.75	113,881.40	231,200	49.26
Building & Safety	29,822.42	195,286.13	367,227	53.18
Law Enforcement	2,027.33	22,195.67	628,998	3.53
City Fire	275,681.51	1,276,183.65	1,950,053	65.44
Emergency Preparedness	6,432.38	12,747.38	29,000	43.96
Animal Control	3,500.00	126,676.00	173,320	73.09
Public Works Administration	(10,994.26)	8,212.69	15,000	54.75
NPDES	5,036.20	68,968.20	133,500	51.66
Special Enforcement	70,770.55	266,626.73	402,621	66.22
Building & Facility	18,217.46	896,712.01	995,005	90.12
Transfers to Other Funds	-	-	1,284,692	-
Total Expenditures	536,150.33	4,226,174.41	8,024,618	52.67
Excess (Deficit)	\$ (58,038.26)	\$ 1,076,639.44	\$ 37,856	
Fund Balance - Beginning of Year (Audited)		6,413,798.00		
Fund Balance - February 29, 2024 (before closing)		\$ 7,490,437.44	*	

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