



# **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, June 12, 2024**

**4:00 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 May 8, 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: July 31, 2024



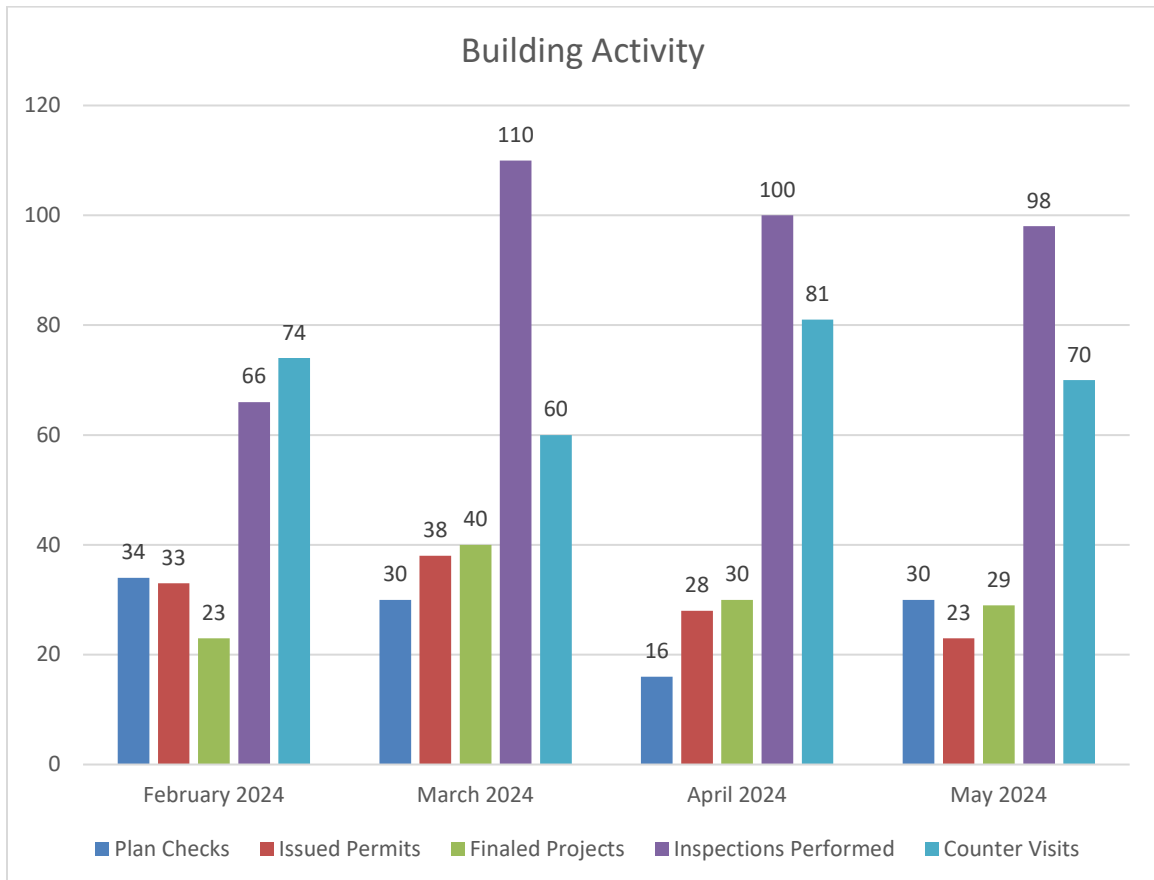


# STAFF REPORT

**TO:** Finance and Planning Committee  
**FROM:** Arron Brown, Interim City Manager  
**BY:** David Harnden, Building Official  
**DATE:** June 12, 2024  
**SUBJECT:** Building Department Activity, May 2024

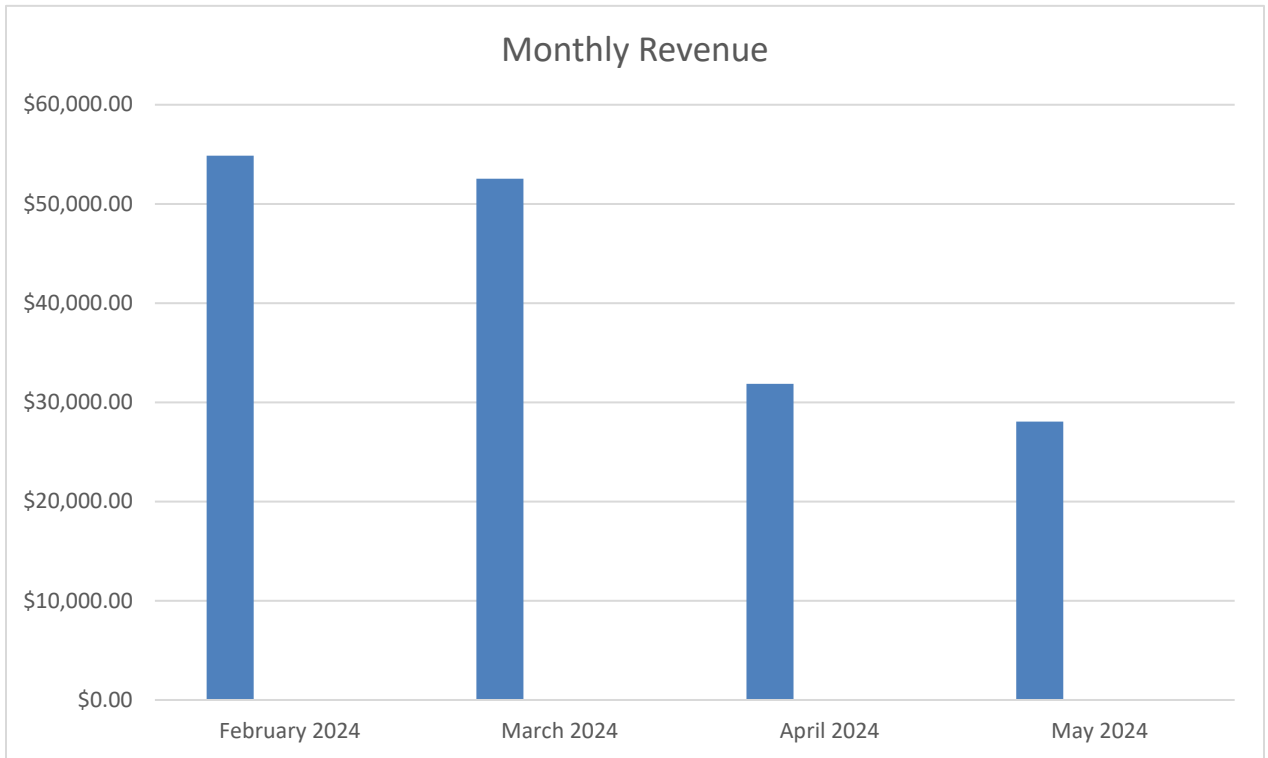
Activity status within the City of Canyon Lake Building Department for the month of **May 2024**. Regular monthly reports will be submitted for your review.

Building & Safety has performed **30** Plan Checks; Issued **23** Permits; Finaled **29** Projects and performed **98** Inspections. There were **70** counter visits to the Building Department.



## Revenue

Building & Safety has processed **\$28,056.03** 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:** Inspections performed and passed for retaining wall lift, second lift, footings for shade structure and pre-grout.

**MINUTES  
REGULAR MEETING OF THE CANYON LAKE  
FINANCE & PLANNING COMMITTEE  
Wednesday, May 8, 2024  
4:00 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 4:03 p.m.

**ROLL CALL**

**Committee Members Present:** Committee Chair Kasey Castillo, Committee Member Jennifer Dain

**Staff Present:** Interim Manager Arron Brown, 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 April 10, 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**

Interim City Manager Brown stated revisions to the current travel policy to bring the City in line with GSA standards would be presented to the City Council at the next regular meeting.

## **COMMITTEE MEMBER COMMENTS**

Chair Castillo spoke about obtaining additional buses for the Jr. Lifeguard program.

## **ADJOURNMENT**

The meeting was adjourned at 5:00 p.m.

Respectfully Submitted,

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Sheryl L. Garcia, MMC, CPM  
City Clerk



# **STAFF REPORT**

**TO:** Finance and Planning Committee

**FROM:** Arron Brown, Interim City Manager

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

**DATE:** June 12, 2024

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

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## **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 May 8, 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. 2024-17

# **ATTACHMENT 1**



**RESOLUTION NO. 2024-17**

**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 June 12, 2024; and

**WHEREAS**, Exhibit A was presented at the regular meeting of the City Council on June 12, 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 June 12th, in the amount of \$843,652.09 as follows:

Payroll Earnings (Gross)	\$ 162,420.54	(For Month of May)
Payroll Processing Fees	\$ 442.24	(For Month of May)
Payroll Taxes - Employer	3,265.18	(For Month of May)
On-line Retirement	19,271.21	(For Month of May)
On-line Health	31,057.39	(For Month of May)
Principal	485.25	(For Month of May)
Aflac	752.70	(For Month of April)
Nationwide Deferred Comp.	7,826.56	(For Month of May)
Citizens Business Bank Interest	1,949.05	(For the Month of April)
General	\$ 616,181.97	
TOTAL	<u>\$ 843,652.09</u>	

**PASSED, APPROVED AND ADOPTED** this 12th day of June, 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	Fire Station Uniforms: Name Plate	21.75
	Fire Station Uniforms	250.61
	Fire Station Uniform Embroidery	22.78
Amazon	Fire Station Office Supplies	162.50
	Fire Station Apparatus & Cleaning Supplies	94.12
	Fire Station Dryer Parts	26.21
	Fire Station Kitchen Faucet & Dryer Stacking Kit	247.02
	Fire Station Apparatus Supplies	13.12
	Fire Station Wildland Training Supplies	92.55
	Fire Station Facility Supplies	19.29
Amp	Band for 2024 Veterans Day Event	625.00
BIO-TOX	Blood Analysis, 3/15/2024	249.40
	Blood Analysis, 2/16/2024	860.35
Boatright	Reserve Stipend for April 2024	150.00
Bound Tree	Fire Station Medical Supplies	494.53
	Fire Station Medical Supplies	269.64
CA Dept of Tax and Fee Admin	Diesel Fuel #245-963712 Period Ending 3/31/24	182.00
CACEO	Rental Inspection Webinar-Rubi	60.00
CL PROPERTY OWNERS	Fiesta Day Sponsorship 2024	1,000.00
	Firehouse Note Payment 4	9,359.57
CLAMS	Donation for CLAMS - Fire Station Open House	400.00
Cory Willis	Education Reimbursement for Instructor 2B	170.00
CTAI	Landscape for Fire Station April 2024	250.00
	Fire Station Annual Palm Tree Trimming	1,024.00
	Landscape Maintenance Fee for Medians & Parkways April 2024	4,775.00
Dain	Auto Allowance May 2024 - Dain	100.00
DATA TICKET	Monthly Parking Fee March 2024	100.00
	Code Enforcement Processing March 2024	100.00
	Monthly EMS Response Fee March 2024	100.00
Delgado	Janitorial Services April 2024	1,180.50
	Janitorial Services April 2024	59.00
Discount Hauling	Cleaned Up and Hauled away Misc Debris from Storage Room	1,200.00
DOJ	Sheriff's Blood Analysis March 2024	35.00
Evan Williams	Fire Station Open House-Balloon Twisting	375.00
FRIDAY FLYER	Ordinance No. 247-Repeal & Replace Title 3 Revenue & Finance	55.00
	Fire Station 1/8 Page Ad for Open House	85.00
hipprint	Library's Earth Day Event Volunteer Program Promotion Flyers	120.68
Jeremy Smith	Auto Allowance May 2024 - Smith	100.00

Date: 5/2/24  
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City of Canyon Lake  
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
John Hancock	EE & ER Contributions for Bi-Weekly Check Date 4/26/24	4,279.49
	EE & ER Contributions for Semi-Monthly Check Date 4/30/24	1,394.11
Kasey Castillo	Auto Allowance May 2024 - Castillo	100.00
Liebert Cassidy Whitmore	Professional Services for March 2024 (00004)	304.50
	General Professional Services for March 2024 (00001)	1,305.00
Life-Assist	Fire Station Medical Supplies	5.93
Linde Gas & Equipment	Fire Station Medical Supplies	453.44
Longobardo	Reserve Stipend for April 2024	150.00
Mark Terry	Auto Allowance May 2024 - Terry	100.00
McKenzie Cassara	2024 Essay Scholarship Winner	1,500.00
MES	Fire Station Utility Gloves	1,292.66
	Fire Station Extrication Gloves	2,930.80
Michel	Reserve Stipend for April 2024	100.00
PLAT	Fire Station Repairs- Dryer	1,003.78
PVM	Street and Facility Maintenance Services 2/1/24-3/31/24	421.00
	Street and Facility Maintenance Services 2/1/24-3/31/24	2,053.33
RingCentral Inc.	Annual Contract 4/18/24-4/17/25 City Hall & Fire Station	11,037.67
Ritchie	Fire Station Advertising for Open House	86.00
Riv Co Fire	Dispatch Services FY 23/24 3rd Quarter	31,416.92
Riv Co Flood	FY 23/24 NPDES Cost Sharing-Santa Ana NPDES Permit	3,529.41
Riv Co TLMA Sanchez]	SLF- March 24 Costs	28.63
	Reserve Stipend for April 2024	100.00
Shuster	Quarter 1 Advisory Fee 1/1/24-3/31/24	750.00
South Coast Emergency	Fire Station E-201 Service and Pump Test	6,950.60
Stoddart	Reserve Stipend for April 2024	150.00
Syntech	Monthly IT Support 4/1/24-4/30/24	2,927.50
	Monthly Subscriptions & Programs 4/1/24-4/30/24	1,473.00
Tanyuksel	Fire Station Open House- Face Painting	350.00
The Code	Plan Check Services 3/1/24-3/31/24	9,976.12
Time Warner	Digital Converter for City Hall 4/22/24-5/21/24	5.35
	Internet for Fire Station 4/10/24-5/9/24	312.67
Toshiba Business Solutions, USA	Fire Station B/W & Color Copies 3/25/24-4/24/24	72.57
	Admin B/W & Color Copies 3/26/24-4/25/24	165.86
US Bank	See Credit Card Review	2,597.79
Welty	Auto Allowance May 2024 - Welty	100.00

Date: 5/2/24  
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City of Canyon Lake  
Invoices Selected for Payment - COUNCIL CHECK REPORT

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
Willdan	Water Quality Services thru 3/29/24	12,129.50
ZF	Fire Station Medical Direction Fees Jan-Mar 2024	600.00
Report Total		<u>126,583.25</u>

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

Vendor ID	Invoice Description	Cash Required
All Signs	Banners for Parade Floats	306.68
Bankcard	See Credit Card Review 2637	5,332.00
	See Credit Card Review 0776	847.59
	See Credit Card Review 3437	7,151.59
	See Credit Card Review 0066	268.71
	See Credit Card Review 7235	1,555.56
Brianna Hemsley	Reimbursement for Fire Station Open House Face Painter	350.00
IGM	Gravity Base Platform & Budgeting Module 5/10/2024-5/9/2025	18,540.00
LaTendresse	Reimbursement for Fire Station Open House Supplies	243.09
SDRMA	Dental and Vision Insurance June 2024	2,648.26
Toshiba	Monthly Copier Lease for Admin & City Hall June 2024	822.86
Report Total		38,066.34

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

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
Nunez	Final Check for Last Day on 5/11/2024	<u>2,082.02</u>
Report Total		<u><u>2,082.02</u></u>

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

Vendor ID	Invoice Description	Cash Required
ABILA	Accounting Software 6/1/24-6/30/24	220.10
Amazon	Fire Station Office Supplies	177.52
AMERICAN FORENSIC	Sheriff's Blood Draw, 4/23/24	318.00
AMP	Rent for June 2024-31526 Railroad Cyn Rd., Suite 5	2,919.00
	Rent for June 2024-31526 Railroad Cyn Rd., Suite 4	443.00
ANIMAL FRIENDS	Animal Control Services Month of April 2024	3,500.00
BIO-TOX	Blood Analysis, 4/17/2024	561.63
Bound Tree	Fire Station Medical Supplies	223.28
Cal Fire/State Fire Marshal	Fire Station Fireworks Training	175.00
California PPE	Fire Station Turnout Repairs to Four Coats	624.00
CL PEST	Monthly Rodent Bait for Fire Station April 2024	40.00
	Monthly Pest Control for Fire Station April 2024	45.00
CL PROPERTY OWNERS	Firehouse Note Payment 5	9,359.57
Co of Riv EMD	Quarterly Emergency Services January-March 2024	6,250.00
Colantuono, Highsmith & Whatley	Attorney Services for adv. Richard Beck thru April 30, 2024	3,965.50
Cole Huber	Attorney Services/Nuisance Abatement File No. 10413.015-3/24	3,101.68
	Attorney Services/ General File No. 10413-March 2024	6,300.00
Concentra	Fire Station Sasse Return to Work Physical	142.00
Control Pump	Landscape Booster Station Monitor Report for April 2024	401.25
	Pump Station Maintenance and Computer Firmware Upgrade	612.50
Corelogic	Database for Code Enforcement April 2024	167.13
CPS	HR Consulting Services 2/25/24-3/30/24	695.00
CR&R	Trash Services for Rental May 2024	201.12
	Bagged Compost and Organic Kitchen Pails	1,788.00
	Bagged Compost and Organic Kitchen Pails	2,500.00
CTAI	Mulching Service for Fire Station	400.00
	RRCR Accident Clean-Up and Plant Replacement	1,840.00
DATA TICKET	Monthly Parking Fee April 2024	100.00
	Code Enforcement Processing April 2024	110.00
	Monthly EMS Response Fee April 2024	100.00
Elite Auto Solutions	Detailed Pontoon Boat	225.00
Gladwell	Election Services-Citizens & Candidate Advice Subscription	600.00
GREENHALGH	Retiree Health Insurance June 2024	184.72
ICG	CL-001 General Engineering Services 3/1/24-3/31/24	2,383.75
	CL-003 Railroad Canyon Road-HSIP Project	6,135.00
John Hancock	EE & ER Contributions for Bi-Weekly Check Date 5/10/24	4,279.49

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

Vendor ID	Invoice Description	Cash Required
	EE & ER Contributions for Semi-Monthly Check Date 5/15/24	1,394.11
Johnson Equipment	City Boat Emergency Light/Microphone Repairs	6,914.51
	Fire Station Replacement Headsets for E-1	1,260.68
Lake Elsinore Ford	Ford Explorer Maintenance Package	106.83
Life-Assist	Fire Station Medical Supplies	250.76
MES	Fire Station Hydrostatic Test of SCBA Bottles	523.57
PARS	Monthly Administrative Fees Ending March 2024	400.00
Pitney Bowes	Pitney Bowes Lease Meter 3/13/2024-6/12/2024	148.51
Pitney Bowes - Purchase Power	Refill Meter, 4/23/2024	603.75
PORAC RMT	PORAC Contributions for April 2024	500.00
PZL, Inc.	Planning Services for April 2024	2,640.00
RAMS	Accounting Services for March 2024	11,169.60
RCA	MSHCP Fees Collected April 2024	4,236.00
	AUP Audit Findings-FY2023	1,908.53
Rincon	Canyon Lake Housing Element 3/1/24-4/30/24	6,492.25
Ritchie	Eight-Day 2024 Volunteer Ad 3/15/24-3/22/24	86.00
	Eleven-Day 2023 Winter Wonderland Ad 11/16/23-12/3/23	194.00
	Twelve-Day 2023 Veterans Day Ad 10/31/23-11/11/23	130.00
	Two-week Job Opening Ad 9/6/23-9/19/23	150.00
	Six-Day September 11 Event Ad 9/6/23-9/11/23	66.00
	Two Essay Ads from 4/11/23-4/19/24	150.00
	Community Clean-Up Ad from 4/5/24-4/26/24	236.00
	Veterans Day 2022 Ad & Turkey Drive 2022 Ad	258.00
	Memorial Day Flag Ad 4/8/24-4/30/24	236.00
riv Co Exec	SCFA Administrative Expenses FY 23/24	4,136.62
Riv Co Sheriff Dept Lake Elsinore	Sheriff's Contract Law 1/11/24-2/27/24	153,172.87
	Sheriff's Contract Law 2/8/24-3/6/24	60,505.77
	Sheriff's Contract Law 2/8/24-3/6/24	90,084.03
Riv Co TLMA	SLF - April 24 Costs	5,200.59
	SLF -June 2023 Costs	3,804.92
STAPLES	Office Supplies for Admin & City Hall	665.58
Syntech	Monthly Subscriptions & Programs 5/1/24-5/31/24	1,525.00
	Monthly IT Support 5/1/24-5/31/24	2,977.50
	Configure HP Computer for Staff-Liz	525.00
TCS	GASB 75 Full Valuation-1st Installment	1,530.00
The Code	Plan Check Services 4/1/24-4/30/24	14,674.73
The Gas Co	Gas Charges for 31520 Railroad Cyn Rd 3/28/24-4/26/24	22.96
	Gas Charges for City Hall 3/28/24-4/26/24	79.09

Date: 5/22/24  
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City of Canyon Lake  
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
Time Warner	Internet for Fire Station 5/10/24-6/9/24	312.67
Toshiba	Monthly Copier Lease for Fire Station June 2024	120.83
Toshiba Business Solutions, USA	Fire Station B/W & Color Copies 4/25/24-5/24/24	61.58
	Admin B/W & Color Copies 4/26/24-5/19/24	59.26
US Bank	See Credit Card Review	4,134.12
Willdan	Canyon Lake Golf Cart Study and E&T Survey	510.00
Report Total		445,246.46

City of Canyon Lake  
 Check/Voucher Register - Checks Prior Month  
 From 5/1/2024 Through 5/31/2024

Check Number	Vendor Name	Effective Date	Check Amount
EFT 935	SOUTHERN CALIFORNIA EDISON	5/6/2024	122.89
EFT 936	SOUTHERN CALIFORNIA EDISON	5/6/2024	725.46
EFT 937	SOUTHERN CALIFORNIA EDISON	5/6/2024	228.49
EFT 938	SOUTHERN CALIFORNIA EDISON	5/6/2024	414.09
EFT 939	SOUTHERN CALIFORNIA EDISON	5/6/2024	13.39
EFT 940	SOUTHERN CALIFORNIA EDISON	5/6/2024	136.02
EFT 941	Sparkletts	5/6/2024	181.86
EFT 942	SOUTHERN CALIFORNIA EDISON	5/16/2024	278.46
EFT 943	SOUTHERN CALIFORNIA EDISON	5/16/2024	725.29
EFT 944	ELSINORE VALLEY MUNI WATER DIS	5/16/2024	133.98
EFT 945	ELSINORE VALLEY MUNI WATER DIS	5/16/2024	108.71
EFT 946	ELSINORE VALLEY MUNI WATER DIS	5/16/2024	83.26
EFT 947	ELSINORE VALLEY MUNI WATER DIS	5/16/2024	183.65
EFT 948	ELSINORE VALLEY MUNI WATER DIS	5/16/2024	<u>868.35</u>
Report Total			<u>4,203.90</u>

# Credit Card Review

US BANK Statement dated 4/6/24

ITEM #	CREDITOR	DESCRIPTION	AMOUNT	ACCOUNT
1	Downs Energy	Fuel for Fire 1: Red Dye	\$ 393.86	10-421-6425
2	Arlo Technologies	City Hall Security Cameras	\$ 12.99	10-550-6610
3	Downs Energy	Fuel for Fire 2 & 3: Unleaded	\$ 125.33	10-421-6425
4	Zoom, US	Zoom Subscription for Meetings	\$ 16.62	10-310-6210
5	Go Daddy.com	Windows Hosting Deluxe Renewal	\$ 167.88	10-310-6610
6	Adobe	Acrobat Pro Subscriptions	\$ 239.88	10-310-6210
7	Arlo Technologies	Admin Office Security Cameras	\$ 17.99	10-550-6610
8	Adobe	Acrobat Pro Subscriptions	\$ 311.87	A
9	Downs Energy	Fuel for Fire 1, 2, & 3: Unleaded and Red Dye	\$ 797.22	10-421-6425
10	Frontier Comm	Internet for City Hall & Admin Office	\$ 205.35	10-550-6320
11	Adobe	Creative Cloud All Apps 100GB	\$ 29.99	10-310-6210
12	PZA	Closed Session Dinner, March 13, 2024	\$ 278.81	10-100-6225
			<u>\$ 2,597.79</u>	

Account Breakdown

City Council Meeting Expense	10-100-6225	\$ 278.81
City Manager Office Expense and Supplies	10-310-6210	\$286.49
City Manager Dept. Expense	10-310-6220	\$47.98
Professional/Specialized Services	10-310-6610	\$ 167.88
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	\$ 1,316.41
Fire Department Expense	10-421-6220	\$71.97
Special Enforcement Misc. Expense	10-520-6220	\$47.98
Building & Facilities Utilities	10-550-6320	\$ 205.35
Building & Facilities Professional/Specialized Ser	10-550-6610	\$ 30.98
		<u>\$ 2,597.79</u>

Check Figure \$ -

Copies for City Council  
as directed by  
the Finance Committee

**California Bank & Trust Statement dated 4/28/24**

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Positive Promotions	Fire Station Swag	\$ 360.95	10-100-6831
2	Liebert Cassidy Paypal	Training Classes for Supervisors	\$ 200.00	10-421-6710
3	Canva	Open House: Postcards/Flyers	\$ 85.50	10-100-6831
4	Canva	Refund	\$ (70.50)	10-100-6831
5	Apple.com	Monthly iCloud Storage	\$ 0.99	10-421-6310
6	Costco	Fire Station Supplies	\$ 178.53	10-421-6220
7	Exxon Menifee Car Wash	Car Wash Detailing: C-1	\$ 42.95	10-421-6410
8	Exxon Menifee Car Wash	Car Wash Detailing: B-1	\$ 46.95	10-421-6410
9	NorCALFPO Fire Prevention	2022 Inspection Guidebooks	\$ 106.65	10-421-6710
10	Firescope	Training Books- Fog Manual	\$ 103.45	10-421-6710
11	CFEDWEST	Registration for Conference- Chief, Gorter, Moore	\$ 810.00	10-421-6510
12	The Home Depot	Fire Station Training Supplies	\$ 603.61	10-421-6710
13	SP Fire By trade	Fire Station Hose Straps	\$ 94.44	10-421-6231
14	Renaissance Hotels Indian Well,CA	Conference Hotel -Moore	\$ 739.42	10-421-6510
15	Renaissance Hotels Indian Well,CA	Conference Hotel -Gorter	\$ 716.36	10-421-6510
16	Home Depot	Fire Station Training Supplies	\$ 22.53	10-421-6710
17	Home Depot	Fire Station Training Supplies	\$ 784.53	10-421-6710
18	Home Depot	Fire Station Training Supplies	\$ 48.94	10-421-6710
19	Home Depot	Fire Station Training Supplies	\$ 363.23	10-421-6710
20	Home Depot	Fire Station Training Supplies	\$ 58.06	10-421-6710
21	Home Depot	Fire Station Training Supplies	\$ 35.41	10-421-6710
			<b>\$ 5,332.00</b>	

**Account Breakdown**

City Council Events	10-100-6831	\$ 375.95
Fire Department Expense	10-421-6220	\$ 178.53
Fire Department Emergency Response Equip	10-421-6231	\$ 0.99
Fire Department Communications	10-421-6310	\$ 94.44
Fire Department Fleet & Equipment Maintenance	10-421-6410	\$ 89.90
Fire Department Conference/Meeting/Travel	10-421-6510	\$ 2,265.78
Fire Department Training & Education	10-421-6710	\$ 2,326.41
		<b>\$ 5,332.00</b>

Check Figure \$ -

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

**California Bank & Trust Statement dated 4/28/24**

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Supplyhouse.com	Bio Hazard Clean-Up Formula	\$ 95.48	10-421-6231
2	Lowe's	Training Supplies -Open House	\$ 752.11	10-100-6831
			<b>\$ 847.59</b>	

Account Breakdown

Council City Events	10-100-6831	\$ 752.11
Fire Station Emergency Response Equipment	10-421-6231	\$ 95.48
		<b>\$ 847.59</b>
		\$ -

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

**California Bank & Trust Statement dated 4/28/24**

ITEM #	CREDITOR	DESCRIPTION	AMOUNT	ACCOUNT
1	Canyon Lake Auto Repair	2022 Jeep Gladiator Service	\$ 105.03	10-520-6415
2	Roadpost USA	Satellite Phone Service Fee	\$ 66.95	10-425-6310
3	Amazon Prime	Membership Fee	\$ 16.15	10-310-6210
4	Staples	Office Supplies	\$ 657.95	10-310-6210
5	Amazon	Asurion 4 Year Laptop Protection Plan	\$ 229.99	10-421-6450
6	Amazon	Fire Station Laptop	\$ 1,820.96	10-421-6450
7	Amazon	Laptop Carrying Case	\$ 41.93	10-421-6450
8	Amazon	Laptop USB C to HDMI Adapter	\$ 19.38	10-421-6450
9	Staples	Office Supplies	\$ 233.28	10-310-6210
10	Amazon	Office Supplies	\$ 30.16	10-310-6210
11	Amazon	Asurion 4 Year Laptop Protection Plan	\$ (229.99)	10-421-6450
12	The UPS Store	Amazon Shipping Return	\$ 30.79	10-310-6210
13	CACEO	Membership Dues-Rubi	\$ 100.00	10-520-6520
14	SQ Maritime	Appraisal for Boat	\$ 682.00	10-520-6210
15	Wal-Mart	City Clean-Up Event Supplies	\$ 15.26	10-310-6210
16	Hit Print	Promotion for Clean-Up Event & Library Earth Day	\$ 120.68	10-100-6830
17	Amazon	Asurion 4 Year Laptop Protection Plan	\$ 279.99	10-421-6450
18	Verizon Wireless	Ipads & Sim Card Devices	\$ 212.80	A
19	Verizon Wireless	Cell Phones (City Hall & Fire Station)	\$ 366.31	A
20	Amazon	Fire Station Laptop	\$ 2,351.97	10-421-6450
			<u>\$ 7,151.59</u>	

**Account Breakdown**

City Council Promotion and Advertising	10-100-6830	\$ 120.68
City Manager Office Expense	10-310-6210	\$983.59
Building Dept Communications	10-360-6310	\$75.41
Fire Department Communications	10-421-6310	\$267.81
Fire Department AMR EMS Enhance	10-421-6450	\$ 4,514.23
Emergency Preparedness Communications	10-425-6310	\$ 66.95
Code Enforcement Supplies	10-520-6210	\$ 682.00
Code Enforcement Communications	10-520-6310	\$ 202.27
Code Enforcement Vehicle Maintenance	10-520-6415	\$ 105.03
Code Enforcement Membership Dues	10-520-6520	\$ 100.00
Building & Facilities Utilities	10-550-6320	\$33.62
		<u>\$ 7,151.59</u>

Check Figure \$ -

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the Finance Committee*

**California Bank & Trust Statement dated 4/28/24**

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	A's Pizza	TNOW Regional Meeting, 3/27/2024	\$ 140.75	10-100-6510
2	Tommy's Express	Car Wash- April 2024	\$ 10.00	10-310-6415
3	Tommy's Express	Car Wash- April 2024	\$ 10.00	10-310-6415
4	Tommy's Express	Car Wash- April 2024	\$ 10.00	10-310-6415
5	Tommy's Express	Car Wash- April 2024	\$ 87.96	A
6	Tommy's Express	Car Wash- April 2024	\$ 10.00	10-310-6415
			\$ 43.98	10-520-6415
			\$ 21.99	10-360-6415
			\$ 21.99	10-310-6415
			<u>\$ 268.71</u>	

Account Breakdown

Council Meeting/Travel Expense	10-100-6510	\$ 140.75
City Manager Vehicle Maintenance	10-310-6415	\$ 61.99
Building & Safety Vehicle Maintenance	10-360-6415	\$ 21.99
Code Enforcement Vehicle Maintenance	10-520-6415	\$ 43.98
		<u>\$ 268.71</u>

Check Figure \$ -

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**California Bank & Trust Statement dated 4/28/24**

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Olive Garden	Special Closed Session Meal, 4/1/2024	\$ 131.93	10-100-6225
2	Menifee Valley Chamber	45th Menifee Chamber Awards Gala, Welty	\$ 125.00	10-100-6510
3	Champion Trophy	Arron Signage	\$ 17.24	10-310-6210
4	Stater Brothers	Office Supplies-Water and Soda	\$ 63.71	10-310-6210
5	Canyon Lake Country Club	Closed Session Meal, 4/10/2024	\$ 222.04	10-100-6225
6	GM Business Interiors	Arron Signage	\$ 95.12	10-310-6210
7	Marriott Desert Springs Resort	2024 SCAG Conference Hotel - Smith	\$ 246.25	10-100-6510
8	Marriott Desert Springs Resort	2024 SCAG Conference Hotel - Welty	\$ 492.50	10-100-6510
9	Amazon	Office Supplies-City Clerk	\$ 38.15	10-320-6220
10	Hobby Lobby	Fiesta Days Decor for Float	\$ 30.36	10-100-6831
11	Amazon	Office Supplies-City Clerk Office	\$ 24.32	10-320-6220
12	Amazon	Office Supplies-City Clerk Office	\$ 68.94	10-320-6220
			<b>\$ 1,555.56</b>	

**Account Breakdown**

City Council Meeting Expense	10-100-6225	\$ 353.97
Council Meeting/Travel Expense	10-100-6510	\$ 863.75
City Council City Events	10-100-6831	\$ 30.36
City Manager Office Expense	10-310-6210	\$ 176.07
City Clerk Departmental Expense	10-320-6220	\$ 131.41
		<b>\$ 1,555.56</b>

Check Figure \$ -

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US BANK Statement dated 5/6/24

ITEM #	CREDITOR	DESCRIPTION	AMOUNT	ACCOUNT
1	Downs Energy	Fuel for Fire 1 & 2	\$ 472.93	10-421-6425
2	Graphics and Printing	Business Cards-Arron	\$ 225.20	10-310-6210
3	Arlo Technologies	City Hall Security Cameras	\$ 12.99	10-550-6610
4	Downs Energy	Fuel for Fire 1 & 2	\$ 440.80	10-421-6425
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	Downs Energy	Fuel for Fire 1 & 2	\$ 652.58	10-421-6425
8	Adobe	Acrobat Pro Subscriptions	\$ 311.87	A
9	Adobe	Creative Cloud All Apps 100GB	\$ 29.99	10-310-6210
10	DropBox	Dropbox Plus for Media (5/4/2024 to 5/4/2025)	\$ 119.88	10-310-6210
11	Temecula.org	Temecula State of the City Registration-Jessica	\$ 80.00	10-310-6510
12	Murrieta Chamber	Murrieta State of the City Registration-Arron	\$ 60.00	10-310-6510
13	Perris Valley Chamber	Perris State of the City Registration-Arron	\$ 50.00	10-310-6510
14	Hotel Booking Fee	City Leaders Summit Sacramento Hotel Fee	\$ 15.99	10-310-6510
15	Hotel Booking	City Leaders Summit Sacramento Hotel Fee	\$ 636.82	10-310-6510
16	Southwest Airlines	City Leaders Summit Sacramento Flight Fee	\$ 731.96	10-310-6510
17	TicketLeap-LESJWA	LESJWA Refund for Weity Registration Ticket	\$ (53.50)	10-100-6510
18	TicketLeap-LESJWA	LESJWA Registration Fee-Dale & Arron	\$ 107.00	A
19	Temecula.org	Temecula State of the City Registration-Arron	\$ 80.00	10-310-6510
20	Murrieta Chamber	Murrieta State of the City Registration-Jessica & Maddie	\$ 120.00	10-310-6510
21	Courtyard Palm Desert	SCAG Conference Hotel	\$ 141.60	10-310-6510
22	League of Cal Cities	Riverside County Div Meeting May 2024-Arron	\$ 65.00	10-310-6510
23	Murrieta Chamber	Refund for Murrieta State of the City-Arron	\$ (60.00)	10-310-6510
24	Courtyard Palm Desert	Refund SCAG Conference Hotel	\$ (141.60)	10-310-6510
			<b>\$ 4,134.12</b>	

Account Breakdown

Conference/Meeting/Travel Expense	10-100-6510	\$0.00
City Manager Office Expense and Supplies	10-310-6210	\$391.69
City Manager Conference/Meeting/Travel Expense	10-310-6510	\$1,833.27
City Manager Dept. Expense	10-310-6220	\$47.98
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	\$ 1,566.31
Fire Department Expense	10-421-6220	\$71.97
Special Enforcement Misc. Expense	10-520-6220	\$47.98
Building & Facilities Professional/Specializec	10-550-6610	\$ 30.98
		<b>\$ 4,134.12</b>

Check figure \$

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**CITY OF CANYON LAKE**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**GENERAL FUND**  
**FOR THE ONE MONTH AND TEN MONTHS ENDING APRIL 30, 2024**

	Current Period Actual	Year-to-Date Actual	Total Budget	% Total of Budget Used
<b>REVENUES</b>				
Taxes	\$ 339,478.28	\$ 3,345,184.05	\$ 5,301,600	63.10
Licenses and Permits	39,769.09	791,280.15	949,600	83.33
Fines	682.95	9,714.63	22,474	43.23
Franchise Fees	159,110.54	406,633.68	624,500	65.11
Fees and Subscriptions	5,397.00	464,439.18	892,000	52.07
Investment earnings	15,232.21	151,235.00	76,000	198.99
Intergovernmental	-	163,489	220,300	74.21
Other Income	63,336.28	100,013.39	55,000	181.84
Proceeds from Long-term Debt	-	490,000.00	490,000	100.00
Total Revenues	<b>623,006.35</b>	<b>5,921,988.94</b>	<b>8,631,474.00</b>	<b>68.61</b>
<b>EXPENDITURES</b>				
<b>DEPARTMENTS</b>				
City Council	5,000.95	195,887.55	188,115	104.13
City Attorney	20,726.50	134,683.50	213,082	63.21
City Manager	99,314.47	748,475.86	874,153	85.62
City Clerk	15,766.27	179,670.22	257,381	69.81
Finance	24,396.56	304,275.34	375,971	80.93
Planning	3,840.00	127,711.86	231,200	55.24
Building & Safety	22,091.61	251,660.74	376,227	66.89
Law Enforcement	751.54	23,437.21	628,998	3.73
City Fire	160,835.15	1,556,895.71	2,021,653	77.01
Emergency Preparedness	-	14,357.29	29,000	49.51
Animal Control	25,471.00	152,147.00	173,320	87.78
Public Works Administration	2,238.75	12,296.44	15,000	81.98
NPDES	2,622.75	71,590.95	133,500	53.63
Special Enforcement	30,250.56	304,433.97	404,621	75.24
Building & Facility	19,629.05	957,503.93	1,051,505	91.06
Transfers to Other Funds	-	-	1,284,692	-
Total Expenditures	<b>432,935.16</b>	<b>5,035,027.57</b>	<b>8,258,418</b>	<b>60.97</b>
Excess (Deficit)	<b>\$ 190,071.19</b>	<b>\$ 886,961.37</b>	<b>\$ 373,056</b>	
<b>Fund Balance - Beginning of Year (Audited)</b>		<b>6,413,798.00</b>		
<b>Fund Balance - April 30, 2024 (before closing)</b>		<b>\$ 7,300,759.37</b>		*

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