



CITY OF CANYON LAKE

City Hall

31516 Railroad Canyon Road
Canyon Lake, CA 92587
www.canyonlakeca.gov

Chair Jennifer Dain
Member Mark Terry

AGENDA

Regular Meeting of the Finance & Planning Committee
Tuesday, September 3, 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 July 31, 2024
- (3) Receive and File Claims and Demands of the City

STAFF COMMENTS

COMMITTEE MEMBER COMMENTS

ADJOURNMENT

Next Meeting Date: October 9, 2024



STAFF REPORT

TO: Finance and Planning Committee

FROM: Arron Brown, Interim City Manager

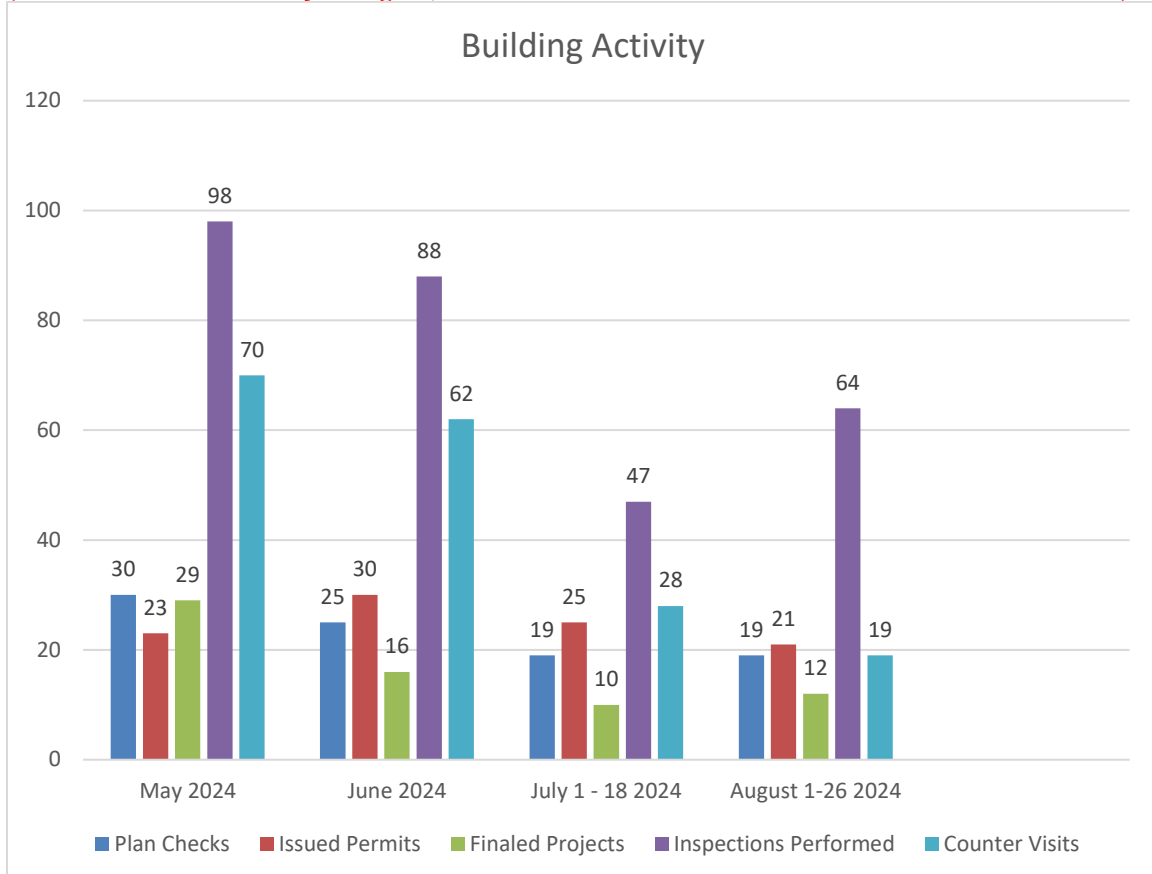
BY: David Harnden, Building Official

DATE: September 3, 2024

SUBJECT: Building Department Activity, August 01, 2024- August 26, 2024

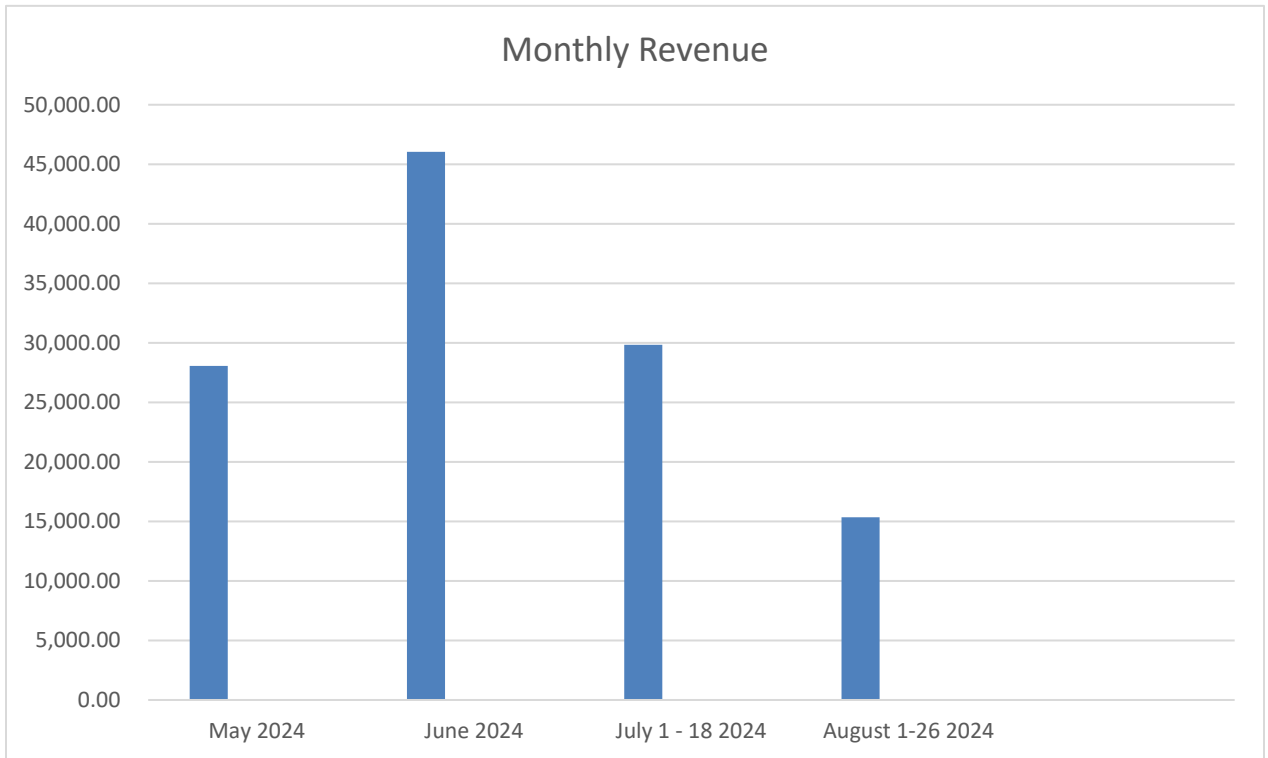
Activity status within the City of Canyon Lake Building Department for the month of **August 01-26, 2024**. Regular monthly reports will be submitted for your review.

Building & Safety has performed **19** Plan Checks; Issued **21** Permits; Finaled **12** Projects and performed **64** Inspections. There were **19** signed-in counter visits to the Building Department. **(Counter visit number may be higher, inaccurate count due to combined Business License counter).**



Revenue

Building & Safety has processed **\$15,350.47** 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: Permit finalized 7/31/2024

**MINUTES
REGULAR MEETING OF THE CANYON LAKE
FINANCE & PLANNING COMMITTEE
Wednesday, July 31, 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 4:01 p.m.

ROLL CALL

Committee Members Present: Committee Member Jennifer Dain; Committee Member Mark Terry

Staff Present: Interim Manager Arron Brown, City Attorney Steven Graham, City Clerk Sheryl Garcia, Fire Chief Jeff LaTendresse, Finance Director Terry Shea, Deputy Building Official David Harnden

PUBLIC COMMENTS

There were no public comments.

ROUTINE ITEMS

Motion and second by Committee Member Dain Committee Member Terry to add an item to the agenda to appoint a new Committee Chairperson.

Committee Member Dain was appointed Chair of the Finance and Planning Committee.

(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 June 12, 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.

STAFF COMMENTS

None.

COMMITTEE MEMBER COMMENTS

None.

ADJOURNMENT

The meeting was adjourned at 4:36 p.m.

Respectfully Submitted,

Sheryl L. Garcia, MMC, CPM
City Clerk



ITEM NO. 3

STAFF REPORT

TO: Finance and Planning Committee

FROM: Arron Brown, Interim City Manager

BY: Elizabeth Luna, Executive Assistant and Accounting Technician 1

DATE: September 3, 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 from July and August 2024 represent the paid claims and demands since the City Council meeting of July 31, 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. 2024-37 (July)
2. Resolution No. 2024-38 (August)

ATTACHMENT 1

RESOLUTION NO. 2024-37

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 September 3, 2024; and

WHEREAS, Exhibit A was presented at the regular meeting of the City Council on September 3, 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 September 3rd, in the amount of \$1,141,200.55 as follows:

Payroll Earnings (Gross)	\$ 228,361.06	(For Month of July)
Payroll Processing Fees	\$ 406.75	(For Month of July)
Payroll Taxes - Employer	\$ 3,643.88	(For Month of July)
On-line Retirement	\$ 9,863.13	(For Month of July)
On-line Health	\$ 31,441.49	(For Month of July)
Principal	\$ 442.93	(For Month of July)
Aflac	\$ 732.78	(For Month of June)
Nationwide Deferred Comp.	\$ 8,622.06	(For Month of July)
Citizens Business Bank Interest	\$ 1,949.05	(For the Month of June)
General	\$ 855,737.42	
TOTAL	<u>\$ 1,141,200.55</u>	

PASSED, APPROVED AND ADOPTED this 3rd day of September, 2024.

Dale Welty, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk

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

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
Collision	Repairs for 2022 Ford Explorer Final Bill, 5/14/2024	<u>6,143.00</u>
Report Total		<u><u>6,143.00</u></u>

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

Vendor ID	Invoice Description	Cash Required
2 Hot Uniforms	Fire Station Annual Uniform Purchases	1,735.72
	Fire Station Uniform Purchases	202.76
	Fire Station Metal Name Plates	21.23
	Fire Station Uniform Purchases	245.76
Allstar Fire	Fire Station Helmet for New Battalion Chief	478.76
Amazon	Fire Station Fleet Maintenance Supplies	1,367.31
	Fire Station Fleet Maintenance Supplies	503.86
	Fire Station Command Vehicles Equipment	50.78
Boatright	Reserve Stipend for June 2024	50.00
Colantuono, Highsmith & Whatley	Attorney Services for adv. Richard Beck thru June 30, 2024	563.00
CPS	HR Consulting Services 3/31/24-6/01/24	622.50
Curtis	Fire Station Wildland Hose Packs for E-201	1,038.67
	Fire Station Wildland Helmet	318.55
Embroidery	Code Enforcement Uniform Jacket	125.61
Gordon	Reserve Stipend for June 2024	100.00
Gorter	Meals and Incidentals Reimbursement for CFED Conference	138.00
HINDERLITER	Contract Services-Sales Tax (April-June 2024)	1,344.54
John Hancock	EE & ER Contributions for Semi-Monthly Check Date 6/28/24	1,394.11
Koopman	Reserve Stipend for June 2024	100.00
LESJWA	FY 23-24 Member Contributions	20,000.00
Longobardo	Reserve Stipend for June 2024	100.00
Michel	Reserve Stipend for June 2024	50.00
Moore R	Fire Station Tuition Reimbursement Driver Operator 1A/1B	468.00
	Meals and Incidentals Reimbursement for CFED Conference	138.00
Riv Co Sheriff Dept Lake Elsinore	Sheriff's Contract Law 5/2/24-5/29/24	150,175.46
Riv Co Sheriff DTS	SH-Communicate RMS/CLETS Services 7/1/23-6/30/24	10,404.00
SanchezJ	Reserve Stipend for June 2024	450.00
Shuster	Quarter 2 Advisory Fee 4/1/24-6/30/24	750.00
South Coast Emergency	Fire Station E-201 Repairs	5,007.20
Stoddart	Reserve Stipend for June 2024	50.00
Syntech	Configure New Toshiba Copiers for City Hall & Admin	1,050.00
US Bank	See Credit Card Review	3,068.67
Report Total		202,112.49

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

Vendor ID	Invoice Description	Cash Required
ABILA	Accounting Software 8/1/24-8/31/24	220.08
All State Propane	Fire Station Propane Tank Rental	86.19
	Fire Station Propane Tank Rental	86.19
Amazon	Fire Station Amazon Membership Fee	542.66
Dain	Auto Allowance July 2024-Dain	100.00
Jeremy Smith	Auto Allowance July 2024-Smith	100.00
Kasey Castillo	Auto Allowance July 2024-Castillo	100.00
LESJWA	FY 2024-25 Member Contributions	20,000.00
Liebert Cassidy Whitmore	ERC Membership 7/1/24 through 6/30/25	5,385.00
Mark Terry	Auto Allowance July 2024-Terry	100.00
PERMA	FY 2024-25 Workers' Comp & Liability Program	280,321.00
SDRMA	Dental and Vision Insurance August 2024	1,851.86
Welty	Auto Allowance July 2024-Welty	100.00
Report Total		308,992.98

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

Vendor ID	Invoice Description	Cash Required
Bankcard	See Credit Card Review 7235	2,785.57
	See Credit Card Review 6885	485.49
	See Credit Card Review 0776	17.00
	See Credit Card Review 7891	3,494.63
	See Credit Card Review 7891	2,581.70
	See Credit Card Review 4857	1,653.74
	See Credit Card Review 3437	5,076.87
Report Total		16,095.00

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

Vendor ID	Invoice Description	Cash Required
ABI	Fire Station Background Check-Cabrera	148.90
American Legal	June 2024 S-15 Editing	1,144.51
	June 2024 S-15 Folio/Internet Editing	106.28
CA Dept of Tax and Fee Admin	Diesel Fuel #245-963712 Period Ending 6/30/24	102.00
Concentra	Fire Station Physical Exam-Cabrera	329.00
Control Pump	Landscape Booster Station Monitor Report June 2024	401.25
Corelogic	Database for Code Enforcement June 2024	149.25
DATA TICKET	Monthly EMS Response Fee June 2024	142.00
	Code Enforcement Processing June 2024	152.00
	Monthly Parking Fee June 2024	100.00
DOJ	Sheriff's Blood Analysis June 2024	35.00
	Fingerprints for June 2024	32.00
MR. WINDOW	Window Cleaning Inside & Out (6/25/2024)	185.00
	Window Cleaning Inside & Out (6/25/2024)	210.00
PARS	Monthly Administrative Fees Ending May 2024	400.00
Personal Exposure Reporting	Fire Station Annual Membership 7/1/24-6/30/25	345.00
ProPark	2024 Summer Lifeguard Program, 6/17/24-6/28/24	9,500.00
PVM	Street and Facility Maintenance Services 6/1/24-6/30/24	962.92
	Street and Facility Maintenance Services 6/1/24-6/30/24	1,669.20
PZL, Inc.	Planning Services for June 2024	4,380.00
RCA	MSHCP Fees Collected June 2024	4,236.00
Riv Co Sheriff Dept Lake Elsinore	Sheriff's Extra Duty Memorial Weekend 5/24/24-5/27/24	7,526.77
	Sheriff's Contract Law 5/30/24-6/30/24	169,732.56
RivCo Fire Chiefs Asso	Chief's Membership 2024-2025	300.00
STAPLES	City Hall & Admin Office Supplies	353.45
The Code	Plan Check Services 6/1/24-6/30/24	982.88
Valentich	Negotiation Services from March 6, 2024 - May 31, 2024	4,200.00
Yiftee	Subsidized eDelivery Fees January 2024-June 2024	33.50
Report Total		207,859.47

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

Vendor ID	Invoice Description	Cash Required
2 Hot Uniforms	Fire Station Uniform Shorts	159.86
	Fire Station Engine Equipment Repairs	57.64
	Fire Station Engine Equipment Repairs	50.03
	Fire Station Engine Equipment Repairs	61.99
Allstar Fire	Fire Station Structure Helmets	773.73
	Fire Station Equipment for Helmets	158.70
Amazon	Fire Station Cleaning Supplies	125.00
American Legal	Internet Renewal Period 8/4/24-8/4/25	500.00
AMP	Rent For August 2024-31526 Railroad Cyn Rd., Suite 5	2,919.00
	Rent For August 2024-31526 Railroad Cyn Rd., Suite 4	443.00
ANIMAL FRIENDS	Animal Control Services Month of July 2024 Plus Addtl Fee	4,112.50
Awthentik	Ford Explorer City of Canyon Lake Decals	463.50
Bound Tree	Fire Station Medical Supplies	198.99
	Fire Station Medical Supplies	28.20
	Fire Station Medical Supplies	70.56
CL PROPERTY OWNERS	Firehouse Note Payment 7	9,359.57
CTAI	Landscape for Fire Station July 2024	263.00
	Landscape Maintenance Fee for Medians & Parkways July 2024	5,014.00
Curtis	Fire Station Hose Clamp Replacement & Wildland Gear	801.08
Delgado	Janitorial Services for July 2024	1,180.50
	Janitorial Services for July 2024	59.00
Fast Signs	Sign Repair	2,192.40
FRIDAY FLYER	Notice of Public Hearing - 22755 Gray Fox Drive	62.50
	Notice of Election - English & Spanish	86.25
GREENHALGH	Retiree Health Insurance August 2024	184.72
ImageTrend, Inc.	Fire Station Annual Fee Upgrade EMS NFIRS	2,885.65
Insight Comm	Commission Due for 31520 RRCCR, Suite A	361.86
	Commission Due for 31520 RRCCR Suite D	844.71
John Hancock	EE & ER Contributions for Bi-Weekly for Check Date 7/5/2024	4,297.06
	EE & ER Contributions for Semi-Monthly Check Date 7/5/2024	1,286.87
Jolly Jumps	Deposit for Winter Wonderland Event 2024	11,966.10
Kings III of America, LLC	Elevator Phone 7/1/24-9/30/24	195.00
Lawrence	Fire Station Apparatus Door Repairs	1,179.43
Life-Assist	Fire Station Medical Supplies	101.66
Massive	City Hall TV & Data Line Installation	857.74

Date: 7/24/24
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City of Canyon Lake
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
MuniAid	Annual Membership Dues for America Asso of Municipal Exec.	600.00
National Testing	Fire Station Firefighter Testing Service	750.00
PLAT	Clogged Toilet Repair-31542 RRCR	629.00
RingCentral Inc.	New Business IP Phone	311.01
Riv Co Auditor	LAFCO FY 25 Fees & Admin Fees	976.48
Riv Co Cal-ID	Riverside CAL-ID FY 2024-2025 Member Agency Assessment	10,949.00
riv Co Exec	Debt Service FY 24/25	17,984.00
	Sheltering Costs for 1st Quarter July-September 2024	14,046.00
Syntech	Microsoft Subscriptions & Programs 7/1/24-7/31/24	1,535.00
	Monthly IT Support 7/1/24-7/31/24	2,987.50
Time Warner	Internet for Fire Station 7/10/24-8/9/24	312.67
US Bank	See Credit Card Review	2,021.89
Report Total		106,404.35

City of Canyon Lake
 Check/Voucher Register - Checks Prior Month
 From 7/1/2024 Through 7/31/2024

Check Number	Vendor Name	Effective Date	Check Amount
EFT 971	SOUTHERN CALIFORNIA EDISON	7/2/2024	764.55
EFT 972	SOUTHERN CALIFORNIA EDISON	7/2/2024	1,149.26
EFT 973	SOUTHERN CALIFORNIA EDISON	7/2/2024	291.40
EFT 974	SOUTHERN CALIFORNIA EDISON	7/2/2024	13.75
EFT 975	SOUTHERN CALIFORNIA EDISON	7/2/2024	529.17
EFT 976	SOUTHERN CALIFORNIA EDISON	7/2/2024	47.55
EFT 977	SOUTHERN CALIFORNIA EDISON	7/2/2024	121.29
EFT 978	SOUTHERN CALIFORNIA EDISON	7/2/2024	36.30
EFT 979	SOUTHERN CALIFORNIA EDISON	7/2/2024	314.02
EFT 980	SOUTHERN CALIFORNIA EDISON	7/2/2024	119.01
EFT 981	Sparkletts	7/2/2024	156.88
EFT 982	Charter Communications	7/2/2024	10.70
EFT 983	SOUTHERN CALIFORNIA EDISON	7/16/2024	513.00
EFT 984	ELSINORE VALLEY MUNI WATER DIS	7/16/2024	1,199.73
EFT 985	ELSINORE VALLEY MUNI WATER DIS	7/16/2024	105.83
EFT 986	ELSINORE VALLEY MUNI WATER DIS	7/16/2024	80.89
EFT 987	ELSINORE VALLEY MUNI WATER DIS	7/16/2024	97.13
EFT 988	ELSINORE VALLEY MUNI WATER DIS	7/16/2024	447.73
EFT 989	SOUTHERN CALIFORNIA EDISON	7/29/2024	402.82
EFT 990	Toshiba Financial Services	7/29/2024	852.65
EFT 991	Toshiba Financial Services	7/29/2024	120.83
EFT 992	CR&R	7/29/2024	209.26
EFT 993	Toshiba America Business Solutions	7/30/2024	457.27
EFT 994	Toshiba America Business Solutions	7/30/2024	<u>89.11</u>
Report Total			<u>8,130.13</u>

Credit Card Review

California Bank & Trust Statement dated 6/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Domino's	Special Closed Session Meal, 5/29/2024	\$ 141.29	10-100-6225
2	City Clerks Association	Membership Fees -Sheryl	\$ 250.00	10-320-6520
3	League of California Cities	Conference Registration Fee-Welty	\$ 650.00	10-100-6510
4	League of California Cities	Conference Registration Fee-Smith	\$ 650.00	10-100-6510
5	League of California Cities	Conference Registration Fee-Terry	\$ 650.00	10-100-6510
6	Pack Wrap & Post Canyon Lake, CA	Overnight Jacob Green Check	\$ 30.45	10-310-6210
7	Amazon	Election Supplies	\$ 33.38	10-320-6610
8	Amazon	Election Supplies	\$ 29.61	10-320-6610
9	Chick-Fil-A	Closed Session Meal, 6/12/2024	\$ 150.84	10-100-6225
10	City Clerks Association	Virtual Webinar- Nuts & Bolts	\$ 200.00	10-320-6510
			<u>\$ 2,785.57</u>	

Account Breakdown

City Council Meeting Expense	10-100-6225	\$ 292.13
Council Meeting/Travel Expense	10-100-6510	\$ 1,950.00
City Manager Office Expense	10-310-6210	\$ 30.45
City Clerk Conference/Meeting/Travel Expense	10-320-6510	\$ 200.00
City Clerk Membership/Dues/Publications	10-320-6520	\$ 250.00
City Clerks Professional/Specialized Services	10-320-6610	\$ 62.99
		<u>\$ 2,785.57</u>

Check Figure \$ -

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as directed by
the Finance Committee*

California Bank & Trust Statement dated 6/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	MMASC	Membership Renewal-Kayla	\$ 125.00	10-330-6520
2	Fan4Life	Fire Station Helmet Reflective Name Decal	\$ 298.39	10-421-6410
3	AFSS	Membership CFCA-Brianna	\$ 62.10	10-421-6520
			<u>\$ 485.49</u>	

Account Breakdown

Finance Membership/Dues/Publications	10-330-6520	\$ 125.00
Fire Department Fleet & Equipment Maintenance	10-421-6410	\$ 298.39
Fire Department Membership/Dues/Publications	10-421-6520	\$ 62.10
		<u>\$ 485.49</u>

Check Figure \$ -

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California Bank & Trust Statement dated 6/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Tommy's Express CA09-Menifee	Car Wash - B-1	\$ 17.00	10-421-6410
			<u>\$ 17.00</u>	

Account Breakdown

Fire Station Fleet & Equipment Maintenance	10-421-6410	\$ 17.00	
		<u>\$ 17.00</u>	
		\$ -	

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California Bank & Trust Statement dated 6/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Michelin North America	Tires for Engine 1	\$ 2,502.58	10-421-6410
2	The Home Depot	Apparatus Bay Upgrade: Gallon Tote	\$ 214.93	27-400-7001
3	The Home Depot	Credit for Return	\$ (23.90)	10-421-6710
4	U Wash	Steam Cleaning for Fuel Truck	\$ 6.00	10-421-6410
5	Firehouse ID	Locker Name Tags Apparatus Bay Upgrade	\$ 320.06	27-400-7001
6	Apple.com	Monthly icloud Storage (June)	\$ 0.99	10-421-6310
7	Champion Trophy	Department Plague	\$ 86.20	10-421-6220
8	SoCal FPO Fire Prevention	Fire Prevention Officers Membership	\$ 150.00	10-421-6520
9	The Flag Pole	Flags for Fire Station	\$ 116.24	10-421-6220
10	Lowe's	DEF for Engines	\$ 127.46	10-421-6425
11	Costco	Office/Kitchen Supplies	\$ 189.89	10-421-6210
12	Tommy's Express CA-09-Menifee	Car Wash for C-1	\$ 20.00	10-421-6410
13	SP Cascade Fire	Fire Equipment for E-201	\$ 319.17	10-421-6410
14	Lowe's	Apparatus Bay Cabinets	\$ 2,046.71	27-400-7001
			\$ 6,076.33	

Account Breakdown

Fire Station Office Expense & Supplies	10-421-6210	\$ 189.89
Fire Department Expense	10-421-6220	\$ 202.44
Fire Department Communications	10-421-6310	\$ 0.99
Fire Department Fleet & Equipment Maintenance	10-421-6410	\$ 2,847.75
Fire Department Fuel & Lubricants	10-421-6425	\$127.46
Fire Department Membership/Dues/Publications	10-421-6520	\$ 150.00
Fire Department Training & Education	10-421-6710	\$ (23.90)
Fire Station Upgrades	27-400-7001	\$ 2,581.70
		\$ 6,076.33

Check Figure \$ -

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California Bank & Trust Statement dated 6/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	League of California Cities	Conference Registration Fee- Arron	\$ 650.00	10-310-6510
2	Stater Brothers	City Staff Lunch	\$ 214.89	10-310-6220
3	Stater Brothers	City Staff Lunch	\$ 25.98	10-310-6220
4	Dell Financial	New Computer -Arron	\$ 762.87	10-310-6310
			<u>\$ 1,653.74</u>	

Account Breakdown

City Manager Communication	10-310-6310	\$ 762.87
Conference/Meeting/Travel Expense	10-310-6510	\$ 650.00
City Manager Dept. Expense	10-310-6220	\$ 240.87
		<u>\$ 1,653.74</u>

Check Figure \$ -

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California Bank & Trust Statement dated 6/28/24

ITEM #	CREDITOR	DESCRIPTION	AMOUNT	ACCOUNT
1	Tommys Express	Car Wash -Explorer	\$ 10.00	10-310-6415
2	Amazon	Fraud Purchase on Amazon-Disputing Transaction	\$ 30.16	10-310-6210
3	California Building Officials	Webinar for Building Department-Norma	\$ 100.00	10-360-6710
4	Amazon	Office Supplies	\$ 9.15	10-310-6210
5	Amazon	Prime Membership Fee	\$ 16.15	10-310-6210
6	Collision Pros	Deposit for Ford Explorer Repairs, 6/11/2024	\$ 3,000.00	10-310-6415
7	Amazon	Office Supplies	\$ 8.58	10-310-6210
8	Roadpost	Emergency Preparedness Sign	\$ 66.95	10-425-6310
9	CACEO	Webinar for Code Enforcement -Dawn	\$ 36.00	10-520-6710
10	Amazon	Office Supplies	\$ 102.69	10-310-6210
11	Amazon	Bumpers for City Boat	\$ 75.41	10-520-6220
12	Staples	Prints for Building Department	\$ 106.88	10-360-6220
13	Tommys Express	Car Wash- June 2024	\$ 87.96	A
14	Cal True Value	Office Supplies	\$ 22.82	10-310-6210
15	Verizon Wireless	Ipads & Sim Card Devices	\$ 217.00	A
16	Verizon Wireless	Cell Phones (City Hall & Fire Station)	\$ 368.83	A
17	Best Buy	Computer Monitor	\$ 419.24	10-310-6220
18	Staples	Office Supplies	\$ 11.95	10-310-6210
19	Amazon	Office Supplies	\$ 387.10	10-310-6210
			\$ 5,076.87	

Account Breakdown

City Manager Office Expense	10-310-6210	\$588.60
City Manager Departmental Expense	10-310-6220	\$ 419.24
City Manager Vehicle Maintenance	10-310-6415	\$ 3,031.99
Building Dept Communications	10-360-6310	\$75.56
Development Services	10-360-6710	\$ 100.00
Building Departmental Expense	10-360-6220	\$ 106.88
Building & Safety Vehicle Maintenance	10-360-6415	\$ 21.99
Fire Department Communications	10-421-6310	\$274.81
Emergency Preparedness Communications	10-425-6310	\$ 66.95
Code Enforcement Departmental Expense	10-520-6220	\$ 75.41
Code Enforcement Communications	10-520-6310	\$ 202.61
Code Enforcement Vehicle Maintenance	10-520-6415	\$ 43.98
Code Enforcement Training	10-520-6710	\$ 36.00
Building & Facilities Utilities	10-550-6320	\$32.85
		\$ 5,076.87

Check Figure \$ -

*Copies for City Council
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ATTACHMENT 2

RESOLUTION NO. 2024-38

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 September 3, 2024; and

WHEREAS, Exhibit A was presented at the regular meeting of the City Council on September 3, 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 September 3rd, in the amount of \$558,595.85 as follows:

Payroll Earnings (Gross)	\$ 185,565.75	(1st & 2nd Paydays of Month of August)
Payroll Processing Fees	\$ 371.28	(1st & 2nd Paydays of Month of August)
Payroll Taxes - Employer	\$ 3,091.69	(1st & 2nd Paydays of Month of August)
On-line Retirement	\$ 8,439.54	(1st & 2nd Paydays of Month of August)
On-line Health	\$ 31,416.27	(1st & 2nd Paydays of Month of August)
Principal	\$ 488.93	(1st & 2nd Paydays of Month of August)
Aflac	\$ 793.92	(For Month of July)
Nationwide Deferred Comp.	\$ 7,323.80	(1st & 2nd Paydays of Month of August)
Citizens Business Bank Interest	\$ 1,949.05	(For the Month of July)
General	\$ 319,155.62	
TOTAL	<u>\$ 558,595.85</u>	

PASSED, APPROVED AND ADOPTED this 3rd day of September 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
CBSC	Permit Valuation April through June 2024	180.90
Co of Riv EMD	Quarterly Emergency Services April-June 2024	6,250.00
Cole Huber	Attorney Services/Nuisance Abatement May 2024	776.55
	Attorney Services/Nuisance Abatement June 2024	1,371.05
CPS	HR Consulting Services 6/2/24-6/29/24	1,085.00
DEPT OF CONSER	Strong Motion Instrumentation and Seismic Hazard Apr-Jun 24	562.03
DSA	Disability and Education Fee Quarter Ending 6/30/2024	48.00
FRIDAY FLYER	Ordinance No. 246-Commercial Cannabis Businesses	45.00
	Ordinance No.247-Public Contract Code	52.50
HINDERLITER	May Services for Cannabis Management Program	2,250.00
ICG	CL-003 Railroad Canyon Road-HSIP Project 6/1/24-6/30/24	210.00
	CL-001 General Engineering Services 6/1/24-6/30/24	1,060.00
	CL-001 General Engineering Services 5/1/2024-5/31/24	4,840.00
Johnson Equipment	Fire Station B-1 Vehicle Kill Switch	659.85
	Fire Station C-1 Vehicle Kill Switch	659.85
	Fire Station New Speaker on E-1 Pump Panel	602.38
Riv Co Fire	Fire Station Rope Rescue Operations-Garcia	900.00
Report Total		21,553.11

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

Vendor ID	Invoice Description	Cash Required
ABILA	MIP Unlimited Training Pass Subscription	3,499.00
	Accounting Software 9/1/2024-9/30/24	220.09
Accordion	City Hall Expansion-Woodfold Accordion Doors	8,297.80
All State Propane	Fire Station Propane Delivery	283.53
American Legal	CA Code of Ordinances	109.00
ANIMAL FRIENDS	Animal Control Services Month of August 2024	3,587.50
BIO-TOX	Blood Analysis, 7/15/2024	80.00
Boatright	Reserve Stipend for July 2024	150.00
Bound Tree	Fire Station Medical Supplies	429.55
Cabrera	Reserve Stipend for July 2024	100.00
California State Fire Protection	Annual Extinguisher Service-31542 RRCR	94.50
Clark Pest	Fire Station Monthly Pest & Rodent Service July 2024	85.00
	Quarterly Pest Control for City Hall	105.00
	Bi-Monthly Pest Control for Admin Offices	85.00
Control Pump	Repair to Pump, 7/29/2024	900.00
	Preventative Maintenance Service for Pump Station, 7/29/2024	2,312.00
	Landscape Booster Station Monitor Report July 2024	401.25
Dain	Auto Allowance August 2024-Dain	100.00
Design Path	Pre-Approved ADU Plans and Supplemental Info-50% Deposit	10,000.00
Embroidery	City Logo Shirts for Staff-Maddie	64.16
Fast Signs	Fire Station New Signs for Battery Recycle Bin	368.84
FRIDAY FLYER	Ordinance 248 First Reading	58.75
	Notice of Election-Spanish	45.00
Gordon	Reserve Stipend for July 2024	100.00
GPS Consulting LLC	Consulting Services related to Law Enforcement Study	12,000.00
Graham J	Refund for Incorrect Building Fee Collected	163.00
Horton T	Refund for Incorrect Permit Fee Collected	163.00
Inland Fleet	Fire Station E-201 AC Repairs	735.00
Jeremy Smith	Auto Allowance August 2024-Smith	100.00
John Hancock	Fire Station PARS EE & ER Contributions Check Date 7/19/24	6,041.87
Kasey Castillo	Auto Allowance August 2024-Castillo	100.00
Kleinberg Tech	Fire Station Programming Work on Inspection Program	375.00
LESJWA	FY 2024-25 TMDL Task Force Stakeholder Contributions	35,973.00
Life-Assist	Fire Station Medical Supplies	488.70
Longobardo	Reserve Stipend for July 2024	50.00
Mark Terry	Auto Allowance August 2024-Terry	100.00
Matt Green	Reimbursement for Riverside County EMS Agency	50.00

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

Vendor ID	Invoice Description	Cash Required
	Reimbursement for Paramedic License	250.00
Michel	Reserve Stipend for July 2024	100.00
Nate Volk	Video Broadcasting Meeting, July 19, 2024	350.00
	Video Broadcast Meeting, July 31, 2024	350.00
Pitney Bowes	Pitney Bowes Meter Lease 6/13/24-9/12/24	148.51
PLAT	Repaired Clogged Bathrooms 2nd Time -31542 RRCR	175.00
PORAC RMT	PORAC Contributions for July 2024	500.00
PZL, Inc.	Planning Services for July 2024	4,320.00
RCA	MSHCP Fees Collected July 2024	6,201.00
RedfearnT	Reissued Expired Check from 2022 for EMS Reimbursement	192.00
SanchezJ	Reserve Stipend for July 2024	350.00
SDRMA	Dental and Vision Insurance September 2024	2,250.06
Showboss	Veterans Day Flyover 2024 - 50% Deposit	2,750.00
Steve's Towing	Fire Station Towing of Fuel Truck	135.00
Stoddart	Reserve Stipend for July 2024	50.00
The Christmas Kings	Deposit for Holiday Lighting and Decor Services 2024	11,750.00
Welty	Auto Allowance August 2024-Welty	100.00
Report Total		117,787.11

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

Vendor ID	Invoice Description	Cash Required
CL PROPERTY OWNERS	Deposit to Hold Holiday Bay Room-2024 State of the City	250.00
Report Total		250.00

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

Vendor ID	Invoice Description	Cash Required
Cole Huber	Attorney Services/General June 2024	8,510.00
	Attorney Services/General May 2024	8,510.00
CR&R	Refuse Collections FY 23-24 PY SEC -SPY2	15,743.99
DMS	Fire Station Triage Rapid Response Kit	4,047.06
RAMS	Accounting Services for June 2024	7,697.91
Syntech	Monthly Subscriptions & Programs 6/1/24-6/30/24-Reissue	1,525.00
	Monthly IT Support 6/1/24-6/30/24-Reissue	2,967.50
Report Total		49,001.46

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

Vendor ID	Invoice Description	Cash Required
2 Hot Uniforms	Fire Station Uniform Patches	543.75
ABILA	Microix Training 8/31/24-5/31/25 & Modules 8/31/24-9/30/24	5,635.44
Advantage Floor	Fire Station Carpet/Flooring/Dayroom Ripout & Install	4,948.00
Allstar Fire	Fire Station Fire Hose Holders	124.94
	Fire Station Leather Shield for Battalion Chief	86.85
Amazon	Fire Station Supplies	192.08
	Fire Station Hose Reel	124.98
AMP	Rent for September 2024-31526 Railroad Cyn Rd., Suite 5	2,919.00
	Rent for September 2024-31526 Railroad Cyn Rd., Suite 4	443.00
CL PROPERTY OWNERS	Firehouse Note Payment 8	9,359.57
Clark Pest	Quarterly Pest Control for Storage Units	95.00
	Fire Station Monthly Pest & Rodent Service August 2024	85.00
Colantuono, Highsmith & Whatley	Attorney Services for adv. Richard Beck thru July 31, 2024	928.00
Corelogic	Database for Code Enforcement July 2024	155.21
Cotter Construction Inc.	Fire Rated Hallway Maintenance at 31542 RRCR	26,000.00
Curtis	Fire Station Incident Response Pocket Guide	129.11
DATA TICKET	Monthly Parking Fee July 2024	100.00
	Code Enforcement Processing July 2024	100.00
	Monthly EMS Response Fee July 2024	100.00
Fire Smart	Fire Station 2024 National Night Out Swag	948.20
FRIDAY FLYER	Notice of Election Measure-English	32.50
	Notice of Not More Candidates Than Offices to be Elected	46.20
	Notice of Election Measure-Spanish	40.00
GearGrid	Fire Station Locker Supplies	472.00
GREENHALGH	Retiree Health Insurance September 2024	184.72
HINDERLITER	Contract Services-Sales Tax (July-September 2024)	1,381.06
iWorQ	Annual Software Mgmt & Support September 2024-August 2024	26,450.00
John Hancock	Fire Station PARS EE & ER Contributions Check Date 8/2/2024	6,549.13
Life-Assist	Fire Station EMS Supplies	0.80
	Fire Station Medical Supplies	36.88
Pitney Bowes - Purchase Power	Refill Meter, 7/22/24	400.16
PORAC RMT	PORAC Contributions for July 2024-2	500.00
Rincon	Canyon Lake Zoning Ordinance Digitization 2/1/2024-7/30/24	500.00

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

Vendor ID	Invoice Description	Cash Required
SCAG	Membership Dues for FY 2024-2025	1,686.00
Syntech	Monthly IT Support 8/1/24-8/31/24	2,957.50
	Microsoft Subscriptions & Programs 8/1/24-8/31/24	1,572.03
The Code	Plan Check Services 7/1/24-7/31/24	10,247.52
Time Warner	Internet for Fire Station 8/10/24-9/9/2024	312.42
US Bank	See Credit Card Review	2,367.07
Willdan	Water Quality Services Thru 7/26/24	2,927.40
Report Total		111,681.52

City of Canyon Lake
 Check/Voucher Register - Checks Prior Month
 From 8/1/2024 Through 8/31/2024

Check Number	Vendor Name	Effective Date	Check Amount
EFT 995	SOUTHERN CALIFORNIA EDISON	8/1/2024	317.77
EFT 996	SOUTHERN CALIFORNIA EDISON	8/1/2024	2,477.75
	SOUTHERN CALIFORNIA EDISON	8/1/2024	22.42
EFT 997	SOUTHERN CALIFORNIA EDISON	8/1/2024	1,474.09
EFT 998	Sparkletts	8/1/2024	194.35
EFT 999	SOUTHERN CALIFORNIA EDISON	8/12/2024	13.98
EFT 1000	SOUTHERN CALIFORNIA EDISON	8/12/2024	1,113.03
EFT 1001	SOUTHERN CALIFORNIA EDISON	8/12/2024	44.12
EFT 1002	SOUTHERN CALIFORNIA EDISON	8/12/2024	132.21
EFT 1003	SOUTHERN CALIFORNIA EDISON	8/12/2024	689.02
EFT 1004	SOUTHERN CALIFORNIA EDISON	8/12/2024	187.68
EFT 1005	SOUTHERN CALIFORNIA EDISON	8/12/2024	204.47
EFT 1006	The Gas Company	8/12/2024	7.27
EFT 1007	Bankcard Center	8/14/2024	193.39
EFT 1008	Bankcard Center	8/14/2024	2,015.79
EFT 1009	Bankcard Center	8/14/2024	17.00
EFT 1010	Bankcard Center	8/14/2024	3,095.17
EFT 1011	Bankcard Center	8/14/2024	180.90
EFT 1012	Bankcard Center	8/14/2024	2,095.22
EFT 1013	Charter Communications	8/19/2024	5.35
EFT 1014	SOUTHERN CALIFORNIA EDISON	8/19/2024	575.07
EFT 1015	SOUTHERN CALIFORNIA EDISON	8/19/2024	403.80
EFT 1016	ELSINORE VALLEY MUNI WATER DI:	8/19/2024	1,602.08
EFT 1017	ELSINORE VALLEY MUNI WATER DI:	8/19/2024	116.74
EFT 1018	ELSINORE VALLEY MUNI WATER DI:	8/19/2024	73.64
EFT 1019	ELSINORE VALLEY MUNI WATER DI:	8/19/2024	108.71
EFT 1020	ELSINORE VALLEY MUNI WATER DI:	8/19/2024	459.49
EFT 1021	CR&R	8/19/2024	209.26
EFT 1022	Toshiba Financial Services	8/19/2024	852.65
Report Total			<u>18,882.42</u>

Credit Card Review

California Bank & Trust Statement dated 7/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Amazon	Student of the Month Awards	\$ 53.86	10-100-6830
2	Staters	Refill Council Chamber/City Hall Fridge Water & Soda	\$ 85.67	10-100-6510
3	Amazon	Student of the Month Awards	\$ 53.86	10-100-6830
			<u>\$ 193.39</u>	

Account Breakdown

Council Meeting/Travel Expense	10-100-6510	\$ 85.67
City Council Promotion and Advertising	10-100-6830	\$ 107.72
		<u>\$ 193.39</u>

Check Figure \$ -

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the Finance Committee*

California Bank & Trust Statement dated 7/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Stater Brothers	Bagels for Fourth of July 2024	\$ 26.74	10-421-6220
2	Hills Donut	Food for Fourth of July 2024 Crew	\$ 40.98	10-421-6220
3	SQ Fire by Trade	Equipment Straps	\$ 220.00	10-421-6410
4	Tommy's Express	Carwash - C-1	\$ 17.00	10-421-6410
5	Grainger	Courier Box for CalRecycle Grant	\$ 1,590.67	10-421-6455
6	FireFab	Flashlight Holder for Helmets	\$ 109.10	10-421-6231
7	Pack Wrap & Post	Postage for Hose Pack	\$ 11.30	10-421-6210
			\$ 2,015.79	

Account Breakdown

Fire Station Office Expense & Supplies	10-421-6210	\$ 11.30
Fire Department Expense	10-421-6220	\$ 67.72
Fire Department Emergency Response Equip	10-421-6231	\$ 109.10
Fire Department Fleet & Equipment Maintenance	10-421-6410	\$ 237.00
Fire Department CalRecycle Grant	10-421-6455	\$1,590.67
		\$ 2,015.79

Check Figure \$ -

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California Bank & Trust Statement dated 7/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Tommy's Express CA09-Menifee	Car Wash - B-1	\$ 17.00	10-421-6410
			<u>\$ 17.00</u>	

Account Breakdown

Fire Station Fleet & Equipment Maintenance	10-421-6410	\$ 17.00
		<u>\$ 17.00</u>
		\$ -

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California Bank & Trust Statement dated 7/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	ICMA Online	Registration for ICMA Conference-Arron	\$ 855.00	10-310-6510
2	ICMA Online	Membership Fee-Arron	\$ 1,200.00	10-310-6520
3	Southwest Airlines	ICMA Conference Travel	\$ 650.96	10-310-6510
4	Best Buy	Computer Speakers & Headphones	\$ 281.09	10-310-6210
5	The Canyon Cowboy	Town Hall Meeting-Smith & Castillo	\$ 69.29	10-310-6510
6	Olive Garden	Working Lunch Meeting with Finance Director	\$ 38.83	10-310-6510
			<u>\$ 3,095.17</u>	

Account Breakdown

City Manager Office Expense	10-310-6210	\$ 281.09
Conference/Meeting/Travel Expense	10-310-6510	\$ 1,614.08
City Manager Membership	10-310-6520	\$ 1,200.00
		<u>\$ 3,095.17</u>

Check Figure \$ -

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California Bank & Trust Statement dated 7/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Country Club Canyon Lake, CA	Roundtable Meeting, 6/27/2024	\$ 180.90	10-310-6510
			<u>\$ 180.90</u>	

Account Breakdown

City Manager Conference/meeting/Travel Exp	10-310-6510	\$ 180.90
		<u>\$ 180.90</u>

Check Figure \$ -

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California Bank & Trust Statement dated 7/28/24

<u>ITEM #</u>	<u>CREDITOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
1	Staples	Office Supplies	\$ 54.36	10-310-6210
2	CVS Pharmacy	Office Supplies	\$ 11.95	10-310-6210
3	Cal True Value	Office Supplies	\$ 27.52	10-310-6210
4	Cal True Value	Office Supplies	\$ 12.45	10-310-6210
5	Michi Tacos	Closed Session Meal, July 1, 2024	\$ 165.84	10-100-6225
6	Amazon	Prime Membership Fee	\$ 16.15	10-310-6210
7	Fastsigns	Signage for Building	\$ 117.45	10-550-6610
8	City of Canyon Lake	Transaction Fee from Testing Special Event Portal	\$ 2.00	10-310-6210
9	City of Canyon Lake	Transaction Fee from Testing Special Event Portal	\$ 21.00	10-310-6210
10	Roadpost USA	Satellite Phones	\$ 66.95	10-425-6310
11	Amazon	Office Supplies	\$ 70.01	10-310-6210
12	Staples	Office Supplies	\$ 100.10	10-310-6210
13	Everything Promo. Co	2024 National Night Out Swag	\$ 330.00	10-100-6831 project code 108
14	Foreign Tran Fee	Fee For Everything Promo Purchase	\$ 9.90	10-100-6831 project code 108
15	Amazon	Code Enforcement Shoes	\$ 156.18	10-520-6220
16	Roll-A-Shade	Window Coverings Service and Repair	\$ 300.00	10-550-6610
17	Verizon Wireless	Cell Phones (City Hall & Fire Station)	\$ 368.55	A \$51.51 10-360-6310 \$162.51 10-421-6310 \$154.53 10-520-6310
18	Verizon Wireless	Ipads & Sim Card Devices	\$ 216.30	A \$23.93 10-360-6310 \$111.66 10-421-6310 \$47.86 10-520-6310 \$32.85 10-550-6320
19	Amazon	2024 National Night Out Backpacks	\$ 81.90	10-100-6831 project code 108
20	Amazon	Refund for Code Enforcement Boots	\$ (156.18)	10-520-6220
21	Amazon	2024 National Night Out Swag	\$ 114.18	10-100-6831 project code 108
22	Amazon	2024 National Night Out Swag	\$ 8.61	10-100-6831 project code 108
			<u>\$ 2,095.22</u>	

Account Breakdown

City Council Meeting Expense	10-100-6225	\$ 165.84
City Council City Events	10-100-6831	\$ 544.59
City Manager Office Expense	10-310-6210	\$315.54
Building Dept Communications	10-360-6310	\$75.44
Fire Department Communications	10-421-6310	\$274.17
Emergency Preparedness Communications	10-425-6310	\$ 66.95
Code Enforcement Departmental Expense	10-520-6220	\$ -
Code Enforcement Communications	10-520-6310	\$202.39
Building & Facilities Utilities	10-550-6320	\$32.85
Building & Facilities Professional/Specialized Ser	10-550-6610	\$ 417.45
		<u>\$ 2,095.22</u>

Check Figure \$ -

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