



## **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, April 12, 2023

3:30 P.M.

ADMINISTRATION OFFICE CONFERENCE ROOM

31526 Railroad Canyon Road, Suite 5, Canyon Lake CA 92587

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### **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
  - March 8, 2023 Regular Meeting
- (3) Adoption of Resolution No. 2023-12 Approving Claims and Demands of the City
- (4) Presentation of Financial Statements
- (5) Update Regarding Fiscal Year 2023/2024 Budget Schedule

### **STAFF COMMENTS**

### **COMMITTEE MEMBER COMMENTS**

### **ADJOURNMENT**

Next Meeting Date: May 10, 2023



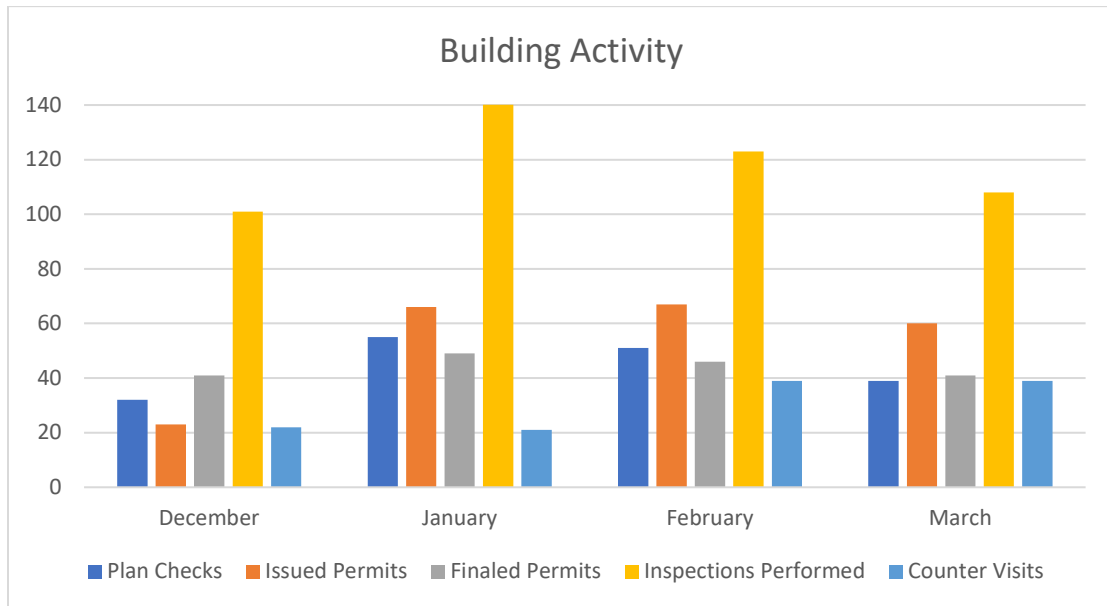


**ITEM NO. 1**

**TO: Finance & Planning Committee**  
**FROM: Nicole Dailey, City Manager**  
**BY: David Harnden, Building Official**  
**Date: April 12, 2023**  
**Subject: Building Department Activity, March 2023**

Activity status within the City of Canyon Lake Building Department for the month of **March** 2023. Regular monthly reports will be submitted for your review.

Building & Safety has performed **39** Plan checks; Issued **60** permits; Finaled **41** projects and performed **108** Inspections. There were **39** counter visits to the Building Department.





### Revenue

Building & Safety has processed **\$53,189.16** in construction permit fees. (Fire Department Fees not included in this report).

### Updates on POA Projects

- **Permit # 20190400 – New Retaining Walls and Parking Lot Renovation**  
**Location:** Canyon Lake POA Parking Lots  
**Activity:** Permit was issued on 9/23/2019. The last inspection was performed on 9/24/2020.
- **Permit # 20200347 – Shade Structure**  
**Location:** 30550 Longhorn Dr  
**Activity:** Permit was issued on 9/23/2020. The last inspection was performed on 2/4/2021.
- **Permit # 20210191 – Lodge Restaurant Renovation**  
**Location:** 22200 Canyon Club Dr  
**Activity:** Permit was issued on 2/01/2022. Second Extension granted on 2/02/2023 for 180 days. No inspections have been requested.
- **Permit # 20210558 – New Event Center with Patio Cover and Retaining Walls**  
**Location:** 22200 Canyon Club Dr  
**Activity:** Permit was issued on 03/03/2022. No inspections have been requested.
- **Permit # 20220475 – Solar Car Port**  
**Location:** 22200 Canyon Club Dr  
**Activity:** Permit was issued on 8/10/2022. The last inspection was performed on 3/23/2023.
- **Permit # 20220477 – Solar Car Port**  
**Location:** 29201 Longhorn Dr  
**Activity:** Permit was issued on 8/15/2022. Last inspection was performed on 4/4/2023.



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☎ 951.244.2955

☎ 951.246.2022

- **Permit # 20220478 – Solar Car Port**  
**Location:** 32001 Railroad Canyon Rd  
**Activity:** Permit was issued on 8/15/2022. No inspections have been requested.
- **Permit # 20220493 – Pickleball Courts**  
**Location:** 24331 Canyon Lake Dr N.  
**Activity:** Permit was issued on 1/25/2023. No inspections have been requested.
- **Permit # 20220548 – Patio Shade Structure**  
**Location:** 32001 Railroad Canyon Rd.  
**Activity:** Permit was issued on 9/8/2022. No inspections have been requested.



## ITEM NO. 2

**MINUTES  
REGULAR MEETING OF THE CANYON LAKE  
FINANCE & PLANNING COMMITTEE  
Wednesday, March 8, 2023  
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 4:00 p.m.

### **ROLL CALL**

Present: Committee Chair Kasey Castillo  
Committee Member Jennifer Dain

The following staff members were also present:

- Jeff LaTendresse, Fire Chief
- Nicole Dailey, City Manager
- Ana Sauseda, City Clerk
- Sheryl Garcia, Incoming City Clerk
- Mike Borja, Administrative Services Director
- Terry Shea, Finance Director
- David Harnden, Deputy Building Official

### **PUBLIC COMMENTS**

There were no public comments.

### **ROUTINE ITEMS**

(1) Update by the Building Department

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

(2) Minutes - Approval of Finance & Planning Committee Minutes

- February 8, 2023 Regular Meeting

The minutes were approved as is.

- (3) Resolution - Adoption of Resolution No. 2023-08 Approving Claims and Demands of the City

There was discussion regarding the claims and demands.

Staff addressed specific questions from the Committee.

- (4) Discussion - Determine Proposed Fees for Emergency Medical Services Subscription Program for the 2023-2024 Fiscal Year

Brief presentation by City Manager Nicole Dailey.

Staff addressed specific questions from the Committee.

- (5) Financial Statements

Brief presentation by Finance Director Terry Shea.

### **STAFF COMMENTS**

Administrative Services Director Mike Borja gave an update on the Railroad Canyon Road enhancement project.

### **COMMITTEE MEMBER COMMENTS**

There were no comments.

### **ADJOURNMENT**

The meeting was adjourned at 4:57 p.m.

Respectfully Submitted,

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Sheryl L. Garcia, MMC, CPM  
City Clerk





## ITEM NO. 3

# STAFF REPORT

**TO:** Finance and Planning Committee

**FROM:** Nicole Dailey, City Manager

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

**DATE:** April 12, 2023

**SUBJECT:** Resolution No. 2023-12, Allowing Certain Claims and Demands as Set Forth in Exhibit A

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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 March 8, 2023.

### **Fiscal Impact**

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

### **Attachments**

1. Resolution No. 2023-12



# **ATTACHMENT 1**

**RESOLUTION NO. 2023-12**

**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 12, 2023; and

**WHEREAS**, Exhibit A was presented at the regular meeting of the City Council on April 12, 2023, 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 March 8th, in the amount of \$391,714.15 as follows:

Payroll Earnings (Gross)	\$	156,979.54	(For Month of March)
Payroll Processing Fees	\$	285.60	(For Month of March)
Payroll Taxes - Employer		3,680.96	(For Month of March)
On-line Retirement		14,510.22	(For Month of March)
PARS		12,464.03	(For Month of March)
On-line Health		16,623.14	(For Month of March)
Principal		347.65	(For Month of April)
Aflac		640.44	(For Month of February)
Nationwide Deferred Comp.		5,717.32	(For Month of March)
Citizens Business Bank Interest		1,949.05	(For the Month of February)
General	\$	178,516.20	
TOTAL	\$	<u>391,714.15</u>	

**PASSED, APPROVED AND ADOPTED** this 12th day of April, 2023.

\_\_\_\_\_  
Jeremy Smith, 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 Shirt Alterations	78.30
ABILA	Accounting Software 3/1/23-3/31/23	190.46
Allstar Fire	Phenix Helmet Shield	76.23
Amazon	Fire Station Office Supplies	256.00
	Fire Station Office Supplies	22.62
	Fire Station Office Supplies	74.24
	Fire Station Office Supplies	193.03
Bankcard	See Credit Card Review 3081	6,495.73
	See Credit Card Review 3081	750.00
	See Credit Card Review 0058	1,777.61
	See Credit Card Review 0058	206.15
	See Credit Card Review 0066	95.96
	See Credit Card Review 0025	183.75
	See Credit Card Review 0776	383.74
	See Credit Card Review 0041	2,725.79
Concentra	Reserve Physical-Donahue	189.00
Control Pump	Landscape for Booster Station February 2023	375.00
Corelogic	Database for Code Enforcement February 2023	162.27
Cotter Construction Inc.	Testing and Report for Mold/Moisture Testing	4,500.00
	Ext Paint of Entire Building & Church Ceiling Drywall Repair	44,000.00
CPS	HR Consulting Services 1/1/23-1/28/23	101.25
Dain	Auto Allowance March 2023-Dain	100.00
DATA TICKET	Code Enforcement Citation Processing Sept 2022-Reissue	110.00
	Monthly EMS Response Fee Sept. 2022-Reissue	100.00
GAS CO	Gas Charges for City Hall 1/30/23-3/1/23	309.93
	Gas Charges for 31520 Railroad Cyn Rd 1/30/23-3/1/23	88.16
Harris & Associates	EMS & UUT Levy FY 23-24 Services from 1/29/23-2/25/23	2,000.00
iWorQ	Annual Software Mgmt & Support April 2023-March 2024	11,400.00
Jake Stouffer	Reserve Stipend for February 2023	100.00
Jeremy Smith	Auto Allowance March 2023-Smith	100.00
John Hancock	EE & ER Contributions for Bi-Weekly Check Date 3/3/2023	3,298.08
	EE & ER Semi-Monthly Check Date 2/28/2023	1,284.88
Johnson Equipment	Lights & Speaker for Ford Explorer	6,963.30
Kasey Castillo	Cand Statement Refund due to Nov 22 Election Cancellation	500.00
	Auto Allowance March 2023-Castillo	100.00
Koopman	Reserve Stipend for February 2023	50.00
KWC	Field Survey & Per-Record Legal & Plat	1,470.00

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

Vendor ID	Invoice Description	Cash Required
	Field Survey-Boundary Reconnaissance & Existing Wall	2,330.00
LOCC	Membership Dues for Riverside County Division (2023)	100.00
Luksch	Reserve Stipend for February 2023	100.00
Mark Terry	Auto Allowance March 2023-Terry	100.00
MES	Annual Fit Testing and SCBA Testing	2,414.46
Morgan Suit	Reserve Stipend for February 2023	100.00
Nate Volk	Video Broadcast Meeting 2/8/2023	500.00
NFPA	NFPA Membership Renewal	175.00
PZL, Inc.	Planning Services for February 2023	3,700.00
Ramsey Backflow	Tested Backflow Device-Fire Station	60.00
RCA	MSHCP Fees Collected February 2023	3,947.00
SanchezJ	Reserve Stipend for February 2023	100.00
SDRMA	Dental and Vision Insurance April 2023	923.41
Sean Rivello	Reserve Stipend for February 2023	100.00
South Coast Emergency	Service for Patrol 1	1,500.00
STAPLES	Office Supplies for Admin, City Hall & Rental	857.99
	Office Supplies for Admin, City Hall & Rental	153.51
SUN BADGE	FF Badges	150.81
Time Warner	Digital Converter for City Hall 2/22/23 to 3/21/23	5.54
Toshiba Business Solutions, USA	B/W & Color Copies for Fire Station	65.31
Turnout Maintenance Company	Uniform Alterations	70.00
Welty	Auto Allowance March 2023-Welty	100.00
Zach Michel	Reserve Stipend for February 2023	50.00
Zachary Hill	Reserve Stipend for February 2023	50.00
Report Total		108,464.51

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

Vendor ID	Invoice Description	Cash Required
All State Propane	Propane for Fire Station	235.22
Amazon	Fire Station Office Supplies	104.50
American Legal	2023 S-14 Folio/Internet Supplement Pages	106.28
AMP	Rent for April 2023-31526 Railroad Canyon Rd.	2,834.00
	Rent for April 2023-31526 Railroad Canyon Rd. Ste 4	430.00
ANIMAL FRIENDS	Animal Control Services Month of February 2023	3,500.00
Berg	EMS Subscription Mailings, 3/9/2023	4,978.94
BIO-TOX	Blood Analysis-12/15/2022	436.00
CR&R	Trash Services for Rental Bldg. March 2023	185.33
Curtis	Equipment for Fire Station	3,269.42
Delgado	Janitorial Services March 2023	1,239.50
DOJ	Fingerprints for February 2023	32.00
FRIDAY FLYER	Winter Wonderland 1/2 Page Horizontal Ad	200.00
GREENHALGH	Retiree Health Insurance April 2023	148.68
Inland Urgent	New Employee Physical - Sheryl Garcia	40.00
Jim Foley Trucking	Sand for Fire Station, 2/24/2023	440.08
John Hancock	EE & ER Contributions for Bi-Weekly Check Date 3/17/2023	3,298.10
	EE & ER Contributions For Semi-Monthly Check Date 3/15/2023	1,284.88
Johnson Controls	Quarterly Security Services for Admin 4/1/23-6/30/23	496.71
	Quarterly Security Services for City Hall 4/1/23-6/30/23	154.53
Knox	Knox Gate and Key Switch	161.63
LCC Riverside	Riverside County Division Meeting-1/9/23	50.00
Life-Assist	Medical Supplies for Fire Station	52.01
	Medical Supplies for Fire Staion	28.64
MES	SCBA Flow Testing & Service Call	225.00
MR. WINDOW	Window Cleaning Inside & Out-City Hall & Admin (3/9/23)	440.00
PARS	Monthly Administrative Fee Ending January 2023	400.00
Pitney Bowes - Purchase Power	Postage Meter Refill 3/7/2023	400.00
RAMS	Accounting Services for February 2023	1,400.00
Riv Co Fire	Haz Mat Response Costs/County Enviromental Health	10,257.38
Riv Co TLMA	SLF - Jan 23 Costs	106.99
Round Up	City & Fire Vehicle Fuel (9/1/22-12/31/22)	2,485.22
	City & Fire Vehicle Fuel (6/1/22-8/30/22)	3,129.15
South Coast Emergency	E-201 Service and Repairs	8,371.80
Syntech	Monthly IT Services 3/1/23 - 3/31/23	2,562.50
	Microsoft Subscriptions & Programs 3/1/23-3/31/23	1,433.00
	Microsoft Subscriptions & Programs 2/1/23-2/28/23	1,468.00

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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>
Time Warner	Internet for Fire Station 3/10/23 - 4/9/23	306.81
Toshiba	Monthly Copier Lease for Fire Station April 2023	120.83
US Bank	See Credit Card Review	2,185.90
Willdan	Water Quality Services thru 2/24/23	3,301.50
WRCOG	FY 22/23 Solid Waste Cooperation Dues (AB939)	<u>2,756.88</u>
Report Total		<u><u>65,057.41</u></u>



City of Canyon Lake  
 Check/Voucher Register - Checks Prior Month  
 From 3/1/2023 Through 3/31/2023

Check Number	Vendor Name	Effective Date	Check Amount
EFT 697	SOUTHERN CALIFORNIA EDISON	3/2/2023	783.16
EFT 698	SOUTHERN CALIFORNIA EDISON	3/2/2023	276.63
EFT 699	SOUTHERN CALIFORNIA EDISON	3/2/2023	704.80
EFT 700	SOUTHERN CALIFORNIA EDISON	3/2/2023	20.20
EFT 701	SOUTHERN CALIFORNIA EDISON	3/2/2023	191.86
EFT 702	SOUTHERN CALIFORNIA EDISON	3/2/2023	16.51
EFT 703	SOUTHERN CALIFORNIA EDISON	3/2/2023	80.67
EFT 704	SOUTHERN CALIFORNIA EDISON	3/2/2023	66.21
EFT 705	SOUTHERN CALIFORNIA EDISON	3/2/2023	668.52
EFT 706		3/2/2023	10.92
EFT 707	ELSINORE VALLEY MUNI WATER DIS	3/14/2023	329.22
EFT 708	SOUTHERN CALIFORNIA EDISON	3/14/2023	370.99
EFT 709	ELSINORE VALLEY MUNI WATER DIS	3/14/2023	69.13
EFT 710	ELSINORE VALLEY MUNI WATER DIS	3/14/2023	92.86
EFT 711	ELSINORE VALLEY MUNI WATER DIS	3/14/2023	172.04
EFT 712	ELSINORE VALLEY MUNI WATER DIS	3/14/2023	836.49
EFT 713	Sparkletts	3/14/2023	209.33
EFT 714	SOUTHERN CALIFORNIA EDISON	3/21/2023	<u>94.74</u>
			<u>4,994.28</u>



**CITY OF CANYON LAKE**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**GENERAL FUND**  
**FOR THE ONE MONTH AND EIGHT MONTHS ENDING FEBRUARY 28, 2023**

	Current Period Actual	Year-to-Date Actual	Total Budget	% Total of Budget Used
<b>REVENUES</b>				
Taxes	\$ 749,726.94	\$ 2,969,812.17	\$ 5,061,000	58.68
Licenses and Permits	63,801.01	540,601.38	630,800	85.70
Fines	573.23	11,827.83	21,300	55.53
Franchise Fees	116,000.04	237,619.25	604,100	39.33
Fees and Subscriptions	1,984.00	463,120.69	864,000	53.60
Investment earnings	2,967.39	7,484.50	25,000	29.94
Intergovernmental	-	2,697	58,800	4.59
Other Income	668.00	37,483.06	26,000	144.17
Total Revenues	<b>935,720.61</b>	<b>4,270,645.44</b>	<b>7,291,000</b>	<b>58.57</b>
<b>EXPENDITURES</b>				
<b>DEPARTMENTS</b>				
City Council	13,283.37	105,809.46	201,147	52.60
City Attorney	19,889.24	46,518.10	112,200	41.46
City Manager	116,878.96	511,677.14	886,105	57.74
City Clerk	14,596.52	170,271.84	278,090	61.23
Finance	28,891.13	273,050.91	386,569	70.63
Planning	6,457.50	53,487.11	211,200	25.33
Building & Safety	18,663.26	153,482.13	291,738	52.61
Law Enforcement	142,641.17	660,525.52	1,881,500	35.11
City Fire	246,084.85	967,285.97	1,780,173	54.34
Emergency Preparedness	15,046.60	21,296.60	42,900	49.64
Animal Control	21,728.00	108,970.00	151,290	72.03
Public Works Administration	3,185.00	4,285.00	15,000	28.57
NPDES	6,202.00	99,362.50	131,300	75.68
Special Enforcement	29,205.36	222,498.34	358,970	61.98
Building & Facility	9,454.07	273,701.26	355,690	76.95
Total Expenditures	<b>692,207.03</b>	<b>3,672,221.88</b>	<b>7,083,872</b>	<b>51.84</b>
Excess (Deficit)	<b>\$ 243,513.58</b>	<b>\$ 598,423.56</b>	<b>\$ 207,128</b>	
<b>Fund Balance - Beginning of Year</b>		<u>5,043,895.00</u>		
<b>Fund Balance - February 28, 2023 (before closing)</b>		<u><b>\$ 5,642,318.56</b></u> *		

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