

Req. #	Created At	Request Text
26-66	04/30/2026 07:13:11 AM	<p>Hello Sheryl Pursuant to the California Public Records Act, I request copies of the following records. For purposes of this request, "the relevant date range" means Wednesday, March 4, through Sunday, March 8 in 2026, encompassing the period before, during, and after the "A Day in Her Shoes" event held in Murrieta, California, referenced by Elsinore Valley Municipal Water District Director Darcy Burke at the March 11, 2026 EVMWD board meeting. The City of Canyon Lake's official operating schedule and business hours in effect during March and April 2026, including any documentation showing which days of the week city offices are open and closed, the standard work schedule applicable to salaried staff including the Community Engagement Coordinator, and any alternate work schedule (4/10, 9/80, flex schedule) policies. Timekeeping, attendance, payroll, leave, and comp-time records for Madalyne (Maddie) Gonzales, Community Engagement Coordinator, covering the relevant date range and the six pay periods immediately following. This includes, but is not limited to: timesheets, attendance logs, leave requests, PTO/vacation/sick/personal/comp-time accrual and usage records, flex-time or schedule-adjustment requests, requests for or approvals of substitute days off or "make-up" days, alternate work schedule arrangements, telework or remote work authorizations, and any documentation of hours worked on any day during the relevant date range regardless of whether that day is a normal city business day. All records reflecting any compensation, payment, bonus, stipend, benefit, comp time, flex time, substitute day off, mileage reimbursement, meal reimbursement, expense reimbursement, gift, or other consideration of any kind provided to Ms. Gonzales in connection with her attendance at, setup for, transportation to, or participation in the "A Day in Her Shoes" event, or any preparatory or follow-up activities related to that event. Any written authorization, approval, request, invitation, email, text message, voicemail, instant message, or other communication from City Manager Brown, any Council Member, or any other City of Canyon Lake supervisor or official permitting, directing, requesting, encouraging, or approving Ms. Gonzales's participation in the "A Day in Her Shoes" event or any related preparatory activities. All written communications to or from Ms. Gonzales (emails, text messages, calendar invites, instant messages, and messages on any platform used for city business, including personal devices and accounts used for city business per City of San Jose v. Superior Court, 2 Cal.5th 608 (2017)) referencing Darcy Burke, "Day in Her Shoes," "A Day in Her Shoes," Laurie Stone, the City of Murrieta in connection with the event, or any entity owned or operated by Darcy Burke, from January 1, 2026 through the date this request is fulfilled. All written communications (emails, text messages, calendar invites, and messages on any platform used for city business, including personal devices and accounts used for city business) between any City of Canyon Lake employee, contractor, or elected official and Darcy Burke, or any entity owned or operated by Darcy Burke, from January 1, 2026 through the date this request is fulfilled. Any City of Canyon Lake written policies, administrative regulations, personnel rules, employee handbook provisions, salaried-employee compensation policies, ethics policies, or memoranda of understanding governing: (a) compensation, comp time, or substitute time off for salaried (exempt) staff who perform work-related activities outside normal city business hours or on non-business days; (b) employee participation in outside, private, or third-party events; (c) use of city resources, time, personnel, or equipment in support of private businesses, consultants, or third-party events; (d) approval procedures for such participation; (e) conflict-of-interest, outside employment, or outside-activity disclosure requirements applicable to city staff; and (f) acceptance of gifts, benefits, or in-kind compensation from non-city sources by city employees. The current and any prior job description for the Community Engagement Coordinator position, including any written guidance, directives, performance plans, or scope-of-duties documents defining the geographic, organizational, or subject-matter scope of that role's community engagement activities. Any invoices, receipts, reimbursement requests, purchase orders, contracts, sponsorship agreements, MOUs, or financial transactions between the City of Canyon Lake and Darcy Burke, any consulting firm owned or operated by her, or the "A Day in Her Shoes" event, for calendar years 2024, 2025, and 2026. I prefer to receive these records electronically at [REDACTED]. Thank you for your time. Best regards, [REDACTED]</p>
26-65	04/30/2026 07:11:45 AM	<p>Hello Sheryl, Pursuant to the California Public Records Act (Gov. Code § 7920.000 et seq.), I request copies of the following records. At the March 11, 2026 City of Canyon Lake meeting, two separate representations were made on the record by City officials regarding Ms. Darcy Burke's qualifications: The Mayor introduced Ms. Burke by stating, in part: "...the presentation of this is going to be our director Darcy Burke, she is an expert, She's not speaking on behalf of the agency of course but she is speaking on behalf of her experience in water." The City Manager later stated, during her presentation: "I will say that we're speaking to resident Darcy Burke who also happens to be water expert and president of Watermark & Associates. So while it's not somebody that is representing that agency it is somebody who is an expert." I note that the published meeting minutes state only that "Mayor Smith provided a presentation" and that "Darcy Burke spoke on this item," which does not reflect that Ms. Burke in fact delivered the presentation at the Mayor's invitation. This request seeks the underlying records relating to that presentation and the qualifications represented by City officials. Any and all records reflecting payments, contracts, retainer agreements, invoices, purchase orders, reimbursements, honoraria, gifts, or compensation of any kind — monetary or in-kind, direct or indirect — paid by the City of Canyon Lake (or by any</p>

		<p>third party on the City's behalf, or by any party in coordination with the City) to Darcy Burke, Watermark & Associates, or any affiliated entity, in connection with the March 11, 2026 meeting or the Crescent Garden Cemetery matter. If no such records exist, please state in writing. Any records in the City's possession that document or evidence the basis for the Mayor's representation that Ms. Burke is "an expert" with "experience in water," and the City Manager's representation that Ms. Burke is a "water expert" and that this expertise is connected to her role as "president of Watermark & Associates" — including but not limited to: a. Any resume, CV, statement of qualifications, biographical summary, or list of prior water-related projects, engagements, publications, or testimony provided by Ms. Burke or Watermark & Associates; b. Any professional licenses, certifications, academic degrees, technical training records, or continuing-education records relating to water quality, hydrology, hydrogeology, geotechnical engineering, civil engineering, environmental science, or seismic risk; c. Any records describing Watermark & Associates' scope of business, services, prior water-related work, or technical staff; d. Any records reflecting the inquiry, vetting, or due diligence (if any) performed by the City, the Mayor, or the City Manager prior to introducing Ms. Burke as a "water expert." If no responsive records exist for any subpart, please state in writing. Any reports, studies, technical memoranda, modeling results, hydrologic or geotechnical analyses, peer-reviewed literature, correspondence, photographs, maps, or other supporting documentation in the City's possession — authored by Darcy Burke, Watermark & Associates, or any qualified seismic, geotechnical, hydrological, or engineering professional — that supports the technical concerns Ms. Burke raised at the meeting regarding seismic events, flooding at the proposed cemetery site, potential failure of burial vault liners, and the potential migration of human remains into the Canyon Lake watershed. Any presentation materials (slide decks, PDFs, handouts, scripts, talking points, outlines, or notes) prepared, submitted, distributed, or displayed in connection with the March 11, 2026 agenda item on the Crescent Garden Cemetery — including any materials prepared by Ms. Burke, Watermark & Associates, the Mayor, the City Manager, or City staff. All communications (emails, letters, text messages, voicemails, memoranda, calendar invitations, or meeting notes) between any City official, elected representative, or staff member and Darcy Burke and/or Watermark & Associates from January 1, 2026 through the date this request is processed, relating to (a) the Crescent Garden Cemetery, (b) Ms. Burke's appearance at the March 11, 2026 meeting, or (c) her introduction or characterization as a "water expert." Any internal City communications (emails, memoranda, text messages) among City Council members, the Mayor, the City Manager, or City staff discussing Ms. Burke's qualifications, role, expertise, or the decision to invite her to present, from January 1, 2026 through the date this request is processed. Please provide responsive records electronically where possible. If any portion of this request is denied, please cite the specific statutory exemption. Best regards, [REDACTED]</p>
26-60	04/15/2026 01:02:50 PM	<p>At last night's meeting Councilmember Castillo mentioned that city councilmembers have discretionary funds available. She was willing to give all her discretionary funds to pay to advertise events with Donna Ritchie. I am requesting records related to discretionary funds available to City Council members. Specifically, please provide the following: 1. Funding Authority and Limits The authorized discretionary funding amount available to each City Council member for: The current fiscal year The proposed budget for the upcoming fiscal year The prior three fiscal years Any policies, resolutions, ordinances, or administrative guidelines that establish or govern these discretionary funds 2. Detailed Expenditures - for each City Council member, for fiscal year to date and the last four fiscal year periods: A detailed accounting of all discretionary fund expenditures, including: Date Amount Payee/vendor Description or purpose of expenditure Associated event, program, or organization funded Any supporting documentation (invoices, reimbursement forms, approvals, or receipts) 3. Budget Transparency and Accounting Identification of where discretionary funds are reflected within the City's adopted budgets (including fund, department, and account numbers) Any internal or public-facing reports that disclose or summarize discretionary fund usage Documentation explaining how these funds are tracked, reported, and made transparent to the public 4. Approval and Oversight Records identifying the approval process for discretionary fund expenditures (e.g., who authorizes spending, required documentation, and any limits or controls) Any audits, reviews, or evaluations conducted on discretionary fund usage during the requested period 5. Communications Any communications (including emails, memos, or staff reports) referencing discretionary funds, their allocation, or their use by City Council members within the last five fiscal years Last, Please also provide any instances where discretionary funds were used for City-sponsored events, including advertising, sponsorships, or promotional activities. I request that records be provided in electronic format where available. Thank you.</p>
26-58	04/14/2026 12:24:17 PM	<p>Please provide copies of the independent financial audits of the Utility Users Tax for the past three fiscal years. This request is made in connection with Resolution 2018-2022 (page 2), as well as statements published in the City of Canyon Lake's official Q&A materials indicating that the measure requires independent annual audits to ensure transparency and that funds are spent effectively and efficiently. I could not find the information in the published Annual Financial Report. Please provide the requested records in electronic format, if available. Thank you.</p>

26-50	03/24/2026 07:59:23 AM	Hello Mr. Brown, I appreciate the City's explanation and its concern for resident privacy and public safety. I share those concerns and am submitting a New, Revised request consistent with the City's guidance regarding aggregate, non-identifiable information. I am requesting summary data related to the City's Residential Rental Program for calendar years 2024, 2025, and current year-to-date 2026, including: Total number of registered rental properties and/or registrants; Number of registrants grouped by property count (e.g., registrants owning 1 property, 2 properties, 3-5 properties, and 6 or more properties); and The percentage of total rental properties in each category, along with the percentage of all rental properties owned by registrants who own more than one property. If available, please provide this information in electronic format. Thank you for your time and assistance. [REDACTED]
26-46	03/18/2026 04:53:26 PM [duplicate request send by requestor]	This request is grounded in admissions made on the record at a recent Canyon Lake City Council meeting. During that meeting, Mayor Smith read aloud a text message sent by Councilmember Welty, who was absent from the meeting. That text message was read into the official record and referenced in the March 17, 2026 City's official meeting agenda. Mayor Pro-Tem Castillo stated in the March 17, 2026 meeting that she provides her mobile phone number so the public can reach out to her. This establishes the following facts on the record: City Council members, use personal cell phones to communicate about official City business; Mayor Smith and other Council members send and receive text messages related to City business on personal devices; The City has actual, constructive knowledge that such communications exist on personal devices; and These communications constitute public records subject to disclosure under the CPRA, regardless of the device on which they were created or stored. The California Supreme Court held in City of San Jose v. Superior Court (2017) 2 Cal.5th 608 that communications relating to the conduct of public business are public records even when created, transmitted, or stored on a personal device. The City of Canyon Lake cannot avoid its disclosure obligations by allowing officials to conduct City business over personal cell phones. II. RECORDS REQUESTED I request all of the following records for the period from January 1, 2026 through the date this request is fully processed: A. Text Messages Among City Council Members All text messages (SMS/MMS), iMessages, and messages transmitted via any messaging application — including but not limited to Signal, WhatsApp, Telegram, Google Messages, and Facebook Messenger — sent or received by any Canyon Lake City Council member to or from any other Canyon Lake City Council member concerning City business, including but not limited to: Agenda items, votes, deliberations, or pre-meeting coordination; City policies, ordinances, resolutions, or municipal code amendments; City contracts, vendors, grants, or procurement matters; City personnel, employees, or appointed officials; Land use, zoning, development, or planning matters; Canyon Lake Community Services District or POA-related business discussed in an official capacity; and Any other matter within the subject matter jurisdiction of the City Council. B. Text Messages Between Any Council Member and Darcy Burke All text messages (SMS/MMS), iMessages, and messages transmitted via any messaging application sent or received by any Canyon Lake City Council member to or from Darcy Burke concerning any matter of City business, including all subject-matter categories listed in Section II.A above. C. Communications Read Into or Reflected in Meeting Minutes All text messages or written communications from any Council member — including specifically the text message from Councilmember Welty that was read aloud by Mayor Smith and entered into the official meeting minutes — that were read, summarized, or referenced during any Canyon Lake City Council meeting. D. Records Identifying Devices and Accounts Used for City Business All records sufficient to identify: (1) the personal phone numbers, email addresses, or messaging application accounts used by each City Council member to conduct City business; and (2) any City policy, directive, resolution, or guidance regarding the use of personal devices or personal accounts for official City communications. III. FORMAT OF PRODUCTION Please produce all responsive records in their native electronic format (e.g., PDF, exported data file, or screenshot). For records withheld in whole or in part, please provide a written response that specifically identifies: Each record or category of records withheld; The specific statutory exemption(s) claimed, with citation to the applicable Government Code section; and Whether the exemption is mandatory or discretionary, and the specific factual basis for invoking it. Note: No blanket or categorical claim of exemption is permissible. The deliberative process privilege does not shield purely factual information. See Gov. Code § 6253(a). Any non-exempt portions of a responsive record must be produced with exempt portions redacted. See Gov. Code § 6253(a).
26-45	03/18/2026 04:50:29 PM	I request copies of records related to the City of Canyon Lake's Pumpkin Bash events held in 2024 and 2025, specifically concerning the City's stated objective of driving business to the Town Center. Please provide the following records: Any reports, studies, analyses, summaries, or presentations prepared by the City evaluating whether the Pumpkin Bash event generated or increased business activity for Town Center businesses. Any surveys, questionnaires, or outreach conducted with Town Center business owners related to the Pumpkin Bash event, including: Survey forms or questions used Responses received from business owners Any compiled results, summaries, or analyses of those responses Any communications between the City and Town Center business owners related to the Pumpkin Bash event, including emails, memoranda, meeting notes, or correspondence discussing: Expected economic benefits to Town Center businesses Feedback from businesses regarding the

		<p>event Impacts on parking, access, or customer traffic during the event Any documents identifying the City's goals or objectives for the Pumpkin Bash event, including references to increasing or driving business activity to the Town Center. Any records describing how the City planned to measure or evaluate the success of the event in terms of benefiting Town Center businesses, including any metrics, criteria, benchmarks, or timelines established for evaluating the event's success. Any records evaluating the economic impact of the Pumpkin Bash event on Town Center businesses after the event, including analyses, reports, surveys, or communications evaluating business activity in the days, weeks, or months following the event. Any internal communications among City staff or officials regarding the measurement, evaluation, or economic impact of the Pumpkin Bash event, including but not limited to communications involving the City Manager, Economic Development staff, event coordinators, or other City officials, discussing whether the event benefited Town Center businesses. This request includes, but is not limited to, emails, memoranda, presentations, meeting notes, internal reports, or other written communications related to the evaluation of the event's impact on Town Center businesses. If any of the requested records are maintained electronically, I request that they be provided in electronic format. If any portion of the requested records is withheld or redacted, please identify the specific exemption relied upon under the California Public Records Act and provide the non-exempt portions. If my request is unclear, please contact me so that it may be clarified. As required under the CPRA, please respond within 10 calendar days indicating whether the records will be disclosed.</p>
26-44	03/18/2026 04:41:11 PM	<p>I request copies of records related to the City of Canyon Lake Golf Championship event for the years 2023, 2024, and 2025. Please provide the following records for each year: Profit and Loss statements (P&L) or any financial summaries showing all income and expenses associated with the City of Canyon Lake Golf Championship event. If formal P&L statements do not exist, please provide all records reflecting income and expenses associated with the event, including but not limited to: Sponsorship revenue Player registration or participation fees Donations City budget allocations or transfers used to fund the event Payments to vendors or contractors Food and beverage expenses Venue or equipment rental costs Tournament prizes or awards Prize money or donations made to non-profit organizations selected by the tournament winners, including the name of the organization and the amount donated Marketing or advertising costs Staffing costs or overtime Any other expenses attributed to the event Records identifying all sponsors for the City of Canyon Lake Golf Championship, including: The name of each sponsor The sponsorship level or description of sponsorship The amount contributed or paid by each sponsor Copies of sponsorship agreements, invoices, or contracts related to sponsors of the event. Copies of vendor agreements, invoices, or contracts related to the planning or execution of the event. If any of the requested records are maintained electronically, I request that they be provided in electronic format. If any portion of the requested records is withheld or redacted, please identify the specific exemption relied upon under the California Public Records Act and provide the non-exempt portions of the records. If my request is unclear in any way, please contact me so the request may be clarified. As required by the CPRA, I request a response within 10 calendar days indicating whether the records will be disclosed.</p>
26-43	03/18/2026 04:36:37 PM	<p>I request copies of records related to the City of Canyon Lake's State of the City event for the years 2023, 2024, and 2025. Please provide the following records for each year: Profit and Loss statements (P&L) or any financial summaries showing all income and expenses associated with the State of the City event. If formal P&L statements do not exist, please provide all records reflecting income and expenses associated with the event, including but not limited to: Sponsorship revenue Ticket sales or registration fees, if applicable Donations City budget allocations or transfers used to fund the event Payments to vendors or contractors Food and beverage expenses Venue or equipment rental costs Entertainment or speaker fees Marketing or advertising costs Staffing costs or overtime Any other expenses attributed to the event Records identifying all sponsors for the State of the City event, including: The name of each sponsor The sponsorship level or description of sponsorship The amount contributed or paid by each sponsor Copies of sponsorship agreements, invoices, or contracts related to sponsors of the event. Copies of vendor agreements, invoices, or contracts related to the planning or execution of the event. If any of the requested records are maintained electronically, I request that they be provided in electronic format. If any portion of the requested records is withheld or redacted, please identify the specific exemption relied upon under the California Public Records Act and provide the non-exempt portions of the records. If my request is unclear in any way, please contact me so the request may be clarified. As required by the CPRA, I request a response within 10 calendar days indicating whether the records will be disclosed.</p>
26-42	03/18/2026 04:33:51 PM	<p>I request copies of records related to the City of Canyon Lake's Pumpkin Bash event for 2024 and 2025. Please provide the following records: Profit and Loss statements (P&L) or any financial summaries showing all income and expenses associated with the Pumpkin Bash event. If formal P&L statements do not exist, please provide all records reflecting income and expenses associated with the event, including but not limited to: Sponsorship revenue Vendor booth or participation fees Donations City budget allocations or transfers Payments to vendors, contractors, or event</p>

		<p>coordinators Equipment rentals Entertainment costs Marketing or advertising costs Staffing costs or overtime Any other expenses attributed to the event All contracts, agreements, invoices, and payments related to the company "Locally Made" or any entity hired by the City to coordinate vendors for the Pumpkin Bash event. Records showing vendor participation, including: Lists of vendors Vendor applications or registrations Vendor booth or participation fees paid to the City or its contractor Records showing income received by the City from vendors, including: Vendor booth or participation fees One-day business licenses issued to vendors participating in the Pumpkin Bash event, including the number issued and the total revenue collected. Any policies, procedures, or requirements applicable to vendor permits or one-day business licenses for the Pumpkin Bash event. Any records reflecting a waiver, exemption, or decision not to require vendors to obtain a one-day business license for the Pumpkin Bash event, including but not limited to internal communications, staff directives, or approvals. If any of the requested records are maintained electronically, please provide them in electronic format. If any portion of the requested records is withheld or redacted, please identify the specific exemption relied upon under the California Public Records Act and provide the non-exempt portions. If my request is unclear, please contact me so it may be clarified. As required under the CPRA, please respond within 10 calendar days indicating whether the records will be disclosed.</p>
26-41	03/18/2026 04:22:52 PM	<p>To the City Clerk / Records Custodian, I am requesting access to and copies of records related to City-owned properties. Specifically, I request the following records for all real properties owned by the City of Canyon Lake, excluding City Hall and the Fire Station, for the past five fiscal years: Profit and Loss Statements (P&L) or other financial reports showing the income and expenses for each City-owned property. If formal profit and loss statements do not exist, please provide all records showing income and expenses associated with each property, including but not limited to: Rent received Tenant payments Operating expenses Maintenance and repair costs Utilities Property management costs Loan payments or financing costs associated with the property Any other expenses attributed to the property Tenant information for each City-owned property, including: Name of each tenant Suite or unit occupied Dates of tenancy Copies of all lease agreements (including amendments or extensions) between the City and tenants for these properties during the last five fiscal years. If any of the requested records are maintained electronically, I request that they be provided in electronic format. If any portion of the requested records is withheld or redacted, please identify the specific exemption relied upon under the California Public Records Act and provide the non-exempt portions of the records. If my request is unclear in any way, please contact me so the request may be clarified. As required by the CPRA, I request a response within 10 calendar days indicating whether the records will be disclosed.</p>
26-40	03/18/2026 04:15:09 PM	<p>This request is grounded in admissions made on the record at a recent Canyon Lake City Council meeting. During that meeting, Mayor Smith read aloud a text message sent by Councilmember Welty, who was absent from the meeting. That text message was read into the official record and referenced in the March 17, 2026 City's official meeting agenda. Mayor Pro-Tem Castillo stated in the March 17, 2026 meeting that she provides her mobile phone number so the public can reach out to her. This establishes the following facts on the record: City Council members, use personal cell phones to communicate about official City business; Mayor Smith and other Council members send and receive text messages related to City business on personal devices; The City has actual, constructive knowledge that such communications exist on personal devices; and These communications constitute public records subject to disclosure under the CPRA, regardless of the device on which they were created or stored. The California Supreme Court held in City of San Jose v. Superior Court (2017) 2 Cal.5th 608 that communications relating to the conduct of public business are public records even when created, transmitted, or stored on a personal device. The City of Canyon Lake cannot avoid its disclosure obligations by allowing officials to conduct City business over personal cell phones. II. RECORDS REQUESTED I request all of the following records for the period from January 1, 2026 through the date this request is fully processed: A. Text Messages Among City Council Members All text messages (SMS/MMS), iMessages, and messages transmitted via any messaging application — including but not limited to Signal, WhatsApp, Telegram, Google Messages, and Facebook Messenger — sent or received by any Canyon Lake City Council member to or from any other Canyon Lake City Council member concerning City business, including but not limited to: Agenda items, votes, deliberations, or pre-meeting coordination; City policies, ordinances, resolutions, or municipal code amendments; City contracts, vendors, grants, or procurement matters; City personnel, employees, or appointed officials; Land use, zoning, development, or planning matters; Canyon Lake Community Services District or POA-related business discussed in an official capacity; and Any other matter within the subject matter jurisdiction of the City Council. B. Text Messages Between Any Council Member and Darcy Burke All text messages (SMS/MMS), iMessages, and messages transmitted via any messaging application sent or received by any Canyon Lake City Council member to or from Darcy Burke concerning any matter of City business, including all subject-matter categories listed in Section II.A above. C. Communications Read Into or Reflected in Meeting Minutes All text messages or written communications from any Council member — including specifically the text message from Councilmember Welty that was read aloud by Mayor Smith and entered into the official meeting minutes — that were read, summarized, or referenced during any Canyon Lake City Council meeting.</p>

		<p>D. Records Identifying Devices and Accounts Used for City Business All records sufficient to identify: (1) the personal phone numbers, email addresses, or messaging application accounts used by each City Council member to conduct City business; and (2) any City policy, directive, resolution, or guidance regarding the use of personal devices or personal accounts for official City communications. III. FORMAT OF PRODUCTION Please produce all responsive records in their native electronic format (e.g., PDF, exported data file, or screenshot). For records withheld in whole or in part, please provide a written response that specifically identifies: Each record or category of records withheld; The specific statutory exemption(s) claimed, with citation to the applicable Government Code section; and Whether the exemption is mandatory or discretionary, and the specific factual basis for invoking it. Note: No blanket or categorical claim of exemption is permissible. The deliberative process privilege does not shield purely factual information. See Gov. Code § 6253(a). Any non-exempt portions of a responsive record must be produced with exempt portions redacted. See Gov. Code § 6253(a). IV. RESPONSE TIMELINE Under Government Code § 6253(c), the City must determine within ten (10) calendar days of receipt whether it will comply with this request and must promptly notify the requester. If an extension is required due to unusual circumstances, the City must notify the requester within the ten-day period and may extend by no more than fourteen (14) additional days. Failure to respond within the statutory period may be treated as a denial subject to judicial review under Government Code § 6259. V. FEE WAIVER REQUEST I request a full waiver of any applicable fees. Disclosure of the requested records serves the public interest by contributing to transparency regarding the conduct of elected City officials in their governmental capacity and will not primarily benefit any commercial interest. See Gov. Code § 6253(b). If a fee waiver is denied, please notify me of the estimated cost in advance so that I may authorize or dispute the expense before production proceeds. VI. LITIGATION HOLD / PRESERVATION DEMAND This letter constitutes a formal demand that the City of Canyon Lake, and each individual City Council member, immediately suspend any routine deletion, overwriting, auto-deletion settings, or other purging of any records potentially responsive to this request, including records stored on personal cell phones, personal email accounts, or personal messaging applications. Destruction, alteration, or concealment of public records after receipt of a CPRA request may constitute a violation of Government Code § 6200 (a misdemeanor), and may expose responsible officials and the City to civil liability. Each Council member who uses a personal device for City business is individually responsible for preserving responsive records on that device.</p>
26-21	01/30/2026 11:46:25 AM	Please provide the benefit package that is currently provided to Canyon Lake First responders. Please also provide, the proposed and or approved benefit package for the new Canyon Lake Police officers. My goal is to compare the two benefit packages, as I mentioned at the January council meeting. Thank you.
26-20	01/30/2026 11:44:10 AM	Please provide a list of all business licenses that are in effect as of today, January 30, 2026. Additionally, please provide a list of all one day business licenses that were issued in the year 2025. Please make certain the name and date of issue on the one day licenses are included. Thank you.
26-19	01/30/2026 11:41:33 AM	Please provide a list of all of the individuals/business are registered in the Residential Rental Program. Please provide their names and addresses for each home/condo/townhome that is being rented. thank you.
25-61	06/25/2025 01:32:53 PM	I am requesting access to and copies of all documents related to the line of credit used to finance the City's recent purchase of the property located at 36000 Railroad Canyon Road, Canyon Lake, CA. Specifically, I am requesting the following: A copy of the application submitted to Citizens Business Bank (or any financial institution) for the line of credit used to fund this purchase. All documents showing the source(s) of collateral for the line of credit. Any agreements, resolutions, staff reports, or internal communications confirming whether the General Fund or General Fund reserves were used—directly or indirectly—as collateral or guarantee for this line of credit. Any legal or financial opinions obtained by the City on the permissibility of using General Fund monies or assets as collateral for a loan used to purchase an investment property. Any communications between City staff, Council Members, or representatives of the bank discussing the structure and terms of the loan or line of credit. As you may be aware, cities in California generally cannot use General Fund monies as collateral or direct funding for investment properties. Clarifying whether this occurred is essential for public transparency. If any of the requested documents are withheld in whole or in part, please justify each redaction or denial by citing the specific exemption(s) under the Public Records Act and explaining how they apply. Please let me know if any fees will be associated with the production of these records before processing the request. I am happy to receive the documents electronically.
25-57	06/19/2025 09:06:05 AM	I am requesting copies of public records related to the City of Canyon Lake's decision to secure a short-term loan for the purchase of the property at 31600 Railroad Canyon Drive, rather than pursuing a traditional commercial real estate loan. Specifically, I request the following: Any records, documents, or correspondence that explain or justify the City's decision to use a short-term loan instead of a traditional commercial real estate loan for this property acquisition. Any applications submitted by the City for commercial real estate financing for this property, and any responses or

		determinations made by financial institutions, including any denial letters with stated reasons. All email and text message communications between the City Manager and: any representatives of the bank or financial institution(s) considered or contacted regarding loan options for the Monroe Canyon Road property; any City Council members, regarding the decision to forgo a commercial loan and instead proceed with a short-term loan. Please include communications dated from February 1, 2025, through the present. If any portions of the requested records are exempt from disclosure, please redact those portions and release the remainder of the documents, citing the specific legal authority for each redaction. I am requesting electronic copies of the records. Thank you for your time and assistance. I look forward to your response within the timeframe required by law.
25-56	06/17/2025 02:20:36 PM	I am requesting access to and copies of the following records: All documentation related to the payment of \$450 to "Oasis Gardens" for photography services performed at the Canyon Lake Fire Station Open House. This should include, but not be limited to: Invoices or contracts Purchase orders Staff reports or payment approval memos Copies of the issued check or warrant Any correspondence or communications with Oasis Gardens related to the payment A copy of the City of Canyon Lake's current business license registry, or records confirming whether "Oasis Gardens" holds or held a valid business license with the City at the time of payment. Any W-9 forms, vendor setup documents, or tax identification information submitted by "Oasis Gardens" as part of the City's vendor onboarding or payment process. If any portion of the records is exempt from disclosure, please provide the specific exemption and reason for withholding that portion, as required by law. I prefer to receive the records electronically via email. However, I am also happy to review them in person or receive them by mail, depending on what is most efficient for your office. Please confirm receipt of this request and advise if there will be any costs associated with processing it. Thank you for your time and assistance.
25-54	06/17/2025 07:24:28 AM	I am requesting records related to the health and retirement benefits provided to City of Canyon Lake employees and safety personnel (fire department employees), for Fiscal year 2024-25 and 2025-26. Specifically, I am requesting the following: Health Benefits: A breakdown of the total cost of health insurance premiums for city staff and for safety/fire employees. The percentage and/or dollar amount of the premium paid by the City for each group. Any differences in contributions between employee classifications (e.g., city staff vs. safety/fire personnel). Any available documentation that outlines benefit contribution policies or agreements (e.g., MOUs or contracts). Retirement Benefits: A description of all retirement plans offered (e.g., CalPERS or other plans). The percentage or dollar amount of retirement contributions made by the City on behalf of city staff and fire/safety employees. Any matching contributions and whether they differ between employee groups. Any documents, contracts, or agreements that explain the retirement contribution structure. Please provide the requested records in electronic format, if available. If certain documents are already publicly available, a link or reference would be appreciated. If clarification is needed or the request needs to be narrowed for a quicker response, I am happy to discuss. Thank you for your time and assistance.
25-53	06/17/2025 07:14:29 AM	I am respectfully requesting a list of all charities, nonprofit organizations, and associations that the City of Canyon Lake has donated or allocated public funds to, beginning with the fiscal year ending in 2020 and for each subsequent year through the present. If available, please include the following details for each disbursement: Name of the organization Amount donated or allocated Date of the donation Purpose or description of the funding Budget line item or funding source (e.g., "Community Benefit Funds" or similar) If any of this information is already available in an existing report or document, I would appreciate a copy of or a link to that document. I am requesting electronic copies of the records, if possible, and am happy to clarify or narrow the request if needed to expedite the process. Please let me know if there are any fees associated with fulfilling this request. Thank you for your assistance.
25-52	06/16/2025 03:22:06 PM	Please provide the following records related to the loan(s) by the City of Canyon Lake for the acquisition of the commercial property located at 31600 Railroad Canyon Road, purchased on April 30, 2025: Loan Documentation: A complete copy of the loan application and any supporting documentation submitted to Citizens Business Bank (CBB) in connection with the loan used to finance the purchase, totaling \$1,413,364, as referenced in the City Council agenda. General Fund Advance: All documentation relating to the \$39,000 advance from the General Fund, including internal memos, financial approvals, and any communications outlining the source, purpose, and repayment plan for this advance. Email Correspondence: All email communications between the City Manager and any member of the City Council regarding the General Fund advance and the decision to secure short-term financing for the acquisition. Text Messages: All text message communications between City Council members discussing or deliberating the rationale for securing a short-term loan to purchase the investment property. Please note: While Councilmembers may use personal devices, messages concerning City business are subject to the Public Records Act, as affirmed by City of San Jose v. Superior Court (2017). Therefore, I respectfully request access to or copies of such messages, regardless of device origin. Please provide

		these records in electronic format if available. If any portion of the requested records is exempt from disclosure, please cite the specific exemption(s) and provide the non-exempt portions. I appreciate your prompt attention to this request and am happy to clarify or narrow the scope if needed. Sincerely,
25-51	06/16/2025 03:10:14 PM	Re: City purchase of investment property located at 31630 Railroad Canyon Road. Please provide the following... Advertisements and/or email communications from the seller or seller's real estate agent to the city (manager and/or council members) to notify them that the property for sale. Copy of the appraisal for the property. Copy of income reports (including current lease agreements in place) from the seller to demonstrate the ROI to the city. Was there any conflict of interest between the seller and the buyers city council members?
25-50	06/16/2025 02:59:33 PM	Please provide a copy of the professional consulting agreement with the individual(s) or firm that was hired to be responsible for advising and assisting the City Manager in the establishment of a municipal police department. Thank you.
25-15	03/04/2025 05:50:12 PM	Please provide the following... Copy of Donna Ritchie's business licenses for the years 2022, 2023, and 2024 Copy of all the original and reissued invoices that were submitted by Donna Ritchie to the City (see attached). Veterans Day 2022 Ad & Turkey Drive 2022, Two Essay Ads from 4/11/23 - 4/19/23, Six-Day September 11 Event Ad 9/6/23-9/11/23, Two-week job opening Ad 9/6/23-9/19/23 Twelve-Day 2023 Veterans Day Ad 10/31/23-11/11/23 Eleven-Day 2023 Winter Wonderland Ad 11/16/23-12/3/23 Eight-Day 2024 Volunteer Ad 3/15/24-3/22/24 Community Clean-up Ad 4/5/24-4/26/24 Explanation why the city did not pay the original invoices in 2022, 2023 and 2024 in a timely fashion. (See July 31, 2024 City Council Agenda for payout details)
24-21	10/18/2024 02:59:32 PM	Pursuant to the California Public Records Act, if applicable), I am requesting copies of all records, and communications related to the development, negotiation, and discussion of Measure Z. Specifically, I am requesting: 1. All communications (including emails, letters, memos, and other forms of correspondence) between the city council, city attorneys, and all of the individual authors or sponsors of Measure Z and / or the Canyon Lake Public Safety fund. 2. All meeting notes, agendas, and summaries from any city council or city-related meetings where Measure Z was discussed, including meetings with or involving the authors or sponsors of Measure Z and or the Canyon Lake public safety fund 3. All drafts, documents, and proposals relating to negotiations, planning, or collaborations between the city council, city attorneys, and the authors or sponsors of Measure Z and or the Canyon Lake Public safety fund 4. Any records that involve discussions or references to the intent, public messaging, or potential outcomes of the 2024 ballot Measure Z/ and or the Canyon Lake Public Safety fund, including documents that suggest any attempt to mislead or misinform the public regarding its true intent. Please provide these documents in an electronic format, if possible. If any part of my request is denied, please provide the legal justification for each exemption. Thank you.
24-19	10/17/2024 01:17:07 PM	Please provide all details, including the names of employees and their salary or pro-rata salary for the following line items on the 2024-25 City Budget. City Fire Department - 421. Salaries FD Management \$326,811 Benefits FD Management \$26,801 Benefits PARS FD Management \$37,506 Thank you.
24-16	10/15/2024 08:00:57 PM	Copy of Invoice and Explanation as to why tax dollars were used to pay \$3,031.99 for vehicle maintenance for the city managers vehicle. It was noted that the Account Breakdown is 10-310-6415. Information about this expense was on the Sept 2024 Agenda (page 22). If there is a contract with the new city manager which states that the city tax payers will pay for vehicle maintenance, please provide the contract as well.