Wrightwood Community
Services District
July 11, 2023
Special
Board Meeting



#### WRIGHTWOOD COMMUNITY SERVICES DISTRICT

P.O. Box 218 Wrightwood, CA 92397

Special Meeting of the Board of Directors Tuesday, July 11, 2023 – 5:30 p.m. Wrightwood Community Building 1275 State Highway 2, Wrightwood, CA

#### Agenda

#### 5:30 PM - Call to Order

- 1. Pledge of Allegiance
- 2. Roll Call
- 3. Agenda Approval
- 4. Public Comments: Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, that is sought to participate in the above-agenized public meeting, should be directed to the Chair at any time prior to the meeting. Under this item, any member of the public wishing to directly address the Board on any item of interest that is not within the subject matter jurisdiction of the Board may do so now. However, the Board is prohibited by law from taking any action on any item not appearing on the agenda unless the action is otherwise authorized by the Brown Act. Any member of the public wishing to directly address the Board on any item listed on the agenda may do so when the item is being considered by the Board. Pursuant to Section 2.3.2 of Ordinance No 2021-1 adopted by the Board on March 2,2021, the Chair may limit each speaker to a comment period of three (3) minutes or less.
- 5. Agency Reports
- 6. Consent Calendar: June 6, 2023, Regular Board Meeting Minutes
- 7. General Manager's Report
- 8. May and June 2023 Financials
- 9. Snowline Players Variance Request: Discussion and Possible Action
- 10. Public Hearing: Proposed FY 2023/2024 WCSD Annual Budget
- FY 2023/2024 WCSD Proposed Annual Budget: Discussion and Possible Action
- 12. Employee PayScale Increase: Discussion and Possible Action
- 13. FY 2023/2024 Agreement for Collection of Special Taxes, Fees and Assessments: Discussion and Possible Action
- 14. Reserves for Operations: Discussion and Possible Action
- 15. Review Current Community Building Rental Agreement Discussion and Possible Action
- 16. WCSD Vision: Discussion and Possible Action
- 17. Directors Comments
- 18. Future Board Meeting: Tuesday, August 1, 2023, at 5:30 p.m.

#### Wrightwood Community Services District

#### THE VISION

To empower our community to have local control by serving as a platform for community discussion, cohesion and action in the areas of parks and recreation, street lighting, solid waste and recycling and wastewater planning and engineering.

To promote and grow a vibrant parks and recreation department for our community.

To maintain and enhance our current infrastructure

To economize our solid waste process and maximize our efficiency in executing them

To protect our natural resources through evaluating community wastewater needs

To meet all these ends in a fiscally responsible manner

#### Wrightwood Community Services District

#### The Mission

To provide local governance in the areas of parks and recreation, street lighting, solid waste and recycling and waste water planning and engineering in a fiscally responsible manner.

#### June 6, 2023 Board Meeting Minutes



#### SPECIAL BOARD MEETING

June 6, 2023
Wrightwood Community Building
1275 State Highway 2
Wrightwood, CA

#### **MINUTES**

**Board Members:** 

Natalie Lopiccolo, President Chuck Franklin, Vice President

Sadie Albers, Member Alexis Claiborne, Member Kristy Gerardo, Member

**Staff Present:** 

Steven Kennedy, Attorney

Tamara Keen - General Manager

Angela Rovida - Administrative Assistant

Call to Order: President Lopiccolo called the Meeting to order at 5:31 pm

1. Pledge of Allegiance: Led by Tamie Keen

- 2. Roll Call: President Lopiccolo, Vice President Franklin, Director Claiborne, and Director Gerardo present. Counsel Kennedy present via telephone. Director Albers arrived at 6:18pm.
- **3. Agenda Approval**: Director Gerardo motioned to approve the agenda with Director Claiborne seconding. All in favor, motion carries.
- 4. Public Comment: No comments.
- 5. Agency Reports: Captain Mark Wright, San Bernardino County Fire Station 14, reported over 71 calls last month for the Wrightwood, Phelan and Pinon Hills area. May repairs and tasks are still underway that resulted from big snowstorm in February. Surplus snow shovels will be donated to the WCSD to give away to community members. He commented on the official start of this year's fire season marked by the small fire near Lone Pine Canyon Road that burned several few acres in late April. The new fire engine that was sent for repairs has been returned and the new ambulance is also now in operation.
- **6. Consent Calendar: May 2, 2023, Regular Board Meeting Minutes:** Vice President Franklin motioned to approve the Consent Calendar for May 2, 2023, with Director Claiborne seconding. All in favor, motion carries.
- 7. General Manager's Report: The WCSD hosted informational booths at both the Wildfire and Disaster Awareness Day event and the Wrightwood Arts and Wine Festival. WCSD will be offering Adult and Teen summer dance classes. The community has expressed interest in children's dance

- 18. Future Board Meeting: Tuesday July 11, 2023, at 5:30pm
- 19. Adjournment: President Lopiccolo adjourned the meeting at 7:51pm.

Minutes approved:		
	President Natalie Lopiccolo	
Date		

#### General Manager's Report



#### **General Manager's Report**

All 2,695 dump cards have been mailed, with 1443 of those being local and 1252 sent out of town. We are working on trying to update the cards that were returned with the wrong address or owner. So, if you are a newer resident or a resident that has not received a dump card, please contact our office at 760-249-3205 and we will be happy to assist with getting you a card.

This years 3 day Green Waste Recycling. June 2,3 and 4<sup>th</sup> were well attended with 662 vehicle loads, recycling 57 tons of hazardous fuels. A vehicle was unloaded every 1.63 minutes. This will look great in our Cal -Recycle report.

On June 24<sup>th</sup>, with close to 100 people in attendance, the skatepark was finally dedicated to Dillon Adams, in honor of his memory. Pastor Terry from Hillside Church gave a lovely dedication prayer and CJ Porter from Supervisor Cook's office, presented Angela Adams, Dillon's mom, with a Certificate of Dedication. The dedication was short and sweet, and I want to thank everyone for their donations and time and efforts to make this possible.

Congratulations to The Master Batters for winning the 2023 summer adult softball championship. Fall ball registration opened on June 5<sup>th</sup> and will close on July 28<sup>th</sup> so there is plenty of time to still put a team together. Fall balls opening day will be August 13<sup>th</sup> and the season will play through October 8<sup>th</sup> with playoffs on October 15<sup>th</sup>.

On June 29<sup>th</sup> I held my second Round Table with the topic being Economic Development in the downtown area. Topics such as the community calendar, new streetlights and the issues with the downtown septic systems were discussed. The next RoundTable will be October 12<sup>th</sup> at 9am and would love to see more business owners in attendance. That same afternoon, Anne with the State of California Offices of Grants and Local Services came down from Sacramento for the final inspection of the park, she was very impressed and loved the new equipment. All the final documents needed for the remaining funds were submitted in May so the final 10% of the funding should be arriving soon.

The preliminary tax information for LA county has been submitted and San Bernardino County will be submitted by July 15<sup>th</sup> for the 23 /24 Tax assessments. The deadline to file the Tax Assessments is Aug 15th. I hope to have them completed by the end of the month. The audit for FY 22/23 has officially begun, so these next few weeks are going to be busy, busy.

### May and June 2023 Financials



Check Number	Amount	Disburstment Date	Cleared Date	Payee	Account
2437	\$881.09	3/20/2023	5/16/2023		
2454	\$150.00	4/20/2023	5/9/2023	Wrightwood Little League	Clay/Field
2458	\$115.91	4/27/2023	5/8/2023	Mark Bates	Deposit Refund
2459	\$2,993.75	4/27/2023	5/10/2023	Verizon	Office Phones
2460	\$571.00	4/27/2023	5/9/2023	Brunick McElhaney & Kennedy	Legal Fees
2461	\$210.00	4/27/2023	5/12/2023	SB Ciunty Oublic Health	Health Permit
2462	\$195.00	4/27/2023	5/4/2023	Dan Day	Umpire
2464	\$292,523.49	5/2/2023	5/18/2023	Keen Plumbing	Plumbing Repair
Debit Card	\$54.58	5/3/2023		Innovative Playground	Playground Equipmen
Debit Card	\$23.56	5/5/2023	5/3/2023	Amazon	TP
2465	\$5,522.34	5/2/2023	5/5/2023 5/18/2023	Target	Office Supplies
2466	\$180.00	5/3/2023	5/12/2023	Innovative Playground	Wood Chips
2470	\$995.51	5/8/2023	THE RESIDENCE OF THE PARTY OF T	Dan Day	Umpire
2471	\$8,741.17	5/8/2023	5/12/2023	SCE	All Bldgs Electric
2472	\$760.00	5/8/2023	5/15/2023	CR&R	Solid Waste
2473	\$180.00	5/5/2023	5/18/2023	Alicia Orajel CPA	Accounting
2474	\$290.00	5/8/2023	5/12/2023	Dan Day	Umpire
Debit Card	\$70.50	5/9/2023	5/15/2023	USPS	Postage Meter
Debit Card	\$87.55	5/10/2023	5/9/2023	USPS	Postage
Auto Debit	\$69.21	5/12/2023	5/10/2023	Amazon	Supplies
Auto Debit	\$149.01		5/12/2023	ADP	Payroll Processing
2475	\$150.00	5/12/2023	5/12/2023	Diamond Environmenal	Softball Porta -Pot
Debit Card	\$188.57	5/10/2023	5/30/2023	Daniel Nelson	Deposit Refund
2476	\$276.00	5/22/2023	5/22/2023	Heart Smart	Battery/Defibulator
2477		5/23/2023	5/26/2023	SB County Registrar of Voters	Election Cost
2479	\$384.06	5/23/2023	5/30/2023	Golden State Water	Water
2482	\$2,462.60	5/23/2023	5/30/2023	SB County/Solid Waste	Solid Waste
2483	\$150.00 \$115.53	5/23/2023	5/27/2023	Dan Day	Umpire
Auto Debit	\$69.21	5/23/2023	5/24/2023	Natalie Lopiccolo	Reim/Supplies
Debit Card	\$10.74	5/26/2023	5/26/2023	ADP	Payroll Processing
Debit Card	\$10.74	5/26/2023	5/26/2023	Amazon	Office Supplies
Debit Card	\$30.37	5/26/2023 5/30/2023	5/26/2023	Amazon	
Debit Card	\$30.37	3/30/2023	5/30/2023	Amazon	TP
TOTAL	\$318,616,90				

	Payroll
4/30 PAYROLL	\$3,118.72
4/30 Taxes	\$843.86
5/15 Payroll	\$3,181.71
5/15 Taxes	\$871.88
5/31/ Payroll	\$3,425.61
5/31 Taxes	\$1,004.49
TOTAL	\$12,446.27

	Deposits	
Date	Amount	Name
5/2/23	\$320.00	SB Property Tax
5/4/2023	\$3,238.81	SB Property Tax
5/9/2023	\$340.13	SB Property Tax
5/9/2023	\$164,202.00	xfer from savings
5/10/2023	\$4,839.34	Franchise Fee
5/19/2023	\$1,219.79	LA Property Tax
5/19/2023	\$1,864.77	SB Property Tax
5/19/2023	\$615.00	Rent
5/23/2023	\$50.00	Rent
TOTAL	\$176,689.84	

	Beginning		Beginning	an and an o	
Month	Balance	Deposit	<b>Total Disburstments</b>	Payroll	Gross
Jul-22	\$262,094.05	\$13,752.91	\$29,606.93	\$3,172.79	\$243,067.24
Aug-22	\$246,384.90	\$5,820.54	\$27,325.86	\$6,283.33	\$224,879.58
Sep-22	\$224,879.58	\$16,847.56	\$39,954.00	\$6,109.22	\$201,773.14
Oct-22	\$201,773.14	\$7,212.63	\$35,969.67	\$6,797.98	\$173,016.10
Nov-22	\$173,016.10	\$82,904.38	\$24,860.02	\$10,235.07	\$231,060.46
Dec-22	\$231,060.46	\$158,190.24	\$45,934.05	\$6,468.32	\$343,316.65
Jan-23	\$343,316.65	99.942.68	\$41,941.55	\$8,251.41	401.317.78
Feb-23	\$401,317.78	\$15,806.51	\$23,788.55	\$7,367.61	\$393,335.74
Mar-23	\$393,335.74	\$45,525.64	\$24,680.07	\$9,235.08	\$404,946.23
Apr-23	\$404,946.23	\$136,725.45	\$28,197.72	\$4,605.34	\$513,473.96
May-23	\$513,473.96	\$176,689.84	\$318,616.90	\$12,446.27	\$359,100.63
Jun-23					

	Balance	Total Estimated Expense				Accounts Payable		Total Estimate Revenue	Reserve for Replacements	Reserve for Capital	Reserve for Operations	Savings Account	Current Bank Balance	Estimate Cash Flow Statement
	\$593,178.55	\$0.00				Outstanding		\$593,178.55	\$29,805.05	\$4,109.53	\$12,786.23	\$154,777.44	\$359,100.63	ement
	170.75	164.5	192.75	143	157.25	131.5	139	149.25	150.25	167.25	151.5		GM	
	35.25	70.5	28	34.5	40	45	42.5	58	9	0	97		PARK	MONTHLY HOURS
	119.25	101	127.5	110	125.75	91	100.75	101.25	85	0	0		OFFICE	URS
0	0	0	0	0	0	0	0	0	0	0	0		PARK/REC	
Jun-23	May-23	Apr-23	Mar-23	Feb-23	Jan-23	Dec-22	Nov-22	Ocy 22	Sep-22	Aug-22	Jul-22		MONTH	

#### Profit and Loss YTD Comparison

May 2023

		TOTAL
Income	MAY 2023	JUL 2022 - MAY 2023 (YTD
4000 Facility Rental		330.0
4000.1 CC Parking Lot	491.25	2,921.2
4000.2 Kitchen Fees	125.00	1,100.0
4000.3 Old Firehouse / Museum	345.00	2,812.5
4000.5 Security - Cleaning Deposit	-150.00	-450.0
4000.8 WW Community Bldg	1,415.00	7,906.2
Total 4000 Facility Rental	2,226.25	14,620.0
4100 Property Tax	5,067.63	173,538.3
4200 Solid Waste Franchise Fee	4,361.85	85,198.29
4300 Solid Waste Fees	1,595.87	224,650.9
4400 Sports League		224,000.3
4400.2A Softball		4,000.00
Total 4400 Sports League		4,000.00
4500 Donations		4,000.00
4500.1 SB County - snow play		4 000 0
4500.2 WVF Park Donation		1,338.00
4500.3 LA County Donation-snow play		0.20
Total 4500 Donations		0.00
Total Income	Ø12.051.60	1,338.20
GROSS PROFIT	\$13,251.60	\$503,345.74
	\$13,251.60	\$503,345.74
Expenses		
5000 Advertising & Marketing		744.23
5025 Grant Expense	-164,202.00	-164,202.00
5030 Dues & Subscriptions		
5030.1 LAFCO Apportionments		7.44
5030.2 Memberships		2,082.15
Total 5030 Dues & Subscriptions		2,089.59
5040 Election Costs	276.00	11,040.55
5050 Equipment	188.57	188.57
5060 Green Waste Fees - FSC	570.00	570.00
5080 Meals & Entertainment	193.67	774.58
5085 Donation Expense		25,540.00
5090 Office Admin		25,6 10.00
5090.1 Office Equipment		365.71
5090.2 Online Software		1,076.36
5090.3 Postage	70.50	70.50
5090.4 Printing		167.41
5090.5 Supplies	144.81	5,104.28

#### Profit and Loss YTD Comparison May 2023

		TOTAL
5000 6 SW Duran Cond	MAY 2023	JUL 2022 - MAY 2023 (YTD)
5090.6 SW Dump Card		84.09
5090.61 Dump Card Printing 5090.62 Dump Card Postage		140.63
5090.63 Dump Cards Supplies	290.00	320.16
		1,213.40
Total 5090.6 SW Dump Card	290.00	1,758.28
5091 Training		259.00
Total 5090 Office Admin	505.31	8,801.54
5100 Payroll Expenses		
5100.1 Administrative Staff	3,082.50	19,589.88
5100.2 GM Salaries	7,547.29	54,733.88
5100.3 Park Maintenance	932.00	6,374.00
5100.4 Overtime		398.38
Total 5100 Payroll Expenses	11,561.79	81,096.14
5110 Payroll Tax Expense		01,000.14
5110.1 Federal Payroll Taxes	1,888.98	7104.01
Total 5110 Payroll Tax Expense	1,888.98	7,124.81
5120 Permits & Licenses		7,124.81
5120.1 Health Permit		
Total 5120 Permits & Licenses		571.00
5130 Professional Services		571.00
5130.1 Accounting	700.00	
5130.2 Audit	760.00	760.00
5130.3 Legal Services	2 662 50	15,800.00
5130.4 Website Development	2,662.50	35,618.75
5130.5 Payroll Processing	138.42	628.39
Total 5130 Professional Services	3,560.92	1,600.70
5140 Rent & Lease	3,300.92	54,407.84
5140.1 Porta Potty		
Total 5140 Rent & Lease		3,538.12
5150 Repairs & Maintenance		3,538.12
5150.1 Equipment		
5150.2 Facility Maintenance		1,305.50
5150.3 Job Supplies		4,280.95
5150.4 Plumbing Repairs	461.02	4,088.77
5150.5 Property		1,886.70
5150.6 Septic Maintenance	115.26	1,447.00
otal 5150 Repairs & Maintenance		1,643.00
	576.28	14,651.92
5160 Security		483.45

#### Profit and Loss YTD Comparison

May 2023

		OTAL
5180 Services	MAY 2023	JUL 2022 - MAY 2023 (YTI
5180.2 Sports League		
5180.2A Softball	510.00	4,235.4
5180.2D Other Park & Rec Expenses	149.01	149.0
Total 5180.2 Sports League	659.01	4,384.4
Total 5180 Services	659.01	4,384.4
5190 Solid Waste Disposal Fees	11,761.62	131,928.4
5210 Telephone		101,020.4
5210.3 Office Phone	115.91	1,128.2
Total 5210 Telephone	115.91	1,128.2
5240 Utilities		1,120.2
5240.1 Electric		
5240.1A Community Center		2.500.0
5240.1B Museum	56.33	3,500.9 546.6
5240.1C Street Lights	50.00	5,106.6
5240.1D Electrical Panel		92.9
Total 5240.1 Electric	56.33	
5240.2 Gas		9,247.1
5240.2A Community Center	193.98	
5240.2B Museum	46.67	6,048.6
Total 5240.2 Gas	240.65	1,301.0
5240.3 Trash	240.00	7,349.7
5240.3A Community Center	352.14	
Total 5240.3 Trash	352.14 352.14	3,115.6
5240.4 Water	332.14	3,115.6
5240.4A Community Center		
5240.4B Museum	356.08	2,628.16
Total 5240.4 Water	27.98	272.89
Total 5240 Utilities	384.06	2,901.08
	1,033.18	22,613.58
5300 Capital Outlay		
5300.1 Playground Upgrade		24,594.90
Total 5300 Capital Outlay		24,594.90
66900 Reconciliation Discrepancies		-288.87
otal Expenses	\$ -131,310.76	\$231,781.10
ET OPERATING INCOME	\$144,562.36	\$271,564.64
Other Income		
4600 Interest Income	671.58	5,028.46
		2,323.10

#### Profit and Loss YTD Comparison

May 2023

	TOT	TAL
	MAY 2023	JUL 2022 - MAY 2023 (YTD)
4950 Grant Funds - Park	-164,202.00	-168,202.00
Total Other Income	\$ -163,530.42	\$ -163,173.54
NET OTHER INCOME	\$ -163,530.42	\$ -163,173.54
NET INCOME	\$ -18,968.06	\$108,391.10

Check Number	Amount	DISBURSEMENT Disburstment Date	Cleared Date	Payee	
2478	\$115.91	5/23/2023		A CONSTRUCTION OF THE PROPERTY	Account
2480	\$1,762.50	5/23/2023	6/1/2023	Verizon	Office Phones
2481	\$576.28	5/23/2023	6/1/2023	Brunick McElhaney & Kennedy	Legal Fees
2485	\$945.00	6/6/2023	6/9/2023	Mountain Hardware	Mulch/Supplies
2487	\$150.00	6/6/2023	6/14/2023	US Postal Service	Dump Card Postage
Auto Debit	\$69.21	6/9/2023	6/10/2023	Refund Deposit	Refund Deposit
Auto Debit	\$149.01		6/9/2023	ADP	Payroll Processing
Debit Card	\$19.98	6/7/2023	6/7/2023	Diamond Environmental	Porta Pot
Debit Card	\$31.22	6/7/2023	6/7/2023	Checkr	Background Check/Danc
Debit Card	\$199.00	6/8/2023	6/8/2023	Amazon	Toilet Paper
Debit Card	\$291.34	6/10/2023	6/10/2023	The Websire Exchange	Website Host
Debit Card	\$10.15	6/16/2023	6/16/2023	So CA Gas	Comm Bldg Gas
Auto Debit	\$69.21	6/12/2023	6/12/2023	Amazon	Supplies
Debit Card		6/23/2023	6/23/2023	ADP	Payroll Processing
Debit Card	\$25.97	6/20/2023	6/20/2023	Amazon	Supplies
2489	\$192.87	6/23/2023	6/23/2023	BSB Prime	
2489	\$950.42	6/23/2023	6/28/2023	So Ca Edison	Electric/All Bldgs
	\$10,473.73	6/23/2023	6/26/2023	CR&R	Solid Waste
2492	\$479.01	6/23/2023	6/27/2023	Golden State Water	Water
2494	\$200.00	6/23/2023	6/28/2023	Mountaineer Progress	Public Hearing Ad
2495	\$13,375.92	6/23/2023	6/28/2023	SDRMA	Insurance
Auto Debit	\$77.94	6/26/2026	6/26/2026	So CA Gas	Museum Gas
Debit Card	\$16.15	6/26/2023	6/26/2023	Amazon	Supplies
Debit Card	\$264.07	6/28/2023	6/28/2023	USPS	Postage Meter
Debit Card	\$43.54	6/28/2023	6/28/2023	Jensens	RoundTable Snacks
Debit Card	\$629.00	6/30/2023	6/30/2023	Microsoft	Xfer Emails
	1				3
TOTAL	\$31,117.43				

	Payroll
6/15 Payroll	\$3,084.98
6/15 Payroll Taxes	\$890.96
6/30 Payroll	\$3,212.10
6/16 Payroll Taxes	\$687.37
TOTAL	
TOTAL	\$7,875.41

	Deposits	
Date	Amount	Name
6/8/2023	\$145.78	Property Tax
6/13/2023	\$460.00	Rental Income
6/21/2023	\$15,941.51	Franchise Fee
TOTAL	\$16,547.29	

	DEPOSITS A	ND DISBURSEN	DEPOSITS AND DISBURSEMENTS FISCAL YEAR	22/23	
	Beginning				
Month	Balance	Deposit	<b>Total Disburstments</b>	Payroll	Gross
Jul-22	\$262,094.05	\$13,752.91	\$29,606.93	\$3,172.79	\$243.067.24
Aug-22	\$246,384.90	\$5,820.54	\$27,325.86	\$6,283.33	\$224.879.58
Sep-22	\$224,879.58	\$16,847.56	\$39,954.00	\$6,109.22	\$201.773.14
Oct-22	\$201,773.14	\$7,212.63	\$35,969.67	\$6,797.98	\$173,016.10
Nov-22	\$173,016.10	\$82,904.38	\$24,860.02	\$10,235.07	\$231,060.46
Dec-22	\$231,060.46	\$158,190.24	\$45,934.05	\$6,468.32	\$343,316.65
Jan-23	\$343,316.65	99.942.68	\$41,941.55	\$8,251.41	401.317.78
Feb-23	\$401,317.78	\$15,806.51	\$23,788.55	\$7,367.61	\$393,335.74
Mar-23	\$393,335.74	\$45,525.64	\$24,680.07	\$9,235.08	\$404,946.23
Apr-23	\$404,946.23	\$136,725.45	\$28,197.72	\$4,605.34	\$513,473.96
May-23	\$513,473.96	\$176,689.84	\$318,616.90	\$12,446.27	\$359,100.63
Jun-23	\$359,100.63	\$16,547.29	\$31,117.43	7875.41	\$336.382.97

Estimate Cash Flow Statement	ement		MONTHLY HOURS	URS		
Current Bank Balance	\$336,382.97	GM	PARK	OFFICE	PARK/REC	HTNOM
Savings Account	\$155,524.49					ATT OF THE
Reserve for Operations	\$12,821.44	151.5	97	0	0	[11.]
Reserve for Capital	\$4.122.20	167.25	0	0	0 0	111111
Paramo for Donlaranta	900000	100.20		0	0	Aug-22
Reserve for Keplacements	\$29,805.05	150.25	9	85	0	Sep-22
Total Estimate Revenue	\$593,178.55	149.25	58	101.25	0	Ocy 22
		139	42.5	100.75	0	Nov-22
Accounts Payable	Outstanding	131.5	45	91	0	Dec-22
		157.25	40	125.75	0	Jan-23
		143	34.5	110	0	Feb-23
		192.75	28	127.5	0	Mar-23
Total Estimated Expense	\$0.00	164.5	70.5	101	0	Apr-23
Balance	\$593,178.55	170.75	35.25	119.25	0	May-23
		168	3.5	134.75	0	Jun-23

#### Profit and Loss YTD Comparison

		TOTAL
Income	JUN 2023	JUL 2022 - JUN 2023 (YTD
4000 Facility Rental		
4000.1 CC Parking Lot		330.00
4000.2 Kitchen Fees	326.25	3,247.50
4000.3 Old Firehouse / Museum	100.00	1,200.00
4000.5 Security - Cleaning Deposit	375.00	3,187.50
4000.8 WW Community Bldg		-450.00
Total 4000 Facility Rental	321.25	8,227.50
4100 Property Tax	1,122.50	15,742.50
4200 Solid Waste Franchise Fee	145.78	173,684.08
4300 Solid Waste Franchise Fee	15,312.94	100,511.23
4400 Sports League		224,650.95
4400.2A Softball		
		4,000.00
Total 4400 Sports League		4,000.00
4500 Donations		
4500.1 SB County - snow play		1,338.00
4500.2 WVF Park Donation		0.20
4500.3 LA County Donation-snow play		0.00
Total 4500 Donations		1,338.20
4900 Misc Refunds Rebates	32.32	
Total Income	\$16,613.54	32.32 <b>\$519,959.28</b>
GROSS PROFIT	\$16,613.54	
Expenses	Ψ10,013.34	\$519,959.28
5000 Advertising & Marketing	075.00	
5025 Grant Expense	275.00	1,019.23
5030 Dues & Subscriptions		-164,202.00
5030.1 LAFCO Apportionments		
5030.2 Memberships		7.44
Total 5030 Dues & Subscriptions		2,082.15
5040 Election Costs		2,089.59
5050 Equipment		11,040.55
5060 Green Waste Fees - FSC		188.57
5080 Meals & Entertainment		570.00
5085 Donation Expense	43.54	818.12
5090 Office Admin		25,540.00
5090.1 Office Equipment		
5090.2 Online Software		365.71
5090.3 Postage	821.87	1,898.23
5090.4 Printing		70.50
		167.41

#### Profit and Loss YTD Comparison

		TOTAL
E000 F Committee	JUN 2023	JUL 2022 - JUN 2023 (YTD
5090.5 Supplies	83.49	5,187.7
5090.6 SW Dump Card		84.0
5090.61 Dump Card Printing		140.63
5090.62 Dump Card Postage	1,209.07	1,529.23
5090.63 Dump Cards Supplies		1,213.40
Total 5090.6 SW Dump Card	1,209.07	2,967.35
5091 Training	175.00	434.00
Total 5090 Office Admin	2,289.43	11,090.97
5100 Payroll Expenses		.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
5100.1 Administrative Staff	2,425.50	22.015.20
5100.2 GM Salaries	5,087.04	22,015.38 59,820.92
5100.3 Park Maintenance	56.00	6,430.00
5100.4 Overtime		398.38
Total 5100 Payroll Expenses	7,568.54	88,664.68
5110 Payroll Tax Expense		00,004.00
5110.1 Federal Payroll Taxes	578.99	7 700 00
Total 5110 Payroll Tax Expense	578.99	7,703.80
5120 Permits & Licenses	070.99	7,703.80
5120.1 Health Permit		
Total 5120 Permits & Licenses		571.00
5130 Professional Services		571.00
5130.1 Accounting		
5130.2 Audit		760.00
5130.3 Legal Services		15,800.00
5130.4 Website Development		35,618.75
5130.5 Payroll Processing	199.00	827.39
Total 5130 Professional Services	138.42	1,739.12
5140 Rent & Lease	337.42	54,745.26
Control of the Contro		
5140.1 Porta Potty  Fotal 5140 Rent & Lease		3,538.12
		3,538.12
150 Repairs & Maintenance		
5150.1 Equipment		1,305.50
5150.2 Facility Maintenance	1,600.00	5,880.95
5150.3 Job Supplies	93.62	4,182.39
5150.4 Plumbing Repairs		1,886.70
5150.5 Property		1,447.00
5150.6 Septic Maintenance		1,643.00
Total 5150 Repairs & Maintenance	1,693.62	16,345.54

#### Profit and Loss YTD Comparison

	T	OTAL
5160 Security	JUN 2023	JUL 2022 - JUN 2023 (YTD
5180 Services		483.4
5180.2 Sports League		
5180.2A Softball		
	599.01	4,834.44
5180.2D Other Park & Rec Expenses  Total 5180.2 Sports League	19.98	168.99
Total 5180 Services	618.99	5,003.43
	618.99	5,003.43
5190 Solid Waste Disposal Fees	13,290.58	145,219.05
5210 7 Cliephone		
5210.3 Office Phone	115.91	1,244.15
Total 5210 Telephone	115.91	1,244.15
5240 Utilities		
5240.1 Electric		
5240.1A Community Center	738.87	4,239.84
5240.1B Museum	152.05	698.68
5240.1C Street Lights	498.82	5,605.48
5240.1D Electrical Panel	17.03	109.95
Total 5240.1 Electric	1,406.77	10,653.95
5240.2 Gas		
5240.2A Community Center	291.34	6,339.99
5240.2B Museum	77.94	1,379.01
Total 5240.2 Gas	369.28	7,719.00
5240.3 Trash		7,710.00
5240.3A Community Center	352.14	0.407.77
Total 5240.3 Trash	352.14	3,467.77
5240.4 Water		3,467.77
5240.4A Community Center	446.79	0.074.05
5240.4B Museum	32.22	3,074.95
Total 5240.4 Water	479.01	305.11
Total 5240 Utilities	2,607.20	3,380.06
5300 Capital Outlay	2,807.20	25,220.78
5300.1 Playground Upgrade		
Total 5300 Capital Outlay		24,594.90
66900 Reconciliation Discrepancies		24,594.90
Total Expenses		-288.87
NET OPERATING INCOME	\$29,419.22	\$261,200.32
Other Income	\$ -12,805.68	\$258,758.96
4600 Interest Income	524.93	5,553.39

#### Profit and Loss YTD Comparison

ТО	TAL
JUN 2023	JUL 2022 - JUN 2023 (YTD)
	-168,202.00
<b>\$524.93</b>	\$ -162,648.61
<b>\$524.93</b>	\$ -162,648.61
\$ -12,280.75	\$96,110.35
	JUN 2023 <b>\$524.93</b>

#### Snowline Players Variance Request



#### FACILITY RATE VARIANCE REQUEST

The Wrightwood Community Services District is prohibited by Article XVI. Section 6, of the California Constitution "to make any gift or authorize the making of any gift, of any public money or thing of value to any individual, municipal or other corporation whatever." As a result, any reduction in the District's standard facility usage rates that may be granted must not constitute an unconditional gift of public funds.

At a minimum, this means that any request for such cost variance should be tied to a valid public purpose that benefits the District. Specifically, eligibility for a facility rate variance is limited to only those applicants that are engaging in uses related to the particular public duties and functions that the District is empowered to perform within its jurisdictional boundaries pursuant to Government Code Section 61000 et seq. as expressly authorized by the San Bernardino County Local Agency Formation Commission.

Organization Name:	Sagerel in Dlaners
Contact Person:	Showing Flague
Address:	Con summann
Phone Number:	(94) 327 - 5797 Oldan Wrightwood 92397
Email:	(760) 887 9999 (760) 249 3171
Request Submittal Date:	Lorasteinmann @ gmailicom

A request for Facility Rate Variance must directly provide a public benefit to the Wrightwood Community Services District to avoid being a Gift of Public Funds. Please describe in the 'Explanation' section below the following: (1) the connection between the cost reduction requested from the District and the corresponding benefit that would be received by the Public and (2) how such benefit falls within the scope of the District's authorized public purpose: street lighting, parks and recreation, solid waste and recycling, and wastewater.

Please feel free to attach any supporting material that you believe would be relevant. The Wrightwood Community Services District Board of Directors will discuss and act upon your request at their next Regular Public Board Meeting. Though not required, you may want to attend the Board meeting to answer questions.

Type of Event:	50,50 1005 50
Dates to Be Considered:	7 deter vacus show
Amount to Be Considered:	Sejion Fallis Show 7 dates 2 F. 405.00
Explanation: The Fix	et event using sensors over 55 yes old
TO Showcase	The talent in our commindey.
This suppor	to socialization + ashievement in
the olden p	repulation of our town, we would
be willing a	to show proceeds from this event
and pay	30% To building out of profit
one our	Costo, tichet price is fased
off of our	Costo, tisket price is pased a profit after costs are determined

## Public Hearing FY 23/24 Proposed Annual Budget



**NOTICE** 

NOTICE IS HEREBY GIVEN that the General Manager of the Wrightwood Community

Services District ("District") has prepared a proposed final budget for fiscal year 2023-2024 which is

available for inspection at the District offices located at 1275 State Highway 2, Wrightwood,

California, during the District's regular business hours of 8:00 a.m. to 4:00 p.m. on Mondays

through Thursdays, and 8:00 a.m. to 12:00 noon on Fridays.

On July 11, 2023, at 5:30 p.m., the District's Board of Directors will hold a public hearing to

consider adoption of the final budget for fiscal year 2023-2024. The hearing will be conducted

during a special meeting of the District's Board of Directors held at the Wrightwood Community

Building located at 1275 State Highway 2, Wrightwood, California. Any person may appear at the

meeting and be heard regarding any item in the budget or regarding the addition of other items. The

hearing on the budget may be continued from time to time.

For more information, you may contact Tamie Keen, the District's General Manager, by

telephone at (760) 249-3205 during the District's regular business hours or by e-mail at

office@wrightwoodcsd.org.

By:

Tamie Keen

General Manager

### FY 23/24 Proposed Annual Budget



Budget Overview: FY\_2023\_2024 - FY24 P&L July 2023 - June 2024

	0000 1111	2000 0114							Continue of the Continue of th	The state of the s			
locome	JUL SUSS	AUG ZUZ3	SEP 2023	OCI 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	JUN 2024	TOTAL
4000 Facility Rental													
4000.1 CC Parking Lot	350.00	350.00	350.00	250.00	00 030	000							\$0.00
4000.2 Kitchen Fees	100.00	100.00	00.00	330.00	330.00	100.00	100.00	350.00	350.00	350.00	350.00	350.00	\$3,700.00
4000.3 Old Firehouse / Museum	330.00	330.00	00.001	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	\$1,200.00
4000.7 Vivian Null Park Stage	50.00	00.000	930.00	330.00	330.00	330.00	330.00	330.00	330.00	330.00	330.00	330.00	\$3,960.00
4000.8 WW Community Bldg	00.00	0.00	0.00	0.00	0.00	20.00	0.00	0.00	00.00	0.00	20.00	00.00	\$150.00
Total 4000 Eacility Bental	4 490 00	900.00	00.000	200.00	00.009	00.009	200.00	00.009	00.009	00.009	00.009	00.009	\$7,000.00
H	00.000,1	1,380.00	1,380.00	1,280.00	1,380.00	1,180.00	1,030.00	1,380.00	1,380.00	1,380.00	1,430.00	1,380.00	\$16,010.00
4100 Property lax	16,000.00	16,000.00	16,000.00	15,000.00	14,000.00	14,000.00	14,000.00	15,000.00	15,000.00	15.000.00	15.000.00	15,000,00	\$180 000 00
4200 Solid Waste Franchise Fee	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	9.000.00	00 000 6	00 000 6	8 000 00	00.000.0	4180,000.00
4300 Solid Waste Fees	20,000.00	20,000.00	20,000.00	20,000.00	10.000.00	20,000.00	20,000,00	20,000,00	00 000 00	00.000,00	9,000.00	9,000.00	\$100,000.00
4400 Sports League							000000	00.000	20,000,00	20,000.00	20,000.00	3,750.00	\$213,750.00
4400.2A Softball	4,000.00	00:00	4,000.00	0.00	0.00	000	000	000	000	00000			\$0.00
4400.2D Corn Hole	0.00	0.00	0.00	500.00	000	000	00.00	0.00	0.00	4,000.00	0.00	0.00	\$12,000.00
4400.2E Dance Class	0.00	400.00	000	000	00:0	00.0	900.00	0.00	0.00	0.00	0.00	0.00	\$1,000.00
Total 4400 Sports League	4 000 00	400.00	00 000 4	00.00	8.6	0.00	00.00	0.00	400.00	0.00	0.00	00.00	\$800.00
Total Income	DO:DOO!L	00.004	4,000.00	00.000	0.00	0.00	200.00	0.00	400.00	4,000.00	0.00	00.0	\$13,800.00
l otal income	\$49,430.00	\$45,780.00	\$49,380.00	\$44,780.00	\$33,380.00	\$43,180.00	\$43,530.00	\$45,380.00	\$45,780.00	\$49,380.00	\$44,430.00	\$29.130.00	\$523 560 00
GROSS PROFIT	\$49,430.00	\$45,780.00	\$49,380.00	\$44,780.00	\$33,380.00	\$43.180.00	\$43 530 00	\$45 380 00	CAE 780 00	@40 000 00	\$14 400 00	20.001,000	00.000,000
Expenses								2000000	20.001,044	443,300.00	444,430.00	\$29,130.00	\$523,560.00
5030 Dues & Subscriptions													
5030.1 LAFCO Apportionments	00:00	0.00	000	000	000	000	000		j				\$0.00
5030.2 Memberships	00.0	000	000	00.0	00.0	0.00	0.00	0.00	0.00	0.00	0.00	276.57	\$276.57
Total 5030 Dues & Subscriptions		800	90.0	8.0	0.00	0.00	0.00	0.00	0.00	00.00	00.0	2,200.00	\$2,200.00
COL 200 W. COLD 600	000	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	00.0	0.00	2,476.57	\$2,476.57
SOZO CIEGLI WASIE TEES - TOO	0.00	0.00	0.00	0.00	0.00	00.00	00.00	0.00	0.00	0.00	0.00	5.500.00	\$5 500 00
20/0 IIIsulaine													\$0.00
50/0.1 Property & Liability	0.00	10,318.00	0.00	0.00	00.00	00.00	00.00	0.00	0.00	0.00	0.00	000	\$10.318.00
5070.2 Workers Compensation	0.00	2,378.00	0.00	00.00	00.00	0.00	0.00	0.00	0.00	00.00	00.0	000	\$2.378.00
I otal 5070 insurance	0.00	12,696.00	0.00	00.00	00.0	0.00	0.00	0.00	0.00	0.00	000	000	£12 606 00
5080 Meals & Entertainment	20.00	50.00	20.00	50.00	50.00	50.00	50.00	50.00	2000	20.00	0000	20:0	412,090,00
5085 Donation Expense	2,000.00	0.00	0.00	0.00	000	000	00.00	00.00	90.00	90.00	00.00	20.00	\$600.00
5090 Office Admin							000	0.00	0.00	0.00	0.00	0.00	\$2,000.00
5090.1 Office Equipment	1,000.00	0.00	0.00	000	000	000	000	0					\$0.00
5090.2 Online Software	700.00	0.00	000	000	000	00.0	0.00	0.00	0.00	0.00	0.00	0.00	\$1,000.00
5090.3 Postage	300.00	0.00	000	000	000	00.0	0.00	0.00	0.00	0.00	0.00	0.00	\$700.00
5090.4 Printing	400.00	000	000	000	00.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$300.00
5090.5 Supplies	3 500 00	000	00.0	00.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$400.00
5090.6 SW Dump Card	00:0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	00.00	\$3,500.00
5090.61 Dump Card Printing	0.00	000	000	000	000	0							\$0.00
5090.62 Dump Card Postage	000	000	0000	00.0	0.00	0.00	0.00	0.00	0.00	0.00	800.00	0.00	\$800.00
5090 63 Dump Cards Supplies	0000	00:0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	900.00	0.00	\$900.00
Total 5000 & SW Dump Card	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00	\$1,500.00
Total Section of Composition	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,200.00	0.00	\$3.200.00
ouel Iraining	200.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400 00	400 00	44 600 00
lotal 5090 Office Admin	6,100.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	3 600 00	400.00	649 700 00
5100 Payroll Expenses											on one of	00.004	913,700.00
5100.1 Administrative Staff	3,425.00	3,425.00	3,425.00	3,425.00	3,425.00	3.425.00	3.425.00	3 425 00	3 400 00	2 400 00	2 400 00	0	\$0.00
5100.2 GM Salaries	4,783.75	4,783.75	4.783.75	4.783.75	4 783 75	4 783 75	A 783 7E	4 700 75	4 700.00	3,400.00	3,400.00	3,400.00	\$41,000.00
5100.3 Park Maintenance	2,200.00	2.200.00	2,200,00	2 200 00	2 200 00	000000	000000	4,703.73	4,783.75	4,783.75	4,783.75	4,783.75	\$57,405.00
Total 5100 Payroll Expenses	10.408.75	10.408.75	10 408 75	10 408 75	10 409 75	40 400 75	40,400.00	2,200.00	2,200.00	2,200.00	2,200.00	2,200.00	\$26,400.00
5110 Payroll Tax Expense				O Properties	0.000	67.00+001	10,400.73	10,408.75	10,383.75	10,383.75	10,383.75	10,383.75	\$124,805.00
5110.1 Federal Payroll Taxes	700.00	700.00	700.00	200.00	200 00	200 00	200 00	00 002	20 000				\$0.00
					2000	00.00	700.00	700.00	700.00	700.00	700.00	700.00	\$8,400.00

# Budget Overview: FY\_2023\_2024 - FY24 P&L July 2023 - June 2024

Total   Tota		JUL 2023	AUG 2023	SEP 2023	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024	ACOC GGA	MAY 2004	1000 14111	
No. of the content	Total 5110 Payroll Tax Expense	700.00	700.00	700.00	700.00	700.00	700.00	200 00	200.00	700.00	470 00 DO	WAT 2024	JUN 2024	TOTAL
Particular   Par	5120 Permits & Licenses						200	2000	00.007	00.007	700.00	700.00	700.00	\$8,400.00
Deciminate   20,000   0.00	5120.1 Health Permit	0.00	0.00	0.00	00.0	000	000	000	000					\$0.00
	5120.2 Suppresion System	250.00	0.00	0.00	000	00.0	00.0	0.00	0.00	0.00	665.00	0.00	0.00	\$665.00
Columbia	Total 5120 Permits & Licenses	250.00	000	000	900	000	00.0	0.00	0.00	0.00	0.00	0.00	0.00	\$250.00
Second	5130 Professional Services			900	0.0	00.00	0.00	0.00	0.00	0.00	665.00	0.00	00.00	\$915.00
Company   Comp	5130.1 Accounting	20000	000	000										\$0.00
Second	5130.2 Audit	00.000	0.00	0.00	900.00	0.00	200.00	0.00	0.00	00.00	500.00	0.00	1,000.00	\$3,000.00
Particular   Par	5130.3 Legal Services	00000	0.00	00.000,61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$15,000,00
1,500   1,50	5130 5 Pavroll Propessing	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	\$36,000,00
Thirty   T	Total 5120 Buffer incloseing	00.621	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	\$1 500 00
Particular   Continue   Continu	Total 5130 Professional Services	3,625.00	3,125.00	18,125.00	3,625.00	3,125.00	3,625.00	3,125.00	3,125.00	3,125.00	3,625.00	3,125.00	4.125.00	\$55.500.00
State   Stat	5140 Hent & Lease	- American												00 00
No.   1,800.00   1,8	5140.1 Porta Potty	0.00	0.00	00.00	0.00	1,800.00	1,800.00	1,800.00	1,800.00	0.00	0.00	000	000	\$0.00
Note the part   2000   0.00	l otal 5140 Rent & Lease	0.00	0.00	0.00	0.00	1,800.00	1,800.00	1,800.00	1.800.00	000	000	000	00.0	97,200.00
Profit of the profit	5150 Repairs & Maintenance										000	8	0.00	\$7,200.00
My Collegiation (Collegiation)         COLOGO (COLLEGIATION)         COLOGO (COLLEGIATION)         COLOGO (COLLEGIATION)         COLLEGIATION	5150.1 Equipment	2,000.00	0.00	0.00	000	000	000	000	000	000		in the second		\$0.00
Systems         100 0         0.00	5150.2 Facility Maintenance	5.000.00	000	000	000	000	000	0.00	0.00	0.00	0.00	0.00	0.00	\$2,000.00
bing shepting 4,000.00 0.00 0.00 0.00 0.00 0.00 0.00	5150.3 Job Supplies	3 000 00	000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$5,000.00
Figure 1 (1) (1) (1) (1) (1) (1) (1) (1) (1) (	5150.4 Plumbing Repairs	4 000 00	00.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$3,000.00
Section   Colored   Colo	5150 A Property	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$4,000.00
Spinotestic strainment         Spinotestic strainment<	5150 & Septic Maintenance	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	00.00	00.0	0.00	\$2,000.00
Solution	Total Edge Dentile Military	2,000.00	0.00	0.00	0.00	0.00	00.0	0.00	00.00	0.00	0.00	0.00	000	\$200000
s talgeties  1 Table 10	Total 3 130 hepairs & Maintenance	18,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$18,000,00
Statistical Particles (Section 1992)  Figure Regions (1750.00 (175	5160 Security	200.00	0.00	00.00	00.0	0.00	0.00	000	000	000	000	000		0000000
the laragement of the larageme	5180 Services										3	00.0	0.00	\$500.00
Title   Titl	5180.2 Sports League													\$0.00
1,000,00   0,0	5180.2A Softball	750.00	750.00	750.00	0.00	00.0	0.00	0.00	900.00	750.00	000	750 00	000	\$0.00
Sporie Leaguee 17750.00 750.00 0.00 0.00 0.00 0.00 0.00	5180.2D Other Park & Rec Expenses	1,000.00	0.00	00.00	0.00	00.0	0.00	0.00	0.00	0.00	000	00.00	00.0	\$4,650.00
victors         1,780.00         750.	l otal 5180.2 Sports League	1,750.00	750.00	750.00	0.00	000	0.00	0.00	900.00	750.00	000	750.00	800	\$1,000.00
sale Disposal Fees         14,000.00         14,000.00         14,000.00         14,000.00         14,000.00         14,000.00         14,000.00         14,000.00         14,250.00         120,00	Total 5180 Services	1,750.00	750.00	750.00	0.00	0.00	000	000	00 000	750.00			8	00.000,00
Phone   Phon	5190 Solid Waste Disposal Fees	14.000.00	14.000.00	14 000 00	14 000 00	14 050 00	14 050 00	00.0	00:00	00.067	0.00	/20.00	0.00	\$5,650.00
Phone         120.00 </td <td>5210 Telephone</td> <td></td> <td></td> <td></td> <td>0000</td> <td>00:00-7:</td> <td>14,530.00</td> <td>14,250.00</td> <td>14,250.00</td> <td>14,250.00</td> <td>14,250.00</td> <td>14,250.00</td> <td>14,250.00</td> <td>\$170,000.00</td>	5210 Telephone				0000	00:00-7:	14,530.00	14,250.00	14,250.00	14,250.00	14,250.00	14,250.00	14,250.00	\$170,000.00
Particle	5210.3 Office Phone	120.00	120.00	120.00	120.00	120.00	120 00	120.00	120.00	0000				\$0.00
Columnity Center   S500.00   S500.	Total 5210 Telephone	120.00	120.00	120.00	120.00	120.00	120 00	120.00	120.00	120.00	120.00	120.00	120.00	\$1,440.00
ic minurily Center	5240 Utilities						2007	20.02	150.00	120.00	120.00	120.00	120.00	\$1,440.00
Position of Signory Center	5240.1 Electric													\$0.00
seum         63.00	5240.1A Community Center	200.00	500.00	450.00	375.00	350.00	350.00	00000	00000					\$0.00
set Lights         442.40         442.40         442.40         442.40         422	5240.1B Museum	63.00	63.00	63.00	63.00	63.00	63.00	300.00	300.00	300.00	300.00	325.00	450.00	\$4,500.00
Electric         1,035.40         30.00         30.00         30.00         20.00         20.00         42.40         442.40 <td>5240.1C Street Lights</td> <td>442.40</td> <td>442.40</td> <td>442.40</td> <td>442 40</td> <td>442.40</td> <td>445.40</td> <td>93.00</td> <td>63.00</td> <td>63.00</td> <td>63.00</td> <td>63.00</td> <td>63.00</td> <td>\$756.00</td>	5240.1C Street Lights	442.40	442.40	442.40	442 40	442.40	445.40	93.00	63.00	63.00	63.00	63.00	63.00	\$756.00
Electric         1,035.40         1,035.40         1,035.40         1,035.40         1,035.40         1,035.40         1,035.40         1,035.40         1,035.40         910.40         875.40         875.40         825.40         825.40         825.40         825.40         825.40         825.40         825.40         825.40         800.00         30.00         30.00         400.00	5240.1D Electrical Panel	30.00	30.00	30.00	30.00	20.00	04.744	442.40	442.40	442.40	442.40	442.40	442.40	\$5,308.80
mmunity Center         250.00         250.00         250.00         300.00         400.00         400.00         600.00         600.00         450.00         250.00 <th< td=""><td>Total 5240.1 Electric</td><td>1,035.40</td><td>1.035.40</td><td>985.40</td><td>910 40</td><td>875.40</td><td>20.00 07E 40</td><td>20.00</td><td>20.00</td><td>20.00</td><td>20.00</td><td>30.00</td><td>30.00</td><td>\$300.00</td></th<>	Total 5240.1 Electric	1,035.40	1.035.40	985.40	910 40	875.40	20.00 07E 40	20.00	20.00	20.00	20.00	30.00	30.00	\$300.00
mmunity Center         250.00         250.00         300.00         400.00         400.00         600.00         600.00         450.00         200.00 <th< td=""><td>5240.2 Gas</td><td></td><td></td><td><b>!</b></td><td>2</td><td>0100</td><td>013.40</td><td>04:070</td><td>825.40</td><td>825.40</td><td>825.40</td><td>860.40</td><td>985.40</td><td>\$10,864.80</td></th<>	5240.2 Gas			<b>!</b>	2	0100	013.40	04:070	825.40	825.40	825.40	860.40	985.40	\$10,864.80
seum         60.00         60.00         60.00         60.00         60.00         100.00         100.00         100.00         100.00         100.00         200.00         200.00         200.00           ase         310.00         310.00         360.00 <t< td=""><td>5240.2A Community Center</td><td>250.00</td><td>250.00</td><td>300.00</td><td>400 00</td><td>700.00</td><td>00 000</td><td>00000</td><td></td><td></td><td></td><td></td><td></td><td>\$0.00</td></t<>	5240.2A Community Center	250.00	250.00	300.00	400 00	700.00	00 000	00000						\$0.00
388         310.00 <td>5240.2B Museum</td> <td>00.09</td> <td>00.09</td> <td>80.00</td> <td>100 00</td> <td>100.00</td> <td>100.00</td> <td>400.00</td> <td>100.00</td> <td>450.00</td> <td>200.00</td> <td>200.00</td> <td>200.00</td> <td>\$4,450.00</td>	5240.2B Museum	00.09	00.09	80.00	100 00	100.00	100.00	400.00	100.00	450.00	200.00	200.00	200.00	\$4,450.00
munity Center         360.00	Total 5240.2 Gas	310.00	310.00	360.00	500 00	20000	20000	200.00	100.00	90.00	90.00	70.00	70.00	\$1,000.00
mnunity Center         360.00 <th< td=""><td>5240.3 Trash</td><td></td><td></td><td></td><td></td><td>00:000</td><td>00:00</td><td>700.00</td><td>00.007</td><td>240.00</td><td>290.00</td><td>270.00</td><td>270.00</td><td>\$5,450.00</td></th<>	5240.3 Trash					00:000	00:00	700.00	00.007	240.00	290.00	270.00	270.00	\$5,450.00
reach sept.00         360.00         250.00	5240.3A Community Center	360.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00	00 000	00000		\$0.00
munity Center 250.00 250.00 250.00 250.00 250.00 250.00 250.00 250.00 250.00 250.00 250.00 250.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00	Total 5240.3 Trash	360.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00	00000	360.00	360.00	\$4,320.00
250.00 250.00 250.00 250.00 250.00 250.00 250.00 250.00 250.00 250.00 250.00 250.00 30.00	5240.4 Water									00000	200.000	360.00	360.00	\$4,320.00
30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00 30.00	5240.4A Community Center	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	0000	\$0.00
00.00	5240.4B Museum	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	00.002	250.00	\$3,000.00
									2000	20.00	20.00	30.00	30.00	\$360.00

## Wednesday, July 5, 2023 06:47 PM GMT-07:00

# Wrightwood Community Services District

Budget Overview: FY\_2023\_2024 - FY24 P&L July 2023 - June 2024

	JUL 2023	AUG 2023	SEP 2023	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024	APR 2024	AAAV OOO	A COO IN III	TOTAL
Total 5240 4 Water	00 000	00000	00000							H 11 2024	MAT 2024	30N 2024	OIAL
יטומ סבירטיד ודמוסו	200.00	780.00	780.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	\$3.360.00
Total 5240 Utilities	1,985.40	1,985.40	1,985.40	2,050.40	2,015.40	2,215.40	2.165.40	2.165.40	2 005 40	1 755 40	1 770 40	4 905 40	0000000
Total Expanses	\$50 JOO 1E	27 200 774	27 CC2 CT @	T. 1 TO 100					21.0004	04:00:11	1,770.40	04.088,1	\$23,994.80
	403,403.13	44,655.15	440,039.10	431,354.15	\$32,869.15	\$33,569.15	\$33,019.15	\$33,919.15	\$31,784.15	\$31.949.15	\$34.749.15	\$39 900 72	\$452 977 97
NET OPERATING INCOME	\$-10,059.15	\$1,544.85	\$2.840.85	\$13.425.85	\$510.85	\$9 610 RS	\$10 510 BE	\$11 AED OF	410 000 05	- TO 001		- Constant	ים יותיסטים
Other Income						200000000	2000	20.00+,119	410,333.03	\$17,430.85	\$8,680.85	\$ -10,770.72	\$70,182.63
4600 Interest Income	300 00	300 00	00 008	00 000	00 000	0000			Section (Control of Control of Co				
		00:00	00.000	200.000	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	\$3 600 00
lotal Other Income	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$2 600 00
NET OTHER INCOME	\$300.00	\$300.00	\$300 00	\$300 OO	¢300 00	420000	00000	00000	The second secon			00000	00.000,00
			200000	00000	00.000	90000	4200.00	4300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$3.600.00
NET INCOME	\$ -9,759.15	\$1,844.85	\$3,140.85	\$13,725.85	\$810.85	\$9,910.85	\$10,810.85	\$11,760.85	\$14,295.85	\$17,730.85	\$9 980 85	\$ -10 470 79	£72 700 62

#### Employee Pay Scale Increase



#### **Employee PayScale Increase Request**

Park Maintenance currently \$15 to \$18 an hour

Park Maintenance proposed 10% increase \$ 18 to \$22 an hour

Administrative Assistant currently \$17 to \$20 an hour Administrative Assistant proposed \$22 to \$25 an hour

General Manager currently \$30.26 an hour

General Manager proposed 10% increase @\$33.26 an hour

### FY 23/24 Agreement for Collection of Special Taxes





### AUDITOR-CONTROLLER/TREASURER/TAX COLLECTOR AGREEMENT FOR COLLECTION OF SPECIAL TAXES, FEES, AND ASSESSMENTS FISCAL YEAR 2023-24

THIS AGREEMENT is made and e	entered into this	day of	. 2023.
by and between the COUNTY OF S	AN BERNARDINO, h	nereinafter referred	to as "County" and
the		eferred to as "City"	

#### WITNESSETH:

WHEREAS, Government Code Sections 29304 and 51800 authorize the County to recoup its collection costs when the County collects taxes, fees, or assessments for any city, school district, special district, zone or improvement district thereof; and

WHEREAS, the City and County have determined that it is in the public interest that the County, when requested by City, collect on the County tax rolls the special taxes, fees, and assessments for City.

NOW, THEREFORE, IT IS AGREED by and between the parties hereto as follows:

- County agrees, when requested by City as hereinafter provided to collect on the County tax rolls the special taxes, fees, and assessments of City, and of each zone or improvement district thereof.
- 2. When County is to collect City's special taxes, fees, and assessments, City agrees to notify in writing the Auditor-Controller (268 W. Hospitality Lane, 4<sup>TH</sup> floor, San Bernardino, CA 92415) of the County on or before the 10<sup>th</sup> day of August of each fiscal year of the Assessor's parcel numbers and the amount of each special tax, fee, or assessment to be so collected. Any such notice, in order to be effective, must be received by the Auditor-Controller by said date.
- 3. County may charge City an amount per parcel for each special tax, fee, or assessment that is to be collected on the County tax rolls by the County for the City, not to exceed County's actual cost of collection.
- 4. City warrants that the taxes, fees, or assessments imposed by City and collected pursuant to this Agreement comply with all requirements of state law, including but not limited to, Articles XIIIC and XIIID of the California Constitution (Proposition 218).
- 5. City hereby releases and forever discharges County and its officers, agents, and employees from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out of City's responsibility under this

1	of	3
1	OT	J

agreement, or other action taken by City in establishing a special tax, fee, or assessment and implementing collection of special taxes, fees or assessments as contemplated in this agreement.

- 6. The County Auditor-Controller has not determined the validity of the taxes or assessments to be collected pursuant to this contract, and the undersigned City hereby assumes any and all responsibility for making such a determination. The undersigned City agrees to indemnify, defend, and hold harmless the County and its authorized officers, employees, agents, and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this contract or the imposition of the taxes or assessments collected pursuant to this contract, and for any costs or expenses incurred by the County on account of any claim therefore, except where such indemnification is prohibited by law. If any judgment is entered against County or any other indemnified party as a result of action taken to implement this Agreement, City agrees that County may offset the amount of any judgment paid by County or by any indemnified party from any monies collected by County on City's behalf, including property taxes, special taxes, fees, or assessments. County may, but is not required to, notify City of its intent to implement any offset authorized by this paragraph.
- 7. City agrees that its officers, agents and employees will cooperate with County by answering inquiries made to City by any person concerning City's special tax, fee, or assessment, and City agrees that is officers, agents, and employees will not refer such individuals making inquiries to County officers or employees for response.
- 8. City shall not assign or transfer this agreement or any interest herein and any such assignment or transfer or attempted assignment or transfer of this agreement or any interest herein by City shall be void and shall immediately and automatically terminate this agreement
  - This agreement shall be effective for the 2023-24 fiscal year.
- 10. Either party may terminate this agreement for any reason upon 30 days written notice to the other party. The County Auditor-Controller shall have the right to exercise County's right and authority under this contract including the right to terminate the contract.
- 11. County's waiver of breach of any one term, covenant, or other provision of this agreement, is not a waiver of breach of any other term, nor subsequent breach of the term or provision waived.
- 12. Each person signing this agreement represents and warrants that he or she has been fully authorized to do so.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

City: _	END GROWN, ST.
By: Printed Name: Title:	estranting of the pass of the
	ENSEN MASON CPA, CFA, ER/TREASURER/TAX COLLECTOR SAN BERNARDINO COUNTY
By Authorized Deputy:	
Printed Name: F	The state of the s
Title: Interim C	hief Deputy, Property Tax
Date:	

#### Reserves for Operations



### **Reserves For Operations**

The Reserves for Operations is underfunded by approximately \$79,000. As of July 5, 2023, the WCSD checking account has approximately \$335,000. I recommend that we transfer \$79,000. from checking to the reserve account to cover the shortfall.

# Review Current Community Building Rental Agreement



### WRIGHTWOOD COMMUNITY SERVICES DISTRICT

Special Event Facility Rental Information

Wrightwood Comm. Building 1275 State Hwy. 2 Wrightwood, CA 92397

Old Firehouse / Museum 6000 Cedar Street Wrightwood, CA 92397

Vivian Null / Parking Lot 1275 State Hwy. 2 Wrightwood, CA 92397

* Regident's Ph. : 14 W	edule		
Resident's Physical Address Must Be Within the District *	Resident	Non-Resident	
WRIGHTWOOD COMMUNITY BUILDING		R HOUR	
Community Building Monday - Friday	\$15		
Weekend or Holiday		\$25	
OLD FIREHOUSE / MUSEUM	\$20	\$30	
TO SELF INIONE CIVI	PER HOUR		
PARKING LOT	\$15	\$20	
	PER HOUR		
VIVIAN NULL PARK STAGE	\$15	\$25	
THE THOUSE I ARK STAGE	PER HOUR		
KITCHEN / P.A. FEES	\$15	\$20	
	PER EVENT		
Kitchen Community Building (Storage, Sinks, Fridge)	\$25	\$30	
Kitchen Community Building (Full Use) P.A System	\$50	\$75	
SECURITY AND CLEANING DEPOSIT	\$15	\$25	
Special Event	PER	EVENT	
Special Events		3500	
INSURANCE	4		

- A liability insurance policy for \$1 million dollars is required and must name the Wrightwood Community Services District as "additional insured" on the Certificate of Insurance.
- An additional \$1 million dollar Liquor Liability policy is required to cover use of alcohol at events.

#### Renter's Responsibilities & Acknowledgement

- We must receive a written application. Applications are not accepted over the phone.
- Applicant name/organization name must match on the Application and Certificate of Insurance.
- Deposit check is due at the time the application is submitted and does not apply to the room rental fee.
- Deposit is refundable if facilities are left clean and no damage to the building, tables, or chairs has occurred.
- All changes need to be submitted in writing.
- All rental facilities close by 11:00 pm.
- Bounce houses are not permitted at any of our facilities or parks.
- All trash and recycling must be appropriately disposed of and no trash or recycling is to be left on any facility grounds.
- For more information on rentals, please call the WCSD office at (760) 249-3205.

#### SPECIAL EVENTS APPLICATION INFORMATION

- Special Event Applications are required for any event with an attendance of 200 or more.
- Street Closures: If your event includes street closures a copy of the San Bernardino County Temporary Special Events Permit approval letter must be received by the WCSD *before* your scheduled event.

Here is the link to the information sheet.

Here is the link to the online questionnaire.

Here is the link to the Temporary Special Event Permit website.

Food Vendors: If your event includes food vendors a Temporary Food Facility (TFF) Event Organizer Health Permit application must be completed. A copy of the approval must be received by the WCSD before your scheduled event. Please note all food vendors will need to have a current TFF vendor health permit.

Here is a link to the Environmental Health Services website where you can find the TFF application.

• Alcohol: If your event includes alcohol: A copy of the approved ABC License must be received by the WCSD before your scheduled event.

Here is the link for the ABC licensing webpage.

- Restrooms: Community Services Building and outdoor restrooms will not be open during special events. Event organizers are responsible for providing portable toilets for the event. San Bernardino County has provided the required restroom guidelines (See guidelines on the following page). Please note events with food and alcohol must add 15-20% additional restrooms.
- Event Insurance: General Liability Insurance coverage shall be in the amount of \$1 million dollars for bodily injury, personal injury and property damage, the Wrightwood Community Services District must be named as the insured. If alcoholic beverages are served, Liquor Liability Insurance in the amount of \$1 million dollars for bodily injury and property damage will be required in addition to the General Liability Policy.
- Trash and Recycling: Trash and Recycling must be provided for special events. Event organizers are responsible for all trash and recycling removal. WCSD dumpsters will not be available for special events trash and recycling disposal.

#### **RESTROOM GUIDELINES**

Determine now many hours the event will last in multiple days, use the longest day. Determine the event guest count if multiple days, use the day with the largest attendance. Use the chart to determine the number of restrooms needed for the uncoming event.

Note: If a cohe is being served, and 15, 20% more restrooms. Adequate hand wasning should also be provided with restrooms in all food service areas.

A minimum of (1) hand wash station is needed per (4) restrooms (minimum (1) per event).

#### LENGTH OF EVENT (HOURS)

ESTIMATED NUMBER OF ATTENDEES

<b>DEST</b>	1	2	3	4	5	6	7	8	9	10
50	1	1	1	1	2	2	2	2	2	2
100	2		2	2	2	3	3		4	3
250	1-2	2	2	2	3	3	3	3	3	3
500	2	4	4	5	٥		Q		10	12
1000	4	6	8		9	9	11	12	13	13
2000	5	6	9	12	14	16	18	20	23	75
3000	4	9	12	16	20	24	26	30	34	38
4000	8	13	16		25	30	35	40	45	
5000	12	15	20	25	31	38	44	50	56	63
6000	12	15	23	30		45	53	60	58	/5
7000	12	18	26	35	44	53	61		79	88
8000	12	20	30	40		60	70		90	100
10000	15	25	38	50	63	75		100	113	125



ADD 15% = 20% MORE IF THERE ARE FOOD AND DRINKS

# WRIGHTWOOD COMMUNITY SERVICES DISTRICT Application and Agreement for Use of District Facilities

APPLICANT IN	<b>IFORMATION</b>					
Facility Name:						
Applicant Name:						
			Organization Nam	e:		
Mailing Address:			City:			10
Phone Number:			Zip:		Zip:	
			Email:			
DATE AND TIN	ME REQUESTE	ED (Must include set-up a	and cleanup time)			
Month:	Day:	Year:	Start Time:		End Time:	
Recurring Dates:					Isia Time.	
EVENT DETAIL	9					
Type of Event:	20					
			Would you like you calendar:			our website
Estimated Attendance:			Will food be served		No	
			The root of Server	Yes	No	
Will alcohol be served		Will alcohol be sold?		Permit #:	110	
Yes	No	Yes	No	Tomic ".		
DECORATIONS	(Nothing can be t	sed that will leave marks,	residue, or holes)			
Type of decorations to	be used:					
ZIP CITTO						
KITCHEN REQU	JEST	P.A SYSTEM REC	QUEST	STORAGE (If Available)		
Will you be using the k	titchen?	Will you be using the P./	A. System?	Do you require storage?		
Storage Full	Use No					
Storage Full	Use No	Yes No	o Ye		es No	
nave reed and	damet 141 D					u-10 :
iave read and un	uerstand the Rei	nter's Responsibility &	& Acknowledgeme	nt located on	the previo	ous page.
gnature				Dat	e	
		For Office	Use Only			
Received by:		27.5.27.192	Date Received:			
Insurance Police	cy Received	☐ Already On File	D			
		— randady on the	Deposit Faid: \$		Check #	
Insurance Exp	iration Date:		Total Hours:	D-:11	·	
☐ Alcohol Policy Received ☐ Not Required			Fire House/Museum:			
	Website Calen	dar				
	Office Calenda			Park	ing Lot:	
Key & Code	Date:		The state of the s	77', 1	Park:	
Key Returned	Date:				en Fees:	Harris Control
Deposit Return					A. Fees:	
				1 otal Fe	ees Due:	\$

### Please read each item and initial next to it showing that you understand.

If you do not understand, please talk to staff or the General Manager Refusal to initial will result in your application not being approved.

approved.
RESERVATIONS: Telephone inquiries are not binding and do not constitute a reservation. A reservation for the event will be booked only when all fees have been paid in full and all other required documents (Rental Application, Security Deposit, and evidence of Liability Insurance) are received by Wrightwood CSD.
TIME RESERVED TO COVER ENTIRE USE: The hours shown on the application will cover the entire time required for the renter to set-up, decorate, conduct the activity, and clean up the facility after use. The facility must be vacated promptly at one and one-half time of the staff's hourly rate plus the hourly rental rate of the facility.
CANCELLATION AND RESCHEDULE POLICY: Renter must submit written notice of cancellation at least 21 days prior to any dates covered by the rental agreement. If the cancellation notice is not received in time a fee of \$45 will be incurred or must submit written notice of rescheduling at least 14 days prior to any dates covered by the rental agreement. If the reschedule notice is not received in time a fee of \$45 will be incurred or will be deducted from the rental agreement. If the reschedule charged the full rental amount, with no refunds.
INSURANCE REQUIREMENTS: The applicant shall provide and maintain General Liability Insurance and the coverage shall be in the amount of \$1 (one) million dollars for bodily injury, personal injury and property damage, the Wrightwood amount of \$1 (one) million dollars for bodily injury and property damage will be required in addition to the General Liability Policy. General Liability and Liquor Liability Insurance shall be endorsed naming the Wrightwood CSD, its officers, agents, employees and volunteers as additional insured. Each policy required by this clause shall be endorsed to state that coverage shall not be cancelled or changed except after thirty (30) days written notice has been given to the Wrightwood CSD. Use of the facility will be denied if satisfactory proof of the required insurance is not received in a timely manner (at least 2 weeks)
DECORATIONS: Any decorating, covering or changes to the facilities must be discussed at the time of the rental application and put in writing as part of the permit. The use of the following decorating materials and equipment are prohibited: cellophane, duct or adhesive tape, nails, staples, screws, loose glitter, birdseed, sand, confetti, bubbles, bubble machines and following the event. Use of these items will result in the loss of the security deposit. Masking tape, if used, must be removed furnishings and equipment, other than tables and chairs provided for the rental is not permitted. Bounce houses are not permitted under any circumstances.
CLEANING: Clean-up of the facility is the renter's responsibility. The renter shall make sure all decorations, food, gifts, and and kitchen shall be left in the same condition as they were prior to the event. All trash cans and recycle bins (including restrooms) shall be emptied and trash/recycling will be placed in the appropriate dumpster located in the parking lot. All tables and chairs used during event shall be wiped clean and made free of any paint, tape, dirt, trash etc. Failure to do so may result in
 MINOR CHILDREN: For safety reasons, no children under 18 years of age will be allowed in the kitchen area without adult supervision. For children's events the Wrightwood CSD requires an adult to child ratio of 1:6.
KEY AND ALARM CODE: If renter is provided with a key and/or alarm code, renter must not share the keys or codes. Renter is responsible for locking up and setting alarm (if needed). No Subletting allowed.
WRIGHTWOOD CSD: reserves the right to cancel any rental or use of the Community Centers without notice wherein previous incidents have resulted in damage, or misuse of the facilities or equipment including the outside grounds, and park areas.

### RELEASE AND HOLD HARMLESS AGREEMENT FOR THE WRIGHTWOOD COMMUNITY SERVICES DISTRICT

		THE WRIGHT WOOL	COMMUNITY SERVICES	DISTRICT
administrators, release, acquit, representatives, ("Releasees"), compensation vives way growing of monetary losses directly or indirectly upon the District representations any action necessary action nec	demployees, directors, so of and from any and all whatsoever, which the Unit of any and all knows, and the consequences ectly, to the occupation, and of the Premises by the lawful manner that is not the District in any fashioractice of discrimination ge, sex, religion, handic pressly understood by the for the Event on an assor warranties concerning sary to place the Premisary to place th	uccessors, administrators claims, actions, causes of Indersigned and the Rele in and unknown, foreseen thereof, resulting or to repossession, enjoyment, and ending on	community Services I, and all other persons, firms, contaction, demands, rights, damages as or snow have or which may I and unforeseen, bodily and presult from the accident, casualty and/or use of for the purpose of actly limited to conducting active with any and all requirements of the District in the exercise of its of, any person or group of person cestry in the enjoyment, use, an any person or warranty. The east for any particular purpose. The person of any particular purpose of the person of the Premises presentation or warranty. The east for any particular purpose. The person of the Premises incurrent thereof. The District shall in way related to the Undersigned I restore the Premises to the contact the District and the Releasees of the person in connection the second the contact of the person of the person of the person of the person of the contact of the person of	vities directly related to the Event, in a of the District, as such may be imposed as sole discretion. The Undersigned shall one on account of sex, race, color, creed, doccupancy of the Premises. It is is such that the use thereof is furnished District makes no express or implied The Undersigned shall bear the costs of that is otherwise suitable for the Event. The dependent of the Event of the Held liable or responsible for any ed's use or occupancy of the Premises. Indition existing prior to the Event. The Event of the
THE UNDERSIC Signed, sealed, an	GNED HAS READ THI nd delivered this	E FOREGOING RELEA day of	SE AND FULLY UNDERSTA	NDS IT.
Signature				Date

### WRIGHTWOOD COMMUNITY SERVICES DISTRICT

Facility Rental Information

Wrightwood Comm. Building 1275 State Hwy. 2 Wrightwood, CA 92397

Old Firehouse / Museum 6000 Cedar Street Wrightwood, CA 92397

Vivian Null / Parking Lot 1275 State Hwy. 2 Wrightwood, CA 92397

* Recited Bloom Rental Fee Sche	edule		
* Resident's Physical Address Must Be Within the District *	Resident	Non-Resident	
WRIGHTWOOD COMMUNITY BUILDING			
Community Building Monday - Friday	\$15	HOUR	
Weekend or Holiday		\$25	
OLD FIREHOUSE / MUSEUM	\$20	\$30	
TOOLOW!	PER	HOUR	
PARKING LOT	\$15	\$20	
TAMENO DOI	PER HOUR		
VIVIANIANIANIANIANIANIANIANIANIANIANIANIANI	\$15	\$25	
VIVIAN NULL PARK STAGE	PER HOUR		
KITCHEN / P.A. FEES	\$15	\$20	
	PER EVENT		
Kitchen Community Building (Storage, Sinks, Fridge)	\$25	\$30	
Kitchen Community Building (Full Use)	\$50	\$75	
P.A System	\$15	\$25	
SECURITY AND CLEANING DEPOSIT		EVENT	
Standard Facility Use			
Special Events	The state of the s	150	
INSURANCE	3	500	

- A liability insurance policy for \$1 million dollars is required and must name the Wrightwood Community Services District as "additional insured" on the Certificate of Insurance.
- An additional \$1 million dollar Liquor Liability policy is required to cover use of alcohol at events.

#### **Building Capacities**

Location	Dinner	Meeting
Wrightwood Community Building	106	225
Old Firehouse / Museum	Unknown	10
	Unknown	

#### Renter's Responsibilities & Acknowledgement

- We must receive a written application. Applications are not accepted over the phone.
- Applicant name/organization name must match on the Application and Certificate of Insurance.
- Deposit check is due at the time the application is submitted and does not apply to the room rental fee.
- Deposit is refundable if building is left clean and no damage to the building, tables, or chairs has occurred.
- All changes need to be submitted in writing.
- Unpaid monthly billings that exceed 30 days will be given a notice and billings exceeding 60 days will result in facility use being stopped until payment is made in full.
- All rental facilities close by 11:00 pm.
- Bounce houses are not permitted at any of our facilities or parks.
- All trash cans and recycle bins must be emptied (including bathrooms) and trash put in appropriate dumpster bin at the end of your event. No trash or recycling is to be left in the building.
- For more information on rentals, please call the WCSD office at (760) 249-3205.

### WRIGHTWOOD COMMUNITY SERVICES DISTRICT

Application and Agreement for Use of District Facilities

APPLICANT INFO	21011111111					
Applicant Name:						
Applicant Name:			Organization Name	):		
Mailing Address:			Cit			
			City: Zip:			Zip:
Phone Number:			Email:			
DATE AND TIME	REQUESTED	(Must include set-up a				
Month:	Day:	Year:	Start Time:			
		Total.	Start Time:		End Time:	
ecurring Dates:						
EVENT DETAILS						
ype of Event:						
ype of Event.			Would you like you	r event to be ma	de public on	our website
stimated Attendance:			calendar:	Yes	No	
			Will food be served			
/ill alcohol be served?		Will alcohol be sold?		Yes	No	
The state of the s	No	Yes	No	Permit #:		
DECORATIONS (A ype of decorations to be	lothing can be use	ed that will leave marks,	vanidas and 1 1			
ITCHEN REQUE (ill you be using the kitch	nen?	P.A SYSTEM REO Will you be using the P./	QUEST A. System?	STORAGE (If Available) Do you require storage?		
Storage Full Us		Yes No		Yes		
ave read and under		Yes No er's Responsibility &		nt located on	the previo	ous page.
ave read and under		er's Responsibility &	z Acknowledgemen		the previo	ous page.
			Acknowledgement Acknowledgemen	nt located on	the previo	ous page.
ave read and under	stand the Rente	er's Responsibility & For Office	Acknowledgement Acknowledgemen	nt located on	the previo	
nature ecceived by: Insurance Policy	stand the Rento	er's Responsibility &	Acknowledgement Acknowledgemen	nt located on	the previo	
nature  eceived by:  Insurance Policy  Insurance Expira	restand the Rento	For Office  Already On File	Acknowledgement Acknowledgemen	nt located on  Dat	the previo	
nature  control  cont	Received  tion Date:	For Office  Already On File  Not Required	Use Only Date Received: Deposit Paid: \$ Total Hours:	nt located on  Dat	the previo	
ave read and under characteristics and under	Received  tion Date: Received  Vebsite Calenda	For Office  Already On File  Not Required	Use Only Date Received: Deposit Paid: \$ Total Hours:	Dat  Build Fire House/M	the previous check #:	
eceived by: Insurance Policy Insurance Expira Alcohol Policy R Event added to W Event added to O	Received  tion Date: Leceived  Vebsite Calendar	For Office  Already On File  Not Required	Use Only Date Received: Deposit Paid: \$ Total Hours:	Dat  Build Fire House/M	the previous theorem the previous theorem the	
ave read and under cnature  eceived by:  Insurance Policy I  Alcohol Policy R  Event added to W  Event added to O  Key & Code	Received  tion Date: Leceived  Vebsite Calendar Date:	For Office  Already On File  Not Required	Use Only Date Received: Deposit Paid: \$ Total Hours:	Dat  Build Fire House/M  Park	the previous the previous the previous from the	
ave read and under characteristics and under	Received  tion Date: Leceived  Vebsite Calendar Date: Date: Date:	For Office  Already On File  Not Required	Use Only Date Received: Deposit Paid: \$ Total Hours:	Dat  Build Fire House/M  Park  Kitche	the previous theorem the previous theorem the	

### Please read each item and initial next to it showing that you understand.

If you do not understand, please talk to staff or the General Manager Refusal to initial will result in your application not being approved.

The state of the s
RESERVATIONS: Telephone inquiries are not binding and do not constitute a reservation. A reservation for the event will be booked only when all fees have been paid in full and all other required documents (Rental Application, Security Deposit, and evidence of Liability Insurance) are received by Wrightwood CSD.
TIME RESERVED TO COVER ENTIRE USE: The hours shown on the application will cover the entire time required for the renter to set-up, decorate, conduct the activity, and clean up the facility after use. The facility must be vacated promptly at one and one-half time of the staff's hourly rate plus the hourly rental rate of the facility.
CANCELLATION AND RESCHEDULE POLICY: Renter must submit written notice of cancellation at least 21 days prior to any dates covered by the rental agreement. If the cancellation notice is not received in time a fee of \$45 will be incurred or will be deducted from the rental deposit. Same day or late cancellations due to inclement weather will not incur charges. Renter must submit written notice of rescheduling at least 14 days prior to any dates covered by the rental agreement. If the reschedule notice is not received in time a fee of \$45 will be incurred or will be deducted from the rental deposit. No shows will be charged the full rental amount, with no refunds.
INSURANCE REQUIREMENTS: The applicant shall provide and maintain General Liability Insurance and the coverage shall be in the amount of \$1 (one) million dollars for bodily injury, personal injury and property damage, the Wrightwood amount of \$1 (one) million dollars for bodily injury and property damage are served, Liquor Liability Insurance in the Policy. General Liability and Liquor Liability Insurance shall be endorsed naming the Wrightwood CSD, its officers, agents, employees and volunteers as additional insured. Each policy required by this clause shall be endorsed to state that coverage shall not be cancelled or changed except after thirty (30) days written notice has been given to the Wrightwood CSD. Use of the facility will be denied if satisfactory proof of the required insurance is not received in a timely manner (at least 2 weeks) prior to the event.
DECORATIONS: Any decorating, covering or changes to the facilities must be discussed at the time of the rental application and put in writing as part of the permit. The use of the following decorating materials and equipment are prohibited: cellophane, duct or adhesive tape, nails, staples, screws, loose glitter, birdseed, sand, confetti, bubbles, bubble machines and following the event. No materials may be attached to ceiling tiles or ceiling grids. Masking tape, if used, must be removed furnishings and equipment, other than tables and chairs provided for the rental is not permitted. Bounce houses are not permitted under any circumstances.
CLEANING: Clean-up of the facility is the renter's responsibility. The renter shall make sure all decorations, food, gifts, and rental equipment are removed from the facility at the end of the event. The facility and all outside areas, including restrooms and kitchen shall be left in the same condition as they were prior to the event. All trash cans and recycle bins (including restrooms) shall be emptied and trash/recycling will be placed in the appropriate dumpster located in the parking lot. All tables and chairs used during event shall be wiped clean and made free of any paint, tape, dirt, trash etc. Failure to do so may result in the forfeiture of the security deposit.
MINOR CHILDREN: For safety reasons, no children under 18 years of age will be allowed in the kitchen area without adult supervision. For children's events the Wrightwood CSD requires an adult to child ratio of 1:6.
 <b>KEY AND ALARM CODE:</b> If renter is provided with a key and/or alarm code, renter must not share the keys or codes. Renter is responsible for locking up and setting alarm (if needed). No Subletting allowed.
WRIGHTWOOD CSD: reserves the right to cancel any rental or use of the Community Centers without notice wherein previous incidents have resulted in damage, or misuse of the facilities or equipment including the outside grounds, and park

## RELEASE AND HOLD HARMLESS AGREEMENT FOR THE WRIGHTWOOD COMMUNITY SERVICES DISTRICT

The undersigned	1 1 10 011
administrators, officers, directors, employees, volunteers, agent	, on behalf of himself/herself/itself and his/her/its heirs, executors s, representatives, successors, and assigns ("Releasors"), does hereby
release, acquit, and forever discharge the WRIGHTWOOD	s, representatives, successors, and assigns ("Releasors"), does hereby COMMUNITY SERVICES DISTRICT ("District") and its agents and all other possens firms.
representatives, employees, directors, successors, administrators	and all other persons, firms, corporations, associations, or partnership
("Releasees"), of and from any and all claims, notions,	and all other persons, firms, corporations, associations, or partnership
compensation whatsoever which the Understand and the D. I.	detron, demands, rights, damages, costs, loss of service, expenses, and
way growing out of any and all known and unknown for	and how have of which may nereafter accrue on account of or in any
monetary losses, and the consequences thereof regulting on to	and personal injuries, property damage, and
directly or indirectly, to the occupation, possession, enjoyment, at	the accident, casualty, or event which relates in any manner
the period beginning on and ending on	("the Premises") fo
inc use of the Premises by the Undergrand shall be	for the purpose of ("the Event").
reasonable and lawful manner that is not otherwise inconsistant	city ilmited to conducting activities directly related to the Event, in
and enforced by the District in any fashion deemed recovery	that any and an requirements of the District, as such may be imposed
not permit any practice of discrimination against or segment in	shall bishret in the exercise of its sole discretion. The Undersigned shall
marital status, age, sex, religion, handicap, national origin, or and It is expressly understood by the Undersigned that the plant	of, any person or group of persons on account of sex, race, color, creed
It is expressly understood by the Lindardian additional	in the enjoyment, use, and occupancy of the Premises.
by the District for the Event on an as is basis without and	ysical condition of the Premises is such that the use thereof is furnished
representations or warranties concerning the Dramines and Concerning	presentation of warranty. The District makes no express or implied
any action necessary to place the Premises in a condition that me	at the costs of
The District shall not be held liable to the Undersigned or any	otherwise suitable for the Event.
indirect result of the condition of the Premises or any use or fail	but party for any losses incurred or damages sustained as a direct of
debts, claims, or damages from any cause arising out of or any	way related to the Undersigned's use or occupancy of the Premises.
Immediately upon conclusion of the Event, the Undersigned should	broaden the Diddersigned's use or occupancy of the Premises.
The Undersigned hereby expressly waives and releases t	the District and the Releasees from any and all liability for the claims,
actions, and/or losses set forth above and for any costs and exper	nses incurred in connection therewith. Notwithstanding the provisions
of California Civil Code Section 1542, which provides as follows	notes meanted in connection therewith. Notwithstanding the provisions
A general release does not extend to claims y	which the creditor did not be
exist in his or her favor at the time of the exe	cuted release which is the state of the stat
must have materially affected his or hor cottle	ana and wide the 11, as
THE UHUEINPHEN EXPRESSIV Wanter and voling and in	
any and all similar laws of any state or territory of the United Stat	rights and benefits afforded to the Undersigned thereunder and under tes with respect to the claims, actions, and/or losses referenced above.
This Agreement shall act as a release of future claims that may ari	se from the aforementioned whether such claims are currently known,
unknown, foreseen, or unforeseen. The Undersigned understands	se from the aforementioned whether such claims are currently known, and acknowledges the significance and consequences of such specific
waiver of Civil Code Section 1542 and hereby assumes full response	and acknowledges the significance and consequences of such specific onsibility for any injuries, damages, losses, or liability that may result
from the claims identified above.	my man result
Excepting the sole or active negligence or willful miscon	duct of the District, the Undersigned agrees to indemnify and hold the
from any and the Releasees harmless from and against all claims an	duct of the District, the Undersigned agrees to indemnify and hold the d liabilities of any kind arising out of, in connection with, or resulting
ample years in across or omissions on the part of the Undersigned	d liabilities of any kind arising out of, in connection with, or resulting d and/or its guests, invitees, trespassers, contractors, consultants, and
agents, and apple of connection with the Event or their use and/or occupa	and/or its guests, invitees, trespassers, contractors, consultants, and ancy of the Premises, and defend the District and its officers, directors, ity and to pay all court and the pay all court and
therewith	ity and to pay all court costs and counsel fees incurred in connection
In addition the District	Tools mouried in connection
imposed by the District for the area of the P	any time prior to the Event that the Undersigned pay any and all fees
cash denosits, policies of incurrence and that the l	Undersigned procure and maintain bonds from an acceptable surety,
sole discretion to protect the District from our and all	ondersigned procure and maintain bonds from an acceptable surety, in amounts and upon terms deemed sufficient by the District in its
sole discretion to protect the District from any and all exposure to	loss or liability.
THE UNDERSIGNED HAS BEAD THE DODGE	
THE UNDERSIGNED HAS READ THE FOREGOING RELEAS Signed, sealed, and delivered this day of	SE AND FULLY UNDERSTANDS IT.
day of	,20
Signature	
~	Date

## WCSD Vision



# Director's Comments



# Future Board Meeting August 1, 2023

