

AGENDA
REGULAR MEETING
TENAJA COMMUNITY SERVICES DISTRICT

NEW LOCATION
24837 JEFFERSON AVE. #207
MURRIETA, CA 92562

Wednesday
June 5, 2019
6:30 pm

A. ORGANIZATION

1. **CALL TO ORDER:** 6:30 p.m.
2. **PLEDGE OF ALLEGIANCE:**
3. **ROLL CALL:** Directors Hoboy-Tenore, McDaniel, Becker, Natale and Millington
4. **MINUTES:** Regular Meeting of May 1, 2019 and Special Meeting of May 10, 2019

NOTICE: It is the intent of President of the Board to have all regular meetings of the Board of Directors end no later than 9:30 pm, therefore, all unfinished business after 9:15 may be continued to another meeting.

B. Special Presentations

None

C. PUBLIC FORUM

Any person may address the Board at this time regarding any subject not identified on this Agenda but within the jurisdiction of the Tenaja Community Services District; however, any matter that requires action will be referred to Staff for a report and action at a subsequent Board meeting.

D. CONSENT CALENDAR

Consent items are expected to be routine and non-controversial, to be acted upon by the Board of Directors at one time without discussions. If any Board member, Staff member, or interested person requests that an item be removed from the Consent Calendar, it shall be removed by the President so that it may be acted upon separately.

1. Approval of Warrants
 - a. General Fund --
 - b. Tenaja Road Maintenance Fund --

①

c. Zone of Benefit

2. Receive and file Financial Line Item Statement for Budget

a. General Fund

b. Road Maintenance Fund

3. Receive and File -Cash Accounts – Including beginning and ending Bank Balances

E. PUBLIC HEARINGS:

none

F. ORDINANCES AND RESOLUTIONS:

none

G. ADMINISTRATIVE ITEMS

1. County of Riverside Ordinances concerning Airbnb's, Noise and Events

2. Website update and discussion

3. Change of Meeting Date for July, 2019 and Public Hearing

H. GENERAL MANAGER'S REPORT

I. COMMITTEE REPORT

1. Roads Committee--

2. ACC Report --

J. BOARD COMMENTS

K. ADDITIONS TO AGENDA

In accordance with Section 54954.1 (b) of the Government Code (Brown Act), action may be taken on items not on the agenda which was distributed, if:

(a) A majority of Board determines by formal vote that an emergency exists per Section 54956.5 (work stoppage or crippling disaster which severely impairs public health and/or safety); or

(b) Two-thirds (2/3) of the Board formally vote or, if less than 2/3 of members are present, all of the Board members present vote that there is a need to take immediate action, which need arose after the agenda was posted.

L. ADJOURNMENT.

1. Adjourn meeting.

2

Minutes of the Regular Meeting
of the Board of Directors
TENAJA COMMUNITY SERVICES DISTRICT
24837 Jefferson Ave. #207
Murrieta, CA 92562
May 1, 2019

The meeting of the Board of Directors of the Tenaja Community Services District was called to order by President Millington at 6:30 p.m. at 24837 Jefferson Ave. #207 Murrieta, CA 92562.

A-2: Pledge of Allegiance:

Pres. Millington led the Pledge of Allegiance.

A-3: Roll Call:

Directors Present: Hoboy-Tenore, Natale, Becker and Millington
Directors Absent: McDaniel
Staff Present: Arlene Miller, General Manager

A-4: Minutes:

ACTION: On a motion by Dir. Becker and seconded by Dir. Natale, the minutes of the regular meeting of April 3, 2019 were approved, as submitted. Ayes: Dirs. Hoboy-Tenore, Natale, Becker and Millington.

B. Special Presentation:

None

C: Public Forum

Ms. Teresa Lozano: Updated the Board on the grading that took place using an Agricultural permit. She thanked Staff for the continued communication and letters to the County concerning this matter. Her concern was that with this type of permit, the County didn't require many water control measures that would have been required if the property owner applied for a regular grading permit. Staff will continue to monitor this matter.

Mr. Wayne Siggard: Asked for an update on the County (Parks). He stated that several cars travel Corona Cala Camino going by the open land and felt the County should be paying Tenaja.

The Board explained that this was being handled by Special Counsel and they were not in a position to discuss the matter.

Mr. Siggard further questioned the weddings taking place in Tenaja and if there are rules and regulations concerning them. He reported that he plans to have weddings on his parcel in the near future. He also wanted to know about Airbnb's – Temporary housing.

The Board explained that there are noise ordinances with the County of Riverside and that many cities and counties are adopting a temporary rental Ordinances. There are other County Ordinances that regulate events.

D. CONSENT CALENDAR

- 1. Approval of Warrants**
 - a. General Fund: (\$8,858.50)**
Permit Fund – (none)
 - b. AD 2004-1 Fund – (\$6,500.00)**
 - c. Special Zones of Benefit - (\$3,500.00)**
- 2. Receive and File Financial Line Item Statement for Budget**
 - a. General Fund**
 - b. Road Maintenance Fund**
- 3. Receive and File – Cash Accounts –**

Action: On a motion by Dir. Natale and seconded by Dir. Becker the consent calendar was approved, in its entirety. Motion carried: Ayes: Dirs. Hoboy-Tenore, Natale, Becker and Millington.

E. Public Hearings: -

None

F. Ordinances and Resolutions: -

None

G. Administrative Items:

1. Discussion and Action Plan for a Secondary Emergency Exit Road

Staff reported the original correspondence with La Cresta Homeowners Association was with Mr. Blake Morlet. Mr. Morlet is no longer associated with La Cresta and Staff rewrote and forwarded all the correspondence, to date, to the new email address. There has been no response.

The Board asked that Staff pursue this matter and contact Supervisor Jeffries office to see if a meeting could be arranged.

2. Draft Budget for Fiscal Year 2019-2020

This item will continue to the special meeting on May 10, 2019.

H. General Manager's Report –

none

I. Committee Reports

1. Roads Committee – The report was already discussed concerning the grading at Avocado Mesa and La Cuesta under an Agricultural Permit.

2. ACC Report – none

J. Board Comments –

None

K. Adjournment – The meeting was adjourned at 7:15 pm.

Respectfully submitted,

Arlene Miller, District Secretary

May 1, 2019

Minutes of the Special Meeting
of the Board of Directors
TENAJA COMMUNITY SERVICES DISTRICT
24837 Jefferson Ave. #207
Murrieta, CA 92562
May 10, 2019

A-1: Call to Order:

The meeting of the Board of Directors of the Tenaja Community Services District was called to order by President Millington at 9:15 a.m. at 24837 Jefferson Ave. #207 Murrieta, CA 92562.

A-2: Pledge of Allegiance:

Pres. Millington led the Pledge of Allegiance.

A-3: Roll Call:

| | |
|--------------------|--|
| Directors Present: | Natale, Millington, Becker (by phone), McDaniel and Hoboy-Tenore |
| Directors Absent: | none |
| Staff Present: | Hugo Anderson, Legal Counsel Special Legal Counsel Daniel Ratajczak Arlene Miller, General Manager |

B: Closed Session

1. Legal Matters: Tenaja CSD v Riverside County Regional Parks

ACTION: The Board gave direction to Special Legal Counsel, Daniel Ratajczak to negotiate with the County Parks.

2. Draft Budget for Fiscal Year 2019-2020

The Board was presented with a draft budget. The CPI is 2.7% and the proposed expenditures are \$142,100 for the General Fund. The AD 2004-1 Fund expected expenditures are \$53,000.

ACTION: On a motion by Dir. McDaniel and second by Dir. Natale, the Draft budget was approved to mail to the property owners and set a public hearing date of July 10, 2019. Motion carried Ayes: McDaniel, Natale, Hoboy-Tenore, and Millington. (lost phone connection for Dir.. Becker).

C, Other matters:

Director McDaniel would to be included in a meeting with either LAFCO or Supervisor Jeffries to go over some of the issues that a small District like Tenaja face with the funding limitations.

Staff will arrange this meeting.

D. Adjournment – The meeting was adjourned at 10:35 a.m.

Respectfully submitted,

Arlene Miller,
District Secretary

7

| Number | General Fund Warrants May 2019 (April Expenses) | ITEM D-1-a Amount |
|--------|---|----------------------|
| 9124 | Arlene Miller (Health Insurance & Mileage) | \$ 1,112.61 |
| 9125 | Careful Cleaning (Office cleaning) | \$ 95.00 |
| 9126 | Hugo Anderson (Legal retainer) | \$ 700.00 |
| 9127 | Lucky Clover Enterprises (office rent) | \$ 1,500.00 |
| 9128 | Staples (Office supplies) | \$ 233.57 |
| 9129 | Frontier (phone and internet) | \$ 272.53 |
| 9130 | Pitney Bowes (postal meter rental) | \$ 146.24 |
| 9118 | Quill Corp (Office supplies) | \$ 245.37 |
| 9132 | Southern California Gas Company (gas- utilities) | \$ 27.09 |
| 9120 | Marlin Buiness Bank (copier rental) | \$ 92.44 |
| 9134 | SCE (utilities) | \$ 63.22 |
| ADP | Arlene Miller 03-01 to 03-15 | \$ 1,284.77 |
| ADP | Jamie Bosenberg 03-01 to 03-15 | \$ 306.92 |
| ADP | Taxes (ADP) (payroll taxes deposited) | \$ 690.17 |
| ADP | Arlene Miller 03-16 to 03-31 | \$ 1,284.77 |
| ADP | Jamie Bosenberg 03-16 to 03-31 | \$ 350.80 |
| ADP | Taxes (ADP) (payroll taxes deposited) | \$ 698.79 |
| ADP | ADP Payroll services for above payroll (outside services) | \$ 124.60 |
| | Warrant Totals | |
| | | \$ 9,228.89 |

8

| Number | Zones of Benefit April 2019 (March Expenses) | Item D- 1- c Amount | |
|-------------|--|------------------------|-----------------|
| | | | |
| | ZONE 2/3 | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | TOTAL ZONE 2/3 THIS MONTH | \$ | - |
| | | | |
| | | | |
| | ZONE 4 | | |
| | | | |
| 9136 | Bruce Waddell | \$ | 188.43 |
| | (Crack Seal material) | | |
| | | | |
| | | | |
| | | | |
| | TOTAL ZONE 4 THIS MONTH | | \$188.43 |
| | | | |
| | | | |
| | ZONE 8 | \$ | - |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | TOTAL ZONE 8 THIS MONTH | | \$0.00 |
| | | | |
| | | | |
| | | | |
| | TOTAL ZONE OF BENEFIT WARRANTS | | \$188.43 |
| | | | |

10

TENAJA COMMUNITY SERVICES District
ADOPTED General Fund Budget
FISCAL YEAR 2018/19

Item D-2-a

| EXPENSES | Comparative | | | | | | |
|---------------------------------|------------------------------|--------------------|---------------|-------------|--------------|--------------------|-------------------------|
| | ADOPTED BUDGET 2018/19 | Balance forward | April 2019 | May 2019 | June 2019 | Year to date | Percent of Budget |
| ADMINISTRATIVE EXPENSES | | | | | | | |
| Rent | \$ 18,000.00 | \$ 13,500.00 | \$ 1,500.00 | | | \$ 15,000.00 | 83.33% |
| Utilities/Elec. | \$ 2,000.00 | \$ 1,253.52 | \$ 90.31 | | | \$ 1,343.83 | 67.19% |
| Telephone | \$ 3,500.00 | \$ 2,546.91 | \$ 272.53 | | | \$ 2,819.44 | 80.56% |
| AC Main. & Repairs | \$ 500.00 | \$ 42.81 | | | | \$ 42.81 | 8.56% |
| Supplies | \$ 2,500.00 | \$ 1,290.71 | \$ 478.94 | | | \$ 1,769.65 | 70.79% |
| Postage | \$ 1,200.00 | \$ 694.57 | \$ 146.24 | | | \$ 840.81 | 70.07% |
| Computer Software | \$ 100.00 | | | | | \$ - | 0.00% |
| Website | \$ 300.00 | \$ 224.98 | | | | \$ 224.98 | 74.99% |
| Copier Rental | \$ 1,600.00 | \$ 1,171.89 | \$ 92.44 | | | \$ 1,264.33 | 79.02% |
| Janitorial | \$ 1,200.00 | \$ 855.00 | \$ 95.00 | | | \$ 950.00 | 79.17% |
| Travel Mileage | \$ 1,500.00 | \$ 913.24 | \$ 83.81 | | | \$ 997.05 | 66.47% |
| PERSONNEL | | | | | | | |
| Administrative Salary | \$ 7,000.00 | \$ 5,145.00 | \$ 720.00 | | | \$ 5,865.00 | 83.79% |
| Gen. Mgr. Salary | \$ 43,000.00 | \$ 32,011.20 | \$ 3,556.80 | | | \$ 35,568.00 | 82.72% |
| Engineering Consulting | \$ 5,000.00 | | | | | \$ - | 0.00% |
| Outside Services ADP charge | \$ 1,500.00 | \$ 1,121.40 | \$ 124.60 | | | \$ 1,246.00 | 83.07% |
| Health Ins./Employee Benefit | \$ 12,500.00 | \$ 9,259.20 | \$ 1,028.80 | | | \$ 10,288.00 | 82.30% |
| Payroll Taxes | \$ 5,000.00 | \$ 3,052.50 | \$ 339.42 | | | \$ 3,391.92 | 67.84% |
| Workers Comp | \$ 900.00 | \$ 1,036.00 | | | | \$ 1,036.00 | 115.11% |
| OUTSIDE SERVICES | | | | | | | |
| Co. of Riverside | \$ 3,500.00 | \$ 3,961.53 | | | | \$ 3,961.53 | 113.19% |
| Legal | \$ 8,400.00 | \$ 6,300.00 | \$ 700.00 | | | \$ 7,000.00 | 83.33% |
| Special Legal Counsel | \$ 5,000.00 | \$ 15,983.76 | | | | \$ 15,983.76 | 319.68% |
| Legal Advertising | \$ 500.00 | \$ - | | | | \$ - | 0.00% |
| Financial Audit | \$ 10,900.00 | \$ 10,900.00 | | | | \$ 10,900.00 | 100.00% |
| Printing/Blueprinting | \$ 500.00 | | | | | \$ - | 0.00% |
| OTHER | | | | | | | |
| Liability Insurance | \$ 1,800.00 | \$ 2,078.87 | | | | \$ 2,078.87 | 115.49% |
| Dues/Subscriptions | \$ 950.00 | \$ 637.00 | | | | \$ 637.00 | 67.05% |
| Election Costs | | | | | | \$ - | NA |
| Meetings/Seminars | | | | | | \$ - | NA |
| Contingency | \$ 2,500.00 | | | | | \$ - | 0.00% |
| TOTAL LINE ITEM EXPENSES | \$ 141,350.00 | \$ 113,980.09 | \$ 9,228.89 | \$ - | \$ - | \$ 123,208.98 | 87.17% |
| ROAD MAINTENANCE | \$ - | \$ - | | | | \$ - | 0.00% |
| (separate sheet) | | | | | | \$ - | 0.00% |
| TOTAL BUDGET | \$ 141,350.00 | \$ 113,980.09 | \$ 9,228.89 | \$ - | \$ - | \$ 123,208.98 | 87.17% |

| REVENUE | Comparative | | | | | | |
|-----------------------------------|--|--------------------|---------------|-------------|--------------|--------------------|-------------------------|
| | ADOPTED BUDGET REVENUE FY 2018/19 | Balance forward | April 2019 | May 2019 | June 2019 | Year to Date | Percent of Budget |
| Assessments on Tax Roll | \$ 137,021.94 | \$ 66,670.41 | | | | \$ 66,670.41 | 48.66% |
| CPI | \$ 2,877.46 | | | | | \$ - | 0.00% |
| Direct Billing for Assessments | \$ 5,500.00 | \$ 5,903.25 | \$ 632.50 | | | \$ 6,535.75 | 118.83% |
| LAIF INTEREST INCOME | \$ 1,200.00 | | | | | \$ - | 0.00% |
| County of Riverside Charges | | | | | | \$ - | 0.00% |
| Misc. Income | | \$ 210.00 | | | | \$ 210.00 | |
| 1/20th from prepaids | | | | | | \$ - | |
| Administration fees from Zone 2/3 | \$ 5,000.00 | | | | | \$ - | 0.00% |
| Administration fees from Zone 4 | \$ 300.00 | | | | | \$ - | 0.00% |
| Administration fees from Zone 8 | \$ 500.00 | | | | | \$ - | 0.00% |
| Permit Income to General fund | | \$ 800.00 | | | | \$ 800.00 | |
| REVENUE TO G.F. RESERVE | \$ (11,049.40) | | | | \$ - | \$ - | 0.00% |
| TOTAL GENERAL FUND REVENUE | \$ 141,350.00 | \$ 73,583.66 | \$ 632.50 | \$ - | \$ 0.00 | \$ 74,216.16 | 52.51% |

11

TENAJA COMMUNITY SERVICES District
EXHIBIT "A" ROAD MAINTENANCE
FISCAL YEAR 2018/19

Item D-2-b

| EXPENSES | ADOPTED BUDGET FISCAL YEAR 2018/19 | Balance Forward | April 2019 | May 2019 | June 2019 | Year to date | Percent of Budget |
|---|---|----------------------|--------------------|-------------|--------------|----------------------|-------------------------|
| ROAD REPAIR EXPENSES | | | | | | | |
| WEED SPRAYING | \$ 5,500.00 | \$ 2,450.00 | | | | \$ 2,450.00 | 44.55% |
| WEED MOWING | | | | | | \$ - | n/a |
| CULVERT CLEAN OUT | \$ 5,000.00 | \$ 7,850.00 | | | | \$ 7,850.00 | 157.00% |
| SIGN REPLACEMENT | \$ 3,000.00 | \$ 2,241.26 | | | | \$ 2,241.26 | 74.71% |
| STREET NAME SIGNS | \$ 1,500.00 | \$ 2,653.49 | | | | \$ 2,653.49 | 176.90% |
| PAVEMENT PATCHES | \$ 15,000.00 | \$ 13,000.00 | | | | \$ 13,000.00 | 86.67% |
| TREE TRIMMING | | | | | | \$ - | n/a |
| SHOULDER MAINT. (GRADING/ADD BASE) | \$ 1,000.00 | \$ 4,500.00 | | | | \$ 4,500.00 | n/a |
| STRIPING - every 4 years | | | | | | \$ - | n/a |
| STREET NAME SIGN PAINTING - every 5 years | | | | | | \$ - | n/a |
| MISC STRIPING/STOP BARS/STOP AHEAD | | | | | | \$ - | n/a |
| GENERAL INSPECTIONS | \$ 5,000.00 | \$ 8,675.00 | \$ 1,713.50 | | | \$ 10,388.50 | 207.77% |
| CONTINGENCY | \$ 10,000.00 | \$ 2,495.00 | \$ 100.00 | | | \$ 2,595.00 | 25.95% |
| Storm Damage Repairs | | \$ 5,000.00 | | | | \$ 5,000.00 | |
| County Service Charge | \$ 500.00 | 286.49 | | | | \$ 286.49 | 57.30% |
| 2018 Tenaja Road Project | | \$ 288,600.50 | | | | \$ 288,600.50 | |
| Calle Pino Project | | | | | | \$ - | |
| TOTAL LINE ITEM EXPENSES | \$ 46,500.00 | \$ 337,751.74 | \$ 1,813.50 | \$ - | \$ - | \$ 339,565.24 | 730.25% |

| REVENUE | ADOPTED BUDGET REVENUE FY 2018/19 | Balance Forward | April 2019 | May 2019 | June 2019 | Year to date | Percent of Budget |
|---|--|---------------------|------------------|-------------|--------------|---------------------|-------------------------|
| FROM GENERAL FUND OPERATING BUDGET | | | | | | \$ - | |
| Assessments on Tax Roll | \$ 61,367.42 | \$ 31,395.60 | \$ - | | | \$ 31,395.60 | 51.16% |
| CPI Increase | \$ 1,288.71 | | | | | \$ - | 0.00% |
| Interest Income | \$ 100.00 | | | | | \$ - | NA |
| Direct Billing for Assessments | \$ 1,800.00 | \$ 2,052.00 | \$ 136.80 | | \$ - | \$ 2,188.80 | 121.60% |
| 1/20 from TNC tax exempt property | | | | | | \$ - | |
| Reserves - "Striping-every 4 years | | | | | | \$ - | 0.00% |
| Reserves - "Street name sign painting (5 years) | | | | | | \$ - | 0.00% |
| Road repair from reserve | | | | | | \$ - | NA |
| Paid into Road Reserve | \$ (18,056.13) | | | | | \$ - | |
| TOTAL ROAD MAINT FUND REVENUE | \$ 46,500.00 | \$ 33,447.60 | \$ 136.80 | \$ - | \$ - | \$ 33,584.40 | 72.22% |

12

CASH ACCOUNTS FOR PERIOD ENDING
NOT YEAR END
GENERAL FUNDS CASH (UNAUDITED) FOR REFERENCE ONLY
GENERAL FUND

| | |
|---|--------------|
| Beginning Cash as reported last month | \$231,738.24 |
| Audit adjustments (note all interest posted to date also) | \$0.00 |
| Assessments from 2018-19 | \$0.00 |
| Permit Income (not refundable) | \$0.00 |
| Postage reimbmt Susan Hurst | \$0.00 |
| Direct Billing income RCWD and Western Regional | \$632.50 |
| Gen Funds Warretns D-1-a | (\$9,228.89) |
| Cash Remaining after above warrants | \$223,141.85 |

FUNDS TO BE USED IN 20 YEAR PERIOD FROM VARIOUS TAX EXEMPT PARCELS

| | |
|---|--------|
| Beginning Cash - as reported last month | \$0.00 |
| Audit Adjustments | \$0.00 |
| 2018 Tenaja Road Project | |
| BALANCE | \$0.00 |

Encroachment Permit Income and Payouts

| | |
|---|---------------------|
| Beginning Cash as reported last month | Encroachment Permit |
| Deposit | \$4,800.00 |
| | \$0.00 |
| \$800 permit actual fee transferred to General Fund | \$0.00 |
| Warrants | \$0.00 |
| Encroachment fund (not cash - Unearned revenue) | \$4,800.00 |

TENAJA ROAD MAINT. FUND AD 2004-1

| | |
|---|--------------|
| SEE AD 88-1 Fund for Warrants | |
| Beginning Cash as reported last month | \$11,052.37 |
| 20 year prepayment monies | \$0.00 |
| Prior Year's assesment payment with penalties | \$0.00 |
| FY 2018-19 payment for assessments | \$0.00 |
| Direct Billing income RCWD and Western Regional | \$136.80 |
| Warrants this month D-1-b | (\$1,813.50) |
| Remaining after above warrants | \$9,375.67 |

****ROAD MAINT. FUND FROM AD 88-1 & DEPRECIATION REPAIR FUND ****

****Broken out into two funds to match Audit requirements**

| | | |
|-------------------------|-------------|--------------|
| Break down of two funds | AD 88-1 | Deprecation |
| Beginning Cash Balance | \$0.00 | \$0.00 |
| | Closed Acct | Closed Acct. |

13

ZONES OF BENEFIT

received 21902.38 2/10/19 for Zone. Not allocated yet.

| ZONE 4 FUND - SPECIAL PROJECTS (all funds including overlay/maintenance) | Zone 4 Total funds | Maintenance portion | Overlay portion |
|---|-----------------------|------------------------|--------------------|
| CASH REPORTED LAST MONTH | \$92,535.11 | \$71,206.39 | \$21,328.72 |
| Direct Billing RCWD | \$0.00 | \$0.00 | \$0.00 |
| Fiscal Year 2017-18 assessments received | \$0.00 | \$0.00 | \$0.00 |
| Warrants | (\$188.43) | (\$188.43) | \$0.00 |
| INTEREST/ADMIN FEE/TO BALANCE TO GENERAL LEDGER | \$0.00 | \$0.00 | \$0.00 |
| Subtotal of Funds available for immediate use | \$92,346.68 | \$71,017.96 | \$21,328.72 |
| 20 Year Payoff per audit | \$26,282.00 | \$20,706.25 | \$5,575.75 |
| Audit Adjustments | \$0.00 | \$0.00 | \$0.00 |
| Subtotal of 20 year payoff money | \$26,282.00 | \$20,706.25 | \$5,575.75 |
| Total Funds in Zone 4 | \$118,628.68 | \$91,724.21 | \$26,904.47 |

| ZONE 2/3 FUND - SPECIAL PROJECTS (all funds including maintenance) | Zone 2/3 Total Funds | Maintenance portion | Overlay portion |
|---|-------------------------|------------------------|--------------------|
| CASH AS REPORTED LAST MONTH | \$311,097.25 | \$244,221.83 | \$66,875.42 |
| Direct Billing income RCWD and Western Regional | \$251.47 | \$251.47 | \$0.00 |
| Fiscal year 2017-18 Assessments received | \$0.00 | \$0.00 | \$0.00 |
| Warrants- | \$0.00 | \$0.00 | \$0.00 |
| INTEREST/ADMIN FEE/TO BALANCE TO GENERAL LEDGER | \$0.00 | \$0.00 | \$0.00 |
| Subtotal of funds available for immediate use | \$311,348.72 | \$244,473.30 | \$66,875.42 |
| 20 year prepayments | \$160,415.83 | \$102,736.68 | \$57,679.15 |
| Total Funds in Zone 2/3 | \$471,764.55 | \$347,209.98 | \$124,554.57 |

| ZONE 8 FUND- SPECIAL PROJECTS - FUNDS FOR MAINTENANCE ONLY | |
|--|--------------|
| CASH AS REPORTED LAST MONTH | \$112,371.90 |
| FY 2017-18 Assessments | |
| Warrants | \$0.00 |
| INTEREST/ADMIN FEE/ TO BALANCE TO GENERAL LEDGER | \$0.00 |
| Remaining after above warrants | \$112,371.90 |

May 30, 2019

MEMORANDUM

TO: HONORABLE BOARD OF DIRECTORS

FROM: Arlene Miller

SUBJECT: County Ordinances concerning Airbnb's, Noise and Events

=====

At the last meeting during public forum, items were brought up about property owners using their parcels/ houses for weddings, and the parking, increased traffic and noise issues. Also briefly discussed was the fact that some property owners are using their residences for day to day rentals (Airbnb's or hideaways).

Staff researched the County's Ordinances and found that the Short term rentals, Noise and specials events did have regulations and permit processes.

Attached is Ordinance No. 927 that addresses short term rentals. Ordinance no 847 addresses Noise (not attached) and 348.4840 is the permit needed for special events such as weddings (not attached).

A meeting is being arranged to discuss enforcement on these matters with the County Code Enforcement and representatives from Supervisor Jeffries office.

This is being presented as information at this time and for discussion.

Attachment: Ord. No. 927

15

ORDINANCE NO. 927
AN ORDINANCE OF THE COUNTY OF RIVERSIDE
REGULATING SHORT TERM RENTALS

The Board of Supervisors of the County of Riverside ordains as follows:

Section 1. FINDINGS. The Board of Supervisors finds that there has been an increase in privately owned residential dwellings being used as short term rentals in the County of Riverside. While short term rentals provide a benefit to the County by expanding the number and type of lodging facilities, the alarming increase has caused adverse impacts to surrounding neighbors and properties including excessive noise, disorderly conduct, traffic congestion, illegal vehicle parking and accumulation of refuse. This ordinance is necessary to ensure neighborhood compatibility, to facilitate economic growth within the County and to protect the health, safety and general welfare of the County's residents.

Section 2. PURPOSE. The purpose of this ordinance is to establish regulations for the use of privately owned residential dwellings as short term rentals to minimize the negative secondary effects on surrounding properties and to ensure the collection and payment of transient occupancy taxes.

Section 3. AUTHORITY. In accordance with the California Constitution, Article XI, Section 7, a county may make and enforce within its limits all local, police, sanitary and other ordinances and regulations not in conflict with general laws.

Section 4. DEFINITIONS. As used in this ordinance, the following terms shall have the following meanings:

- A. County. The County of Riverside.
- B. Good Neighbor Brochure. A brochure, available from the County, to be given to guests, which includes a summary of the County's regulations relating to short term rentals.
- C. Guest. The overnight occupants renting the short term rental for a specified period and the daytime visitors of the overnight occupants.
- D. Local Contact Person. The person designated by the owner or the owner's authorized representative who shall be available twenty-four hours per day, seven days per week for the purpose of responding within sixty minutes to complaints related to the short term rental and taking remedial action to resolve such complaints.
- E. Operator. The owner or the owner's authorized representative who is responsible for compliance with this ordinance.
- F. Owner. The person or entity that holds legal or equitable title to the short term rental.
- G. Responsible Person. A guest of the short term rental who is at least eighteen years of age and who is legally responsible for ensuring that all guests of the short term rental comply with all applicable laws, rules and regulations pertaining to the use and occupancy of the short term rental.
- H. Short Term Rental Certificate. A certificate that allows the use of a privately owned residential dwelling as a short term rental pursuant to this ordinance.

- I. Short Term Rental. A privately owned residential dwelling, such as, but not limited to, a single family detached or multiple family attached dwelling, apartment house, condominium, cooperative apartment, duplex, mobile home on permanent foundations or a manufactured home on permanent foundations, or any portion of such dwellings, rented for occupancy for dwelling, lodging or sleeping purposes for any period less than thirty consecutive days.

Section 5. **APPLICABILITY.** This ordinance applies to short term rentals as defined in Section 4. The following do not qualify as a privately owned residential dwelling as used herein, and therefore do not need to obtain a short term rental certificate: any hotel, motel, studio hotel, rooming house, dormitory, public or private club, bed and breakfast inn, cottage inn, or country inn; a camping site, recreational vehicle, or park model; a hospital, sanitarium, medical clinic, convalescent home, rest home, home for aged people, foster home, halfway house, transitional housing facility, or other similar facility operated for the care, treatment, or reintegration into society of human beings; any asylum, jail, prison, orphanage or other facility in which human beings are detained and housed under legal restraint; any housing owned or controlled by an educational institution and used exclusively to house students, faculty or other employees with or without their families, any fraternity or sorority house or similar facility occupied exclusively by students and employees of such educational institutions and officially recognized and approved by it; any housing operated or used exclusively for religious, charitable or educational purposes; any housing owned by a governmental agency and used to house its employees or for governmental purposes; any camp as defined in the Labor Code or other housing furnished by an employer exclusively for employees or employees and their families; and any second unit. No guest quarters, as defined in Riverside County Ordinance No. 348 section 18.18, shall qualify as a short-term rental unless the privately owned residential dwelling on the lot is also being rented or leased as a short-term rental to the same renter or lessee.

Section 6. **SHORT TERM RENTAL CERTIFICATE.**

- A. In addition to any land use entitlement required by Riverside County Ordinance No. 348, the operator shall obtain a short term rental certificate pursuant to Sections 6 and 7 herein from the Riverside County Planning Department before renting or advertising for rent any short term rental.
- B. No short term rental certificate is required if a Temporary Outdoor Event permit has been obtained, for the duration of the Temporary Outdoor Event permit only.

Section 7. **SHORT TERM RENTAL CERTIFICATE REGISTRATION FEE AND APPLICATION.**

- A. An operator shall submit to the Planning Department a short term rental certificate application provided by the County along with a first-time registration fee of \$250. The short term rental certificate shall be valid for one year from the date of issuance.
- B. A short term rental certificate shall be renewed on an annual basis based on the anniversary of the original certificate issuance by submitting to the Planning Director a short term rental certificate application and a renewal registration fee of \$100.

- C. The short term rental certificate shall expire automatically when the short term rental changes ownership, and a new initial application and first-time registration fee will be required. A new application and first-time registration fee shall also be required for any short term rental that had its short term rental certificate revoked or suspended.
- D. The registration fees may be used to cover any County costs for administering or enforcing this ordinance, including the use of an outside management company retained for such purpose.

Section 8.

SHORT TERM RENTAL OPERATIONAL REQUIREMENTS.

- A. The operator shall ensure that the short term rental is used in a manner that complies with all applicable laws, rules and regulations pertaining to the use and occupancy of a short term rental.
- B. The short term rental shall be occupied for not less than two (2) days and one (1) night.
- C. A short term rental shall not change the residential character of the outside appearance of the residence including color, material, lighting or any advertising mechanism.
- D. Guests of the short term rental shall comply with Riverside County Ordinance No. 847 Regulating Noise, including quiet hours between the hours of 10 PM and 7 AM.
- E. The operator shall post the following information in a prominent location within the short term rental:
 - 1. Operator name and number;
 - 2. Local contact person name and number;
 - 3. The telephone number for the sheriff's department and for code enforcement;
 - 4. The maximum number of parking spaces available onsite;
 - 5. Trash pick-up day and applicable rules and regulations;
 - 6. A copy of Riverside County Ordinance Nos. 847 and 927;
 - 7. A copy of the good neighbor brochure; and
 - 8. Notification that a guest, local contact person, responsible person or owner may be cited or fined by the County in accordance with this ordinance and Riverside County Ordinance No. 725.
- F. While a short term rental is rented, the operator or local contact person shall be available twenty-four hours per day, seven days a week for the purpose of responding within sixty (60) minutes to complaints regarding the condition, operation or guests' conduct of the short term rental.
- G. Prior to occupancy of a short term rental, the operator shall do the following:
 - 1. Obtain the name, address and copy of a valid government identification of the responsible person;
 - 2. Provide a copy of the good neighbor brochure to the responsible person;

3. Require the responsible person to execute a formal acknowledgement that he or she is legally responsible for compliance by all guests of the short term rental with all applicable laws, rules and regulations pertaining to the use and occupancy of the short term rental; and
 4. Maintain the information required herein, including copies of the notices provided, for a period of three (3) years and make it available upon request by any officer of the County responsible for enforcement of any provision of this ordinance or any other applicable law, rule or regulation pertaining to the use and occupancy of the short term rental.
- H. The owner, operator or local contact person shall respond within sixty (60) minutes of being notified that the responsible person or guest of the short term rental created unreasonable noise, engaged in disorderly conduct or committed violations of any applicable law, rule or regulation and halt or prevent the recurrence of such conduct. The owner, operator or local contact person shall be subject to all administrative, legal and equitable remedies available to the County for failing to respond within 60 minutes.
- I. Trash and refuse shall not be left stored within public view, except in proper containers for purposes of collection by the County's authorized waste hauler.
- J. The operator shall include the current short term rental certificate number on or in any advertisement appearing in any newspaper, magazine, brochure or internet website that promotes the availability of the short term rental.
- K. An application may be denied if the applicant has had a prior short term rental certificate revoked for the same dwelling within the past twelve calendar months.
- L. If there is a deed restriction on a property that prohibits the use of a residential dwelling as a short-term rental, then that deed restriction shall control. The County shall not enforce said deed restriction.

Section 9. TRANSIENT OCCUPANCY TAX. The operator shall comply with all the requirements of Riverside County Ordinance No. 495, the Uniform Transient Occupancy Tax Ordinance. For the purposes of Riverside County Ordinance No. 495 only, a short term rental shall qualify as a "hotel." The Treasurer Tax-Collector shall be responsible for the enforcement of the provisions of this section and Ordinance No. 495 and shall have no other enforcement duties related to this ordinance beyond these responsibilities.

Section 10. NOTIFICATION AND COMPLAINTS.

- A. Written notice will be provided to all dwellings located within 100 feet of the short term rental's property line that a short term rental certificate was obtained for the short term rental. Such notification shall also include the operator's and local contact person's contact information.

- B. Complaints related to the operation of the short term rental including, but not limited to, unreasonable noise and disorderly conduct shall be initially directed to the local contact person. If the local contact person is unavailable or fails to respond, the complaint shall be made to the Riverside County Sheriff dispatch service.
- C. Complaints related to the issuance of a short term rental certification and compliance with this ordinance shall be directed to the Riverside County Code Enforcement Department.

Section 11. ENFORCEMENT, VIOLATIONS, FINES AND PENALTIES.

- A. In addition to any other remedies provided by law, violations of this ordinance shall be enforced as authorized in Riverside County Ordinance No. 725. Each day a violation is committed or permitted to continue shall constitute a separate offense. Violations of this ordinance shall be treated as a public nuisance and strict liability offense regardless of intent.

After an administrative hearing has been held in accordance with Section 10 of Riverside County Ordinance No. 725, a violation of any provision of this ordinance by any of the guests, owners or operators shall constitute grounds to suspend or revoke a short term rental certificate.

Section 12. SEVERABILITY. If any provision, clause, sentence or paragraph of this ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other provisions of this ordinance which can be given effect without the invalid provision or application, and to this end, the provisions of this ordinance are hereby declared to be severable.

Section 13. EFFECTIVE DATE. This ordinance shall take effect thirty (30) days after its adoption.

Adopted: 3-5 of 01/26/2016 (Eff: 02/25/2016)

May 30, 2019

AGENDA ITEM G - 2

MEMORANDUM

TO: HONORABLE BOARD OF DIRECTORS

FROM: Arlene Miller

SUBJECT: Website update and discussion

=====

Jamie Bosenberg, office assistant, has been working hard to rebuild and redesign the current web site. We are trying to complete this in house so that we both will know how to update it, change it, and add to it.

The old web site is so obsolete that we have to contact Go Daddy each month just to post the agenda.

The new website is a Go Daddy Go Central. They have temp plates that we can use to add our information , "bullets", and drop down menus.

We have talked to several web designers and the cost to completely design a new web site can be costly. Staff will be presenting the preliminary settings at the meeting for discussions and directions.

Refer to Staff's presentation at meeting.

AGENDA ITEM G-3

May 30, 2019

MEMORANDUM

TO: HONORABLE BOARD OF DIRECTORS

FROM: Arlene Miller

SUBJECT: Change of Meeting Date for July 2019

=====

At the Special Board Meeting on May 10, 2019 it was determined that since the next meeting would have been July 3, 2019 the Board would delay the meeting by one week to July 10, 2019.

At that meeting we will have the public hearing on the budgets. All the public notices have been mailed concerning the Budget.

Staff has received a confusing phone call regarding the budget and discontent that charges are on a per acre instead of per parcel. I tried to explain that in order to change that method a Proposition 218 vote would be needed. I don't believe the property owner understood the process and threatened to sue the District since it wasn't fair that they own more acreage and she had to pay more than a 5 acre parcel.

Nevertheless, I requested that she put her concerns in writing.

22