



For the Meeting of: 06/20/2023

Agenda Item No.: D-1

**CALWA RECREATION & PARK DISTRICT  
REPORT TO THE BOARD**

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**TO:** Board of Directors

**FROM:** District Administrator, Adam Ramos

**SUBJECT:** Minutes of the Regular Meeting held on May 16, 2023.

**RECOMMENDATION:**

That the Board approve the minutes for date May 16, 2023.

**SUMMARY:**

Meeting minutes are provided for each regular meeting. Detailed minutes are provided in the agendas with the minutes or notes attached within this report.

**REASON FOR RECOMMENDATION:**

To have monthly agenda minutes certified.

**FISCAL IMPACT:**

There is no fiscal impact resulting from this report.

Attachments:

- Regular Meeting Minutes for May 16, 2023.



**CALWA RECREATION & PARK DISTRICT  
MEETING AGENDA**

www.calwarecreation.org

**REGULAR BOARD MEETING  
NOTICE AND AGENDA**

**May 16, 2023**

**4545 E. Church Ave, Fresno CA 93725**

**5:30 pm**

**Start Time: 5:40pm**

**End Time: 6:50pm**

**BOARD CHAIRPERSON**

Esmeralda Zamora, Chair (P)

**DISTRICT ADMINISTRATOR**

Adam Ramos (P)

**BOARD VICE CHAIR**

Raul Guerra Vice Chair (P)

**DISTRICT COUNSEL**

Hilda Cantú Montoy (P)

**BOARD MEMBERS**

Joseph Perez, Board Member (A)

Laura Garcia, Board Member (P)

Mary L. Rosales, Board Member (P)

**(P)=Present**

**(A)=Absent**

THE BOARD OF DIRECTORS HAS RESUMED MEETINGS IN PERSON.. The Board welcomes you to its meetings and encourages you to participate at the meeting. This agenda contains a brief general description of each item that will be considered by the Board. All persons who attend the meeting are asked to silence pagers, cell phones, and other devices that may disrupt the Board meeting. The Board may consider and act on an agenda item in any order it deems appropriate.

**CALL TO ORDER AND ROLL CALL**

Roll calls information provided at the beginning of these minutes agenda. A (P) indicates "present" and an (A) indicates absent. All board members, DA, and Legal were present with Director Perez absent.

**A. INVOCATION AND FLAG SALUTE**

The invocation was led by Darnell Harris from Central Valley NFL Flag Football League and the flag salute was led by DA.

Question was presented about what happened to the actual flag hanging previously, DA stated that it was obstructing the view of the cameras and that a stand was needed for purchase, stated they are going to purchase.

**B. APPROVAL OF AGENDA**

Motion to move F2 before F1 in the new section business to not have guest speakers waiting while F1 is discussed.

1<sup>st</sup> Motion to approve the agenda with F2 moving forward to F1: Chair Zamora

2<sup>nd</sup> Motion: Laura Garcia

**All in favor vote casted:  
4 yes 0 no 1 absent**

**C. PUBLIC COMMENTS**

Members of the public who wish to address the Board on an item that is not on the agenda may do so now. Members of the public wishing to address the District on an agenda item may do so when the agenda item is called. In order to allow time for all comments, each individual is limited to three minutes, with a fifteen (15) minute maximum per group, per item, per meeting. When addressing the Board, you are requested to come forward to the speaker's microphone, state your name and address, and then proceed with your comments. All speakers are requested to wait until recognized by the Board Chair.

**No public comments present.**

**D. CONSENT CALENDAR**

*All items listed under Consent Calendar are considered to be routine and will be enacted by one motion. For discussion of any Consent Item, it will be considered separately at the request of any member of the Board or any person in the audience.*

**No comments regarding section D from the Board:**

**1<sup>st</sup>: Director Zamora**

**2<sup>nd</sup>: Director Garcia**

**All in favor casted: 4 yes, 0 no, 1 absent.**

1. SUBJECT: Minutes of the Regular Meeting held on April 18, 2023.

RECOMMENDATION: That the Board approve the minutes.

2. SUBJECT: Bank Account Information (all accounts)

RECOMMENDATION: That the Board accept the report.

**E. UNFINISHED BUSINESS**

1. NA

**F. NEW BUSINESS**

1. SUBJECT: Draft Preliminary District Budget for FY 23-24

RECOMMENDATION: That the Board receive report, discuss, and provide direction for the preparation of the Preliminary Budget for adoption at June Board meeting.

DA showcased budget and provided the preliminary rough draft budget for the Board. DA went over all of the numbers in terms of operation expenses, personnel costs, as well as income generated through sales, services, grants, donations of the District and taxes allocated to the District. DA stated some new potential costs for upcoming budget FY 23-24 can include: MT costs for new projects Prop 68, MT costs for swimming pool, and possible additional staffing for new projects: soccer complex and swimming pool. DA stated that the District carry over is roughly \$34-36K for every fiscal year. DA mentioned that the COVID relief funds of \$252K are rolling over through the FY's. DA stated that board may create a reserve fund, improve park through parks or personal benefits. Director Garcia inquired about liability costs, DA stated it will decrease due to zero claims the District had as well as educational credits. Director Garcia asked if we can bulk landline line item and cell phones. Director Guerra stated asked about revenues, and said that we can list grants, including ARPA potential money, DA stated that ARPA funding is a draw down agreement for funds. DA then reviewed deposit months with a large June deposit over \$60K. Director Guerra stated that they are numerous pending factors such as soccer complex. Chair Zamora stated suggested that a truck should be purchased, and Legal stated that line item would be including in the new budget. Director Rosales asked what the process would be about procuring the truck, and DA stated that he would provide 3 quotes for a truck that can do basic functions. Director Rosales asked if the electric car can be sold. DA replied that he believes the District should keep that car and use COIVD funds for a new truck, it's a nice benefit to have the electric car and direction was given for a new truck to be purchased and included in the budget.

2. SUBJECT: Field Agreement Extension for Central Valley Flag Football League

RECOMMENDATION: That the Board receive report, discuss, and approve extension to Agreement with Central Valley Football League.

Mr. and Mrs. Harris were guest speakers for the extension of the football league. They presented their data regarding the first round of their initial agreement and prepared a presentation that was provided to the board. Dr. Marie Harris started the update on the season and showcase photos. They created two fields in the field used, 56 players, both boys and girls, that represented 38 elementary schools from Fresno and Sanger. 4 full scholarships were awarded, and 10 partial scholarships were awarded, some families received a 50% discount. Were able to create 8 teams. Mr. Harris stated they were able to work with Reedley College and the coaches were players from Reedley College Football program. Seeking only June month on Friday nights 5:30-8:30pm. Roll out fields were simple and easy to assemble and took 20 minutes to create those fields. Director Garcia asked about enrollment and status. Mr. Harris stated that they already started enrollment with a lot of last seasons players re-enrolled, a football team from Sanger signed up 3 teams. June 2<sup>nd</sup> is the start date, with uniforms provided with great NFL logos for the kids. DA stated that he had not received any negative feedback or notes from any public or staff. Mr. Harris stated that parents were

great and they had no issues during the season. DA asked if the program stuck with the age groups, Mrs. Harris stated that they were able to accept some younger and older players.

**1<sup>st</sup>: Laura Garcia**

**2<sup>nd</sup>: Raul Guerra**

**All in favor casted: 3 yes, 0 no, 2 absent.**

3. SUBJECT: Park Rental Agreement for A Hopeful Encounter's: Fresno Spring Festival Showdown for Hope.

RECOMMENDATION: That the Board receive report, discuss, and approve Park Rental Agreement with for Fresno Spring Festival Showdown for Hope.

DA stated that the paperwork was delayed due to potential Prop 68 construction, DA went over the agreement and the charges. Director Garcia asked about assistance from the District in kind donation with labor and she asked if we offered to other non-profits and suggested that it should be equal across the board. Director Garcia asked if we ever talked about an increase in fees for non-profits and bring new fees to the board in June. DA stated that they will have a new layout of fee schedules for June 2023.

**1<sup>st</sup>: Director Rosales**

**2<sup>nd</sup>: Director Garcia**

**All in favor casted: 4 yes, 0 no, 1 absent.**

4. SUBJECT: Update on RFP for Architect/Engineering Services For Calwa Pool Project.

RECOMMENDATION: That the Board receive report, discuss, and provide direction.

DA updated Board about RFP and lack of interest from companies that provide this service. Half didn't respond to the request or others rejected the service due to heavy work loads. Director Garcia stated that typically go out for 60-days. Director Garcia asked that through ARPA do we have to request bids. Legal stated that contact firms and ask for reasoning for lack of submission. DA stated that the RFP language wasn't the issue, it was due to liability issues of building on existing structure that's someone's else work. Legal suggested to go through this set up one more time and increase for 60-days. Director Garcia asked if we have to do RFP, Legal stated that yes we would need to do RFP. DA stated that they may open the window to larger areas instead of the central valley. Director Garcia asked where we posted the RFP, and stated that she would be willing to assist through the City of Fresno.

## **G. DISTRICT ADMINISTRATOR'S REPORT**

1. SUBJECT: Informational report on all District information.

RECOMMENDATION: That the Board receive report, discuss, and provide direction, if needed.

**DA updated Board on staffing and the DA report.**

**H. Director Communications/Agenda Items**

*This portion of the meeting is reserved for the Directors (i) to make brief reports on boards, committees, and other public agencies, and at public events, (ii) to initiate new matters and to request updates, (iii) and to initiate new agenda items. Under this section the Board may take action only on items specifically agendized and which meet other requirements for actions.*

**I. CLOSED SESSION: NONE**

**J. REPORT OF FINAL ACTIONS TAKEN IN CLOSED SESSION, IF ANY**

**K. ADJOURNMENT**

Access to Agenda. Generally, agenda packets and other public documents are available for inspection by the public at the District Office located at 4545 E. Church Avenue, Fresno, CA. However, due to current COVID-19 emergency, the office is partially open. You may request meeting agendas by email, you can ask to be added to the mailing list by calling (559) 264-6867 or send your request by email to [info@calwarecreation.org](mailto:info@calwarecreation.org). The agenda packet is posted at [www.calwarecreation.org](http://www.calwarecreation.org).

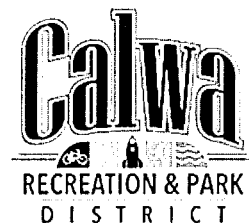
Reasonable Accommodation. Requests for accommodations for persons with disabilities such as signing services, assistive listening devices, or alternative format agendas and reports needed to assist participation in this public meeting may be made by call the District Administrator at 559-264-6867 or emailing [adam@calwarecreation.org](mailto:adam@calwarecreation.org)

Espanol. Para asistencia en espanol sobre este aviso, por favor llame a (559) 264-6867.

**NEXT REGULAR MEETING: June 20, 2023.**

**Certification of Posting**

State of California  
County of Fresno  
Calwa Recreation and Park District



I declare under penalty of perjury that I am employed by the Calwa Recreation and Park District and that I posted this Agenda on the bulletin board in the Calwa Recreation District Office, on the front door window of the District Office, and on the website at [www.calwarecreation.org](http://www.calwarecreation.org) on May 12, 2023.



For the Meeting of: 06/20/2023  
Agenda Item No.: D-2

**CALWA RECREATION & PARK DISTRICT  
REPORT TO THE BOARD**

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**TO:** Board of Directors

**FROM:** District Administrator, Adam Ramos

**SUBJECT:** Bank Account Information (all accounts)

**RECOMMENDATION:**

That the Board receive report on District finances for all accounts for the month of May.

**SUMMARY:**

District maintains three accounts: payroll, revenue, and county. Transparency for all accounts and all transactions is provided in this report.

**REASON FOR RECOMMENDATION:**

Inform Board on current District finances for all accounts.

**FISCAL IMPACT:**

There is no fiscal impact resulting from this report.

Attachments:

- Fresno County Account Document
- Reconciliation of PR and REV Accounts
- Detailed Report of PR and REV Accounts
- Detailed Report of Expenses and Revenue for the Month of May



For the Meeting of: 06/20/2023  
Agenda Item No.: D-2

**CALWA RECREATION & PARK DISTRICT  
REPORT TO THE BOARD**

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Account	Total
Fresno County	\$819,685.23
BOW REV	\$25,587.14
BOW PR	\$3,679.27
RESTRICTED FUNDS (POOL DONATED FUNDS)	-\$88,758.46
<b>TOTALS</b>	<b>\$790,418.82</b>



	May 23
Ordinary Income/Expense	
Income	
Donation	100.00
Refund Returns (District returns purchased items from vendors and vendors refunds account)	57.98
Park Income (Income recieved from Park Rentals)	
Karate Rent (Rent Income from Karate Vendor)	300.00
Boxing Rent	200.00
Field Rentals	100.00
Hall Rentals	3,240.00
Picnic Rental	240.00
Rent Payments	3,800.00
Zumba	880.00
Total Park Income (Income recieved from Park Rentals)	8,760.00
The County of Fresno	
3006-Redev Tax Increm Reimb	17,376.00
3011-Suppl-Current Secured	1,120.01
3013-Supplemental Curr unsecure	98.60
Total The County of Fresno	18,594.61
Total Income	27,512.59
Gross Profit	27,512.59
Expense	
Lighting Loan	1,955.72
Reconciliation Discrepancies (Discrepancies between bank statements and company records)	35.99
Refund (Overpayments on accounts )	785.00
Cleaning supplies	835.39
District counsel	840.00
District Payroll Taxes	4,850.99
Electricity	2,220.06
Employee Salaries	14,383.50
Equipment Fuel	224.19
HR miscellaneous	447.51
Internet	120.00
Landline Phone	332.91
Memberships	32.38
Mobile Phone	72.26
Office Equipment	153.40
Office Supply	386.55
Payroll Fees	168.06
Recreation Programs	197.58
Repairs and Maintenance	3,007.49
Security Monitoring System	51.99
Technology Service	123.97
Trash Disposal	392.76
Water	1,421.19
Total Expense	33,038.89
Net Ordinary Income	-5,526.30
Net Income	-5,526.30

1:11 PM

06/02/23

**Calwa Recreation and Park District**  
**Reconciliation Summary**  
Fresno County BANK Account, Period Ending 05/31/2023

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	<u>May 31, 23</u>
Beginning Balance	1,008,664.87
Cleared Transactions	
Checks and Payments - 10 items	-410,035.99
Deposits and Credits - 8 items	221,056.35
Total Cleared Transactions	<u>-188,979.64</u>
Cleared Balance	<u>819,685.23</u>
Register Balance as of 05/31/2023	819,685.23
Ending Balance	819,685.23

**Calwa Recreation and Park District**  
**Reconciliation Detail**  
 Fresno County BANK Account, Period Ending 05/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						1,008,664.87
<b>Cleared Transactions</b>						
<b>Checks and Payments - 10 items</b>						
Deposit	07/14/2022		CALWA RECREATI...	X	-50,000.00	-50,000.00
Deposit	07/29/2022		CALWA RECREATI...	X	-50,000.00	-100,000.00
Deposit	09/01/2022		CALWA RECREATI...	X	-50,000.00	-150,000.00
Deposit	10/21/2022		CALWA RECREATI...	X	-40,000.00	-190,000.00
Deposit	12/05/2022		CALWA RECREATI...	X	-40,000.00	-230,000.00
Deposit	01/13/2023		CALWA RECREATI...	X	-50,000.00	-280,000.00
Deposit	03/14/2023		CALWA RECREATI...	X	-30,000.00	-310,000.00
Check	04/18/2023	65028...	CALWA RECREATI...	X	-50,000.00	-360,000.00
Deposit	04/21/2023		CALWA RECREATI...	X	-50,000.00	-410,000.00
General Journal	05/31/2023	GLO043		X	-35.99	-410,035.99
<b>Total Checks and Payments</b>					-410,035.99	-410,035.99
<b>Deposits and Credits - 8 items</b>						
General Journal	09/30/2022	GL040		X	2,382.07	2,382.07
General Journal	02/28/2023	GLO041		X	549.17	2,931.24
Check	03/07/2023	65028...	CALWA RECREATI...	X	0.00	2,931.24
General Journal	03/31/2023	GLO042		X	0.00	2,931.24
General Journal	03/31/2023	GLO042		X	21,142.32	24,073.56
Check	04/18/2023	65028...	CALWA RECREATI...	X	50,000.00	74,073.56
General Journal	04/30/2023	2023 ...		X	128,388.18	202,461.74
General Journal	05/31/2023	GLO042		X	18,594.61	221,056.35
<b>Total Deposits and Credits</b>					221,056.35	221,056.35
<b>Total Cleared Transactions</b>					-188,979.64	-188,979.64
<b>Cleared Balance</b>					-188,979.64	819,685.23
<b>Register Balance as of 05/31/2023</b>					-188,979.64	819,685.23
<b>Ending Balance</b>					-188,979.64	819,685.23

Fund: 4660 Calwa Park And Recreation Dist SUBCLASS: 10000 ACCOUNT: 0110

Journal Date	Jrnl Src	Jrnl ID	Header Description	Line Ref	Debit Amount	Credit Amount
Sub class: 10000 General Subclass						
Account: 0110						
			Beginning Balance	801,090.62		
05/04/2023	AUD	0002053129	23-Current Unsecured Prior 2435-00		98.60	
05/23/2023	AUD	0002056289	23-Current Secured Supplem CSS 10		1,120.01	
05/26/2023	AUD	0002056490	23 OAA: ROPS 23-24A PASS T PASSTHRU 2		17,376.00	
			Cash In Treasury			0.00
			Ending Balance	819,685.23		
Account: 3006						
			Beginning Balance	-17,376.00		
05/26/2023	AUD	0002056490	23 OAA: ROPS 23-24A PASS T PASSTHRU 2			17,376.00
			Redev Tax Increm Reimb		0.00	
			Ending Balance	-34,752.00		
Account: 3011						
			Beginning Balance	-6,137.39		
05/23/2023	AUD	0002056289	23-Current Secured Supplem CSS 10			1,120.01
			Suppl-Current Secured		0.00	
			Ending Balance	-7,257.40		
Account: 3013						
			Beginning Balance	0.00		
05/04/2023	AUD	0002053129	23-Current Unsecured Prior 2435-00			98.60
			Supplemental-Curr Unsec Prior		0.00	
			Ending Balance	-98.60		

Subclass Total 18,594.61 18,594.61  
 Fund Total 18,594.61 18,594.61

PeopleSoft  
MONTHLY GENERAL LEDGER TRIAL BALANCE

Report ID: GLSF9109  
Program: GLSF9109

Page No. 1  
Run Date 06/02/2023

Fiscal Year 2023  
Through Period 11

Run Time 08:37:40

Fund:	4660	Beginning Balance	Year-to-Date	Transaction	Current Balances
Calwa Park And Recreation Dist		Debit Accts	Debits	Credits	Debits Accts
Subclass: 10000		Credit Accts			Credit Accts
General Subclass					
0110 Cash In Treasury	800,742.87	0.00	18,942.36	0.00	819,685.23
0315 Interest Receivable	2,574.21	0.00	0.00	2,574.21	0.00
1435 Due To Other Governmental	0.00	0.00	0.00	0.00	0.00
1480 Fiduciary Closing	0.00	1,619,309.92	0.00	0.00	1,619,309.92
2230 Fund Balance - Unassigned	0.00	2,686,110.33	0.00	0.00	2,686,110.33
3005 RDA ABX1 26 Property Tax	0.00	-3,502,103.17	360,000.00	0.00	-3,862,103.17
3006 Redevel Tax Increm Reimb	0.00	0.00	0.00	29,515.88	29,515.88
3008 Suppl-Prior Secured	0.00	0.00	0.00	34,752.00	34,752.00
3009 Suppl-Current Unsecured	0.00	0.00	0.00	1,007.53	1,007.53
3010 Property Taxes-Current Sec	0.00	0.00	0.00	57.29	57.29
3011 Suppl-Current Secured	0.00	0.00	0.00	277,290.43	277,290.43
3013 Supplemental-Curr Unsec Pr	0.00	0.00	0.00	7,257.40	7,257.40
3015 Property Taxes-Current Uns	0.00	0.00	0.00	98.60	98.60
3017 Property Taxes-Curr Unsec	0.00	0.00	0.00	17,634.78	17,634.78
3030 Penalties & Costs-Delinq T	0.00	0.00	0.00	575.19	575.19
3380 Interest	0.00	0.00	0.00	295.87	295.87
3565 State-I/L Homeowners Prop	0.00	0.00	0.00	6,390.70	6,390.70
5804 ABX126 Other Revenue	0.00	0.00	0.00	1,341.53	1,341.53
SUB CLASS TOTAL	803,317.08	803,317.08	378,942.36	378,942.36	819,685.23

End of Report

Report ID: GLSF9109  
Program: GLSF9109

PeopleSoft  
MONTHLY GENERAL LEDGER TRIAL BALANCE

Page No. 2  
Run Date 06/02/2023  
Run Time 08:37:40

Fiscal Year 2023  
Through Period 11

Fund: 4660  
Calwa Park And Recreation Dist  
Subclass: 10000  
General Subclass

Beginning Balance	Year-to-Date Transaction	Current Balances
Debit Accts	Debits	Debits Accts
Credit Accts	Credits	Credit Accts
803,317.08	378,942.36	819,685.23
803,317.08	378,942.36	819,685.23

GRAND TOTALS

End of Report

12:30 PM

06/01/23

**Calwa Recreation and Park District**  
**Reconciliation Summary**  
**Bank of the West Payroll, Period Ending 05/31/2023**

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	<u>May 31, 23</u>	
Beginning Balance		14,550.78
Cleared Transactions		
Checks and Payments - 8 items	-19,402.55	
Deposits and Credits - 2 items	15,000.00	
Total Cleared Transactions	<u>-4,402.55</u>	
Cleared Balance		<u>10,148.23</u>
Register Balance as of 05/31/2023		10,148.23
Ending Balance		10,148.23

**Calwa Recreation and Park District**  
**Reconciliation Detail**  
**Bank of the West Payroll, Period Ending 05/31/2023**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						14,550.78
<b>Cleared Transactions</b>						
<b>Checks and Payments - 8 items</b>						
Check	05/05/2023		ADP	X	-84.03	-84.03
Check	05/09/2023		ADP	X	-5,328.14	-5,412.17
Check	05/09/2023		ADP	X	-1,560.33	-6,972.50
Check	05/11/2023	11173	Saide Alvarado	X	-706.85	-7,679.35
Check	05/19/2023		ADP	X	-84.03	-7,763.38
Check	05/23/2023		ADP	X	-7,653.97	-15,417.35
Check	05/23/2023		ADP	X	-3,290.66	-18,708.01
Check	05/25/2023	11174	Saide Alvarado	X	-694.54	-19,402.55
<b>Total Checks and Payments</b>					-19,402.55	-19,402.55
<b>Deposits and Credits - 2 items</b>						
Check	04/21/2023		Payroll Transfer	X	0.00	0.00
Deposit	05/22/2023		Payroll Transfer	X	15,000.00	15,000.00
<b>Total Deposits and Credits</b>					15,000.00	15,000.00
<b>Total Cleared Transactions</b>					-4,402.55	-4,402.55
<b>Cleared Balance</b>					-4,402.55	10,148.23
<b>Register Balance as of 05/31/2023</b>					-4,402.55	10,148.23
<b>Ending Balance</b>					<b>-4,402.55</b>	<b>10,148.23</b>





CC

Date	Check No.	Description	Category	Sub Category	Type	Memo	Debit	Credit
5/30/2023		WALMART.COM WALMART.COM AR	Entertainment	Shopping	DEBIT		-139.47	
5/29/2023		AMZN MKTP US*9Z8OX6CB3 AMZN.COM/BILLWA	Entertainment	Books & Magazines	DEBIT		-82.32	
5/27/2023		PAVMENT - THANK YOU	Miscellaneous	Cash & ATM	CREDIT			182.99
5/23/2023		FOODSCO FUEL #1316 FRESNO CA	Auto & Transportation	Gas	DEBIT		-125	
5/23/2023		IN* LIVE SCAN FRESNO FRESNO CA	Uncategorized	Uncategorized	DEBIT		-45	
5/22/2023		CANVA* 103794-2027300 CAMDEN DE	Entertainment	Recreation	DEBIT		-12.99	
5/20/2023		PAYMENT - THANK YOU	Miscellaneous	Cash & ATM	CREDIT			483.38
5/17/2023		AMAZON.COM*1D8QV2BA3 A AMZN.COM/BILLWA	Entertainment	Books & Magazines	DEBIT		-62.83	
5/17/2023		ULINE *SHIP SUPPLIES 800-295-5510 WI	Business & Office	Advertising	DEBIT		-120.9	
5/17/2023		AMZN MKTP US*QD7M20QK3 AMZN.COM/BILLWA	Entertainment	Books & Magazines	DEBIT		-58.47	
5/15/2023		HYATT EVERLINE RESORT OLYMPIC VALLECA	Travel & Vacation	Hotels & Lodging	DEBIT		-241.18	

Date	Check No.	Description	Category	Sub Category	Type	Memo	Debit	Credit	Balance
5/25/2023	11174	CHECK #11174	Uncategorized	Uncategorized	CHECK	EE SA CHK	-694.54		\$10,148.23
5/23/2023		DIRECTDEBIT ADP WAGE PAY WAGE PAY 052323 940426164595JIG CCD	Uncategorized	Uncategorized	DIRECTDEBIT		-7653.97		\$10,842.77
5/23/2023		DIRECTDEBIT ADP Tax ADP Tax 052323 RRJIG 052311A01 CCD	Uncategorized	Uncategorized	DIRECTDEBIT		-3290.66		\$18,496.74
5/22/2023		XFER FROM CHECKING ACCT # 070-584388 - IN PERSON	Uncategorized	Uncategorized	XFER			15000	\$21,787.40
5/19/2023		DIRECTDEBIT ADP PAYROLL FEES ADP FEES 051923 781067807542 CCD	Uncategorized	Uncategorized	DIRECTDEBIT		-84.03		\$6,787.40
5/11/2023	11173	CHECK #11173	Uncategorized	Uncategorized	CHECK	EE SA CHK	-706.85		\$6,871.43
5/9/2023		DIRECTDEBIT ADP WAGE PAY WAGE PAY 050923 781067618849JIG CCD	Uncategorized	Uncategorized	DIRECTDEBIT		-5328.14		\$7,578.28
5/9/2023		DIRECTDEBIT ADP Tax ADP Tax 050923 RRJIG 050910A01 CCD	Uncategorized	Uncategorized	DIRECTDEBIT		-1560.33		\$12,906.42
5/5/2023		DIRECTDEBIT ADP PAYROLL FEES ADP FEES 050523 928927971976 CCD	Uncategorized	Uncategorized	DIRECTDEBIT		-84.03		\$14,466.75

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06/02/23

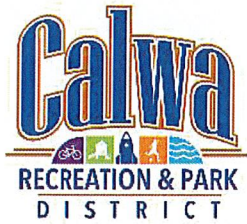
**Calwa Recreation and Park District**  
**Reconciliation Summary**  
Bank of West NEW REV ...08, Period Ending 05/31/2023

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	<u>May 31, 23</u>
Beginning Balance	50,807.80
Cleared Transactions	
Checks and Payments - 48 items	-28,600.35
Deposits and Credits - 4 items	8,917.98
Total Cleared Transactions	<u>-19,682.37</u>
Cleared Balance	<u><u>31,125.43</u></u>
Register Balance as of 05/31/2023	31,125.43
Ending Balance	31,125.43

**Calwa Recreation and Park District**  
**Reconciliation Detail**  
**Bank of West NEW REV ...08, Period Ending 05/31/2023**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						50,807.80
<b>Cleared Transactions</b>						
<b>Checks and Payments - 48 items</b>						
Check	05/01/2023		Arco	X	-30.10	-30.10
Check	05/01/2023		Amazon	X	-16.19	-46.29
Check	05/02/2023		Mid Valley Disposal	X	-392.76	-439.05
Check	05/02/2023		Leasedirect Payment	X	-153.40	-592.45
Check	05/02/2023		Streamline	X	-75.00	-667.45
Check	05/03/2023		Montoy Law Corpora...	X	-840.00	-1,507.45
Check	05/03/2023		Terminix	X	-66.60	-1,574.05
Check	05/04/2023		BRADY SUPPLIES	X	-407.48	-1,981.53
Check	05/05/2023		ULINE	X	-346.06	-2,327.59
Check	05/05/2023		AT and T	X	-236.40	-2,563.99
Check	05/05/2023		Ameriguard Security...	X	-51.99	-2,615.98
Check	05/08/2023		Jeff Pfeiffer	X	-550.00	-3,165.98
Check	05/08/2023		Yellow Dog Signs & ...	X	-533.08	-3,699.06
Check	05/08/2023	171	Hall Deposit Refund	X	-300.00	-3,999.06
Check	05/08/2023	170	Hall Deposit Refund	X	-50.00	-4,049.06
Check	05/08/2023		Amazon	X	-49.83	-4,098.89
Check	05/08/2023		The Home Depot	X	-33.44	-4,132.33
Check	05/08/2023		Amazon	X	-29.24	-4,161.57
Check	05/08/2023		Power Business Tec...	X	-24.88	-4,186.45
Check	05/08/2023		Arco	X	-20.00	-4,206.45
Check	05/09/2023		The Home Depot	X	-273.12	-4,479.57
Check	05/09/2023		Verizon Wireless	X	-72.26	-4,551.83
Check	05/09/2023	168	Hall Deposit Refund	X	-35.00	-4,586.83
Check	05/15/2023		Target	X	-181.82	-4,768.65
Check	05/16/2023		PG and E	X	-2,220.06	-6,988.71
Check	05/16/2023		Lighting Loan-De La...	X	-1,955.72	-8,944.43
Check	05/17/2023		Starlink	X	-120.00	-9,064.43
Check	05/18/2023		Target	X	-103.34	-9,167.77
Check	05/18/2023		Arco	X	-22.99	-9,190.76
Check	05/19/2023		AT and T	X	-96.51	-9,287.27
Check	05/19/2023		Target	X	-65.00	-9,352.27
Deposit	05/22/2023		Payroll Transfer	X	-15,000.00	-24,352.27
Check	05/22/2023		City of Fresno	X	-1,421.19	-25,773.46
Check	05/22/2023		Bank of the West Cr...	X	-483.38	-26,256.84
Check	05/22/2023		Arco	X	-26.10	-26,282.94
Check	05/23/2023		BRADY SUPPLIES	X	-244.15	-26,527.09
Check	05/23/2023	172	Hall Deposit Refund	X	-200.00	-26,727.09
Check	05/23/2023		BRADY SUPPLIES	X	-45.81	-26,772.90
Check	05/24/2023		Quickbooks Intuit	X	-117.02	-26,889.92
Check	05/25/2023		BRADY SUPPLIES	X	-137.95	-27,027.87
Check	05/30/2023	174	Dan Glass Repair	X	-712.88	-27,740.75
Check	05/30/2023		The Mowers Edge	X	-312.94	-28,053.69
Check	05/30/2023		Bank of the West Cr...	X	-182.99	-28,236.68
Check	05/30/2023		Adobe	X	-19.99	-28,256.67
Check	05/30/2023		Amazon	X	-16.19	-28,272.86
Check	05/30/2023		Zoom Video Commu...	X	-15.99	-28,288.85
Check	05/31/2023	173	Hall Deposit Refund	X	-200.00	-28,488.85
Check	05/31/2023		Fresno County Reco...	X	-111.50	-28,600.35
<b>Total Checks and Payments</b>					<b>-28,600.35</b>	<b>-28,600.35</b>
<b>Deposits and Credits - 4 items</b>						
Deposit	05/16/2023		CALWA RECREATI...	X	4,030.00	4,030.00
Deposit	05/16/2023		CALWA RECREATI...	X	4,537.98	8,567.98
Deposit	05/22/2023		CALWA RECREATI...	X	150.00	8,717.98
Deposit	05/22/2023		CALWA RECREATI...	X	200.00	8,917.98
<b>Total Deposits and Credits</b>					<b>8,917.98</b>	<b>8,917.98</b>
<b>Total Cleared Transactions</b>					<b>-19,682.37</b>	<b>-19,682.37</b>
<b>Cleared Balance</b>					<b>-19,682.37</b>	<b>31,125.43</b>
<b>Register Balance as of 05/31/2023</b>					<b>-19,682.37</b>	<b>31,125.43</b>
<b>Ending Balance</b>					<b>-19,682.37</b>	<b>31,125.43</b>



For the Meeting of: 6/20/2023  
Agenda Item No.: E-1

**CALWA RECREATION & PARK DISTRICT  
REPORT TO THE BOARD**

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**TO:** Board of Directors

**FROM:** District Administrator, Adam Ramos

**SUBJECT:** Update on Calwa Pool Project.

**SUMMARY:**

After the submission and extension of the RFP for the architectural designs for the pool our initial engineer Ron Allred took the responsibility to create the designs himself and will lead the design in provided those restroom and shower designs. After provided Mr. Allred with new measurements of the current pool shell it was determined that the pool is smaller in size by a few hundred square feet according to Mr. Allred. This allows the District to make some adjustments when providing restrooms and showers for the pool itself. Since the pool is smaller in size, the restroom sizes and requirements decrease saving the budget a few thousand dollars. It was suggested that the District build a new stand alone restroom, simple in design and function, within the designated pool area. This allows the pool to be in compliance with the States building codes and decreases the budget. For example, instead of requiring 4 stalls and 3 urinals for the males' restrooms, it decreases the amount of stalls and urinals needed.

County of Fresno documentation has been provided and a formal letter was provided to update the County of Fresno on the status of the project.

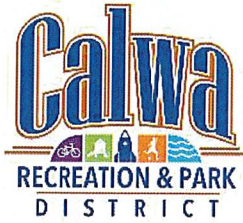
Testing companies have been contacted to ask if they provide a certain testing service Ron Allred needs to finalize his designs, but have not requested quotes at the moment.

Meetings are taking place with the County of Fresno to update on the pool as well as donors.

Once testing reports have been completed then the District will issue two RFP's. One will be for the construction of the restrooms, which is already designed, and the other will be for the completion of the pool itself. It was the executive decision of the DA and Legal, after consulting with Ron, that two separate RFPs should be released.

**RECOMMENDATION:**

That the Board receive the report, discuss, and provide direction, if needed.



For the Meeting of: 6/20/2023  
Agenda Item No.: \_\_\_\_\_

**CALWA RECREATION & PARK DISTRICT  
REPORT TO THE BOARD**

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**REASON FOR RECOMMENDATION:**

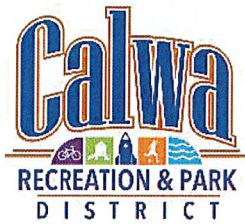
Update the Board on the status of the pool project.

**FISCAL IMPACT:**

Fiscal impact will not impact District funds due to the Fresno County ARPA award as well as donations received to cover remaining expenses.

Attachments:

NA



For the Meeting of: 6/20/2023  
Agenda Item No.: F-1

## **CALWA RECREATION & PARK DISTRICT REPORT TO THE BOARD**

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**TO:** Board of Directors

**FROM:** District Administrator, Adam Ramos

**SUBJECT:** Approval of Resolution 2023-06: Resolution of the Board of Directors of Calwa Recreation and Park District Adopting the Fiscal Year 2023-2024 Preliminary Budget.

**RECOMMENDATION:**

That the Board receive report and approve Resolution of the Board of Directors of Calwa Recreation and Park District Adopting the Fiscal Year 2023-2024 Preliminary Budget.

**SUMMARY:**

As the 22-23 fiscal year comes to a close, review of the District financial standing and budget preparation are required for the next fiscal year 23-24. The District and its Board have secured funding through several outlets as well as the normal tax apportionments annually to remain in a positive net position for the last three years. This is due to several factors but are not limited to: decrease in administrative staff, decrease in line items on the budget in relation to income deposited, and increase use of donations and grants.

***Line Items in FY 23-24 Budget: Suggested Increases: (will be in the attached budget)***

- Employee Costs: raises, potential new employees for new projects upon completion,
- Cleaning Supplies: includes toilet paper, hand soap, etc...
  - ✓ As park participation increases the need for an increase in cleaning and restroom supplies will increase.
- Technology Services: includes use of all technology services District utilizes such as adobe, amazon prime, canva, printing services.
- Audit: based off of FY 22-23 costs, suggested to increase budget as cost increased.

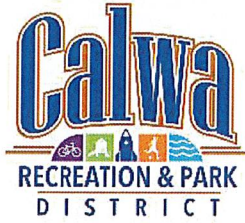
***Line Items that will be Removed in FY 23-24 Budget:***

- Online Social Media Protection Services saving District \$2500.00
- Landline Service, landline removed and converted to cell phones, District did retain the same office number.

**REASON FOR RECOMMENDATION:**

For the Board to receive report, discuss, and provide direction, for the preparation of the Preliminary Budget for adoption at June Board meeting.





For the Meeting of: 6/20/23  
Agenda Item No.: F-1

**CALWA RECREATION & PARK DISTRICT  
REPORT TO THE BOARD**

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**FISCAL IMPACT:**

There is no fiscal impact resulting from this report.

Attachments:

- District Preliminary Budget Packet for FY 23-24

**RESOLUTION NO. 2023-06**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CALWA  
RECREATION AND PARK DISTRICT ADOPTING THE FISCAL YEAR  
2022-2023 PRELIMINARY BUDGET**

**WHEREAS**, the Board of Directors is required to adopt a Preliminary Budget by June 30, 2023; and

**WHEREAS**, the Board at its regular meeting of May 16, 2023, discussed the budget and gave direction to staff; and

**WHEREAS**, at its meeting of June 20, 2023, the Board considered the Preliminary Budget; and

**WHEREAS**, after adoption of the Preliminary Budget, the Board will hold a public hearing regarding adoption of the Final Budget pursuant to published notice as required by law.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Calwa Recreation and Park District as follows:

**SECTION 1. FINDINGS.** The Board finds and declares as follows:

A. The Board has reviewed the budget documents and recommended Preliminary Budget for Fiscal Year 2023-2024 which as attached as Exhibit A; and

B. The proposed Final Budget is based upon appropriate estimates and financial planning for the District's operations, and services; and

C. The proposed Final Budget provides continued services at current levels to the District.

D. This budget also includes continuation and/or completion of projects to enhance the community; and

E. All procedural requirements for adopting the District's Preliminary Budget have been fulfilled by the Board of Directors; and

F. It is in the public interest for the Board to adopt the Preliminary Budget.

G. A public hearing for the Final Budget will be noticed and held in accordance with legal requirements.

**SECTION 2. ADOPTION OF PRELIMINARY BUDGET.** The Fiscal Year 2023-2024 Preliminary Budget presented, amended, and incorporated by reference together with the anticipated revenues for Fiscal Year 2022-2023 is approved and adopted.

**SECTION 3. EFFECTIVE DATE.** This Resolution will become effective immediately upon adoption and will remain effective unless repealed, amended, or superseded.

**CERTIFICATION**

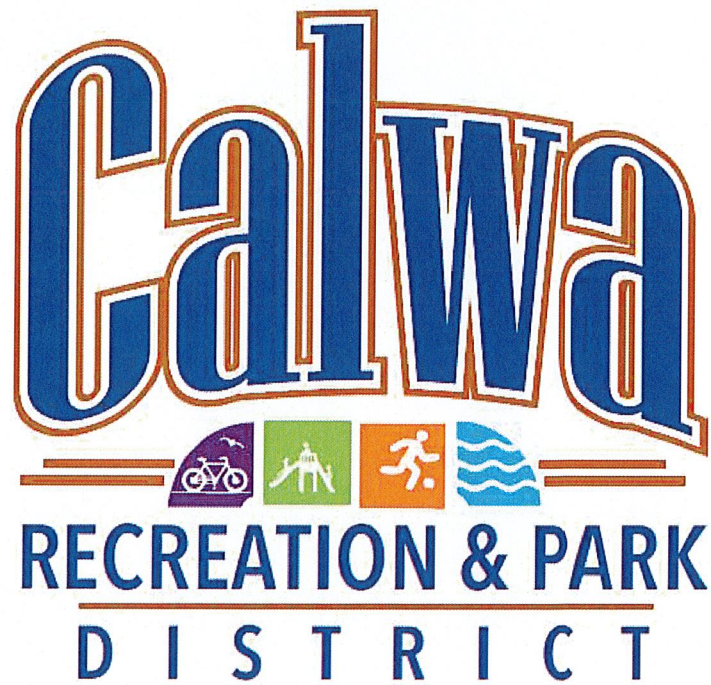
Adoption of the foregoing Resolution No. 2023-06 was moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and adopted on roll call at a regular meeting on June 20, 2023, by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSTENTIONS: \_\_\_\_\_  
ABSENCES: \_\_\_\_\_

\_\_\_\_\_  
Esmeralda Zamora, Board Chair

ATTEST:

\_\_\_\_\_  
District Secretary



Calwa Recreation and Park District

**Preliminary Budget**

**FY 2023-2024**

4545 E. Church Ave

Fresno CA 93725

Prepared by District Administrator

Adam J. Ramos

# CALWA RECREATION AND PARK DISTRICT

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## **Calwa Recreation and Park District Mission Statement:**

*To provide and maintain recreation facilities, programs, and community enrichment activities that offer opportunities to promote social, physical and mental well-being for residents of the District and the greater community.*

Calwa Recreation and Park District is committed to improving the quality of life for the community by providing a safe, clean, accessible park and community center. We pride ourselves on offering exclusive recreation programming, recreational activities that reflect current recreational trends, large scale community outreach events, and forming long standing partnerships with local organizations who share the same mission and values of that of the District.

CRPD provides a wide variety of programming throughout the year impacting the community in numerous ways, the following are the programs currently being offered:

### **ZUMBA KIDS AFTER SCHOOL**

**PROGRAM:** provides after school services that keep children and teens engaged with school work while away

from school. Programming occurs Monday-Friday from 3:00PM to 5:00pm. Program is lead by our Program Coordinator and any volunteers who wish to assist. After school program includes arts and crafts, homework assistance, outside games and sports, tutoring, mentoring, and community service projects. This program has seen an increase in use from our community averaging 8 students per day. Goals for the program moving forward are to hire an assistant to help expand and bring in more children, while also offering curriculum for drop-in students and students who complete their schoolwork and are seeking additional learning opportunities.

### **SPORTS AND RECREATION PROGRAMMING:**

District programming currently includes Youth Sports Camps of various sports and our Toddler Soccer Program. The district offers sports camps during several times of the year and typically see enrollment of 15-25 participants. The Toddler Soccer Program has been offered for several months on a consistent basis and is District program that will be a foundation of programming for our youth. The goal of our programming is to teach teamwork, sportsmanship, fundamentals of a sport, completing tasks and reaching goals, and promoting healthy safe activity.

*Boxing:* District is in partnership with Calwa Boxing Club and extends our

facility to this club to recruit, train, and help our communities youth learn the sport of boxing in a controlled and safe environment. That program is from 6:00pm-8:30pm and is offered to kids, teens, and adults for ages 6 and above. Students are required to pay a monthly fee, but Calwa Boxing Club does provide discounts and scholarships to members of the Calwa community.

*Karate:* District is in partnership with IKK-DO and they offer a paid service program that centers around the several variations of karate. They currently average 15-25 students and hold tournaments here in the rec center.

*Zumba:* District is in partnership with two Zumba instructors who lead a large class of adults that center on the dance exercise of Zumba. Here students can dance to music while exercising in a fast-paced environment. These classes are offered Monday-Friday from 10:00am-11:00am, 6:30pm-7:30pm and 7:30pm-8:30pm. Each instructor averages 15-25 students and holds dance events inside and outside of the rec center.

*Southeast Youth Soccer League:* District is in a partnership with SEYSL as of December of 2021. This partnership has proven beneficial for both the league and the park by bringing hundreds of players and their families to the park daily for practices and games. League uses District soccer fields on Monday-Saturday and attracts other members of the community to engage and register

their children within their leagues. This is also a paid registration service that SEYSL implements but does offer special rates for Calwa residents.

New programs are currently in development but with the limited staff the process is slowed, if new staff approval is approved then more programming can be offered in variations. District is aware that we need to begin to offer programming to various populations and the elderly is up for new programming.

District is committed to continuous improvement in all aspects of the District. With recreational trends evolving the need for fresh ideas and programming is important. Developing the programs for the needs of the community is vital to creating a park and programming that suites our community and invites others from throughout Fresno and neighboring towns/cities to participate in our programs.

## **COMMUNITY ENGAGEMENT/EVENTS:**

District facilitates community wide collaborative for various reasons. The District wants to provide events that will create long lasting memories of Calwa Park. The outreach we perform, along with partnered organizations, aims to assist our community with resources that can help increase quality of life and other resources during hardships. District has partnered with several non-profit organizations to provide health screenings, COVID testing and

vaccinations, Back to School Backpack Giveaways, Turkey Giveaways, Christmas Gift Giveaways, Halloween Trunk or Treat, Spring Easter Festival, Health Fairs and Movie In the Park events. District events are always a success and average over 1,000 people crossing through our gates.

**PROJECTS:**

District saw several projects completed during the FY 21/22. We saw our north park entrance upgraded with woodchips, new signage for our tobacco and drug policy, a rejuvenated hall fresh with paint and baseboards to name a few. The main upgrades we also encountered were with the repair and upgrade of our restrooms located south of the hall. District replaced all field lighting with energy efficient LED fixtures increasing the illumination and decreasing costs to the District.

For FY 22/23 Projects currently in design and potential construction are our Kaiser Permanente Swimming Complex, Prop 68 plans, Walking Loop, and Urban Soccer Complex.

Potential FY 22/23 Future projects will include the repair and upgrade to the basketball court and addition of new lighting in Field 1.

## **DISTRICT REVENUE SOURCES**

*PREVIOUS FY CARRYOVER:* Funds held in District Bank Accounts, excluding outstanding liabilities. (Uncashed checks, bills received prior to June 30<sup>th</sup> but unpaid, etc..).

*PROPERTY TAXES:* property taxes paid by Calwa Recreation and Park District property owners which is collected by the Fresno County Auditor-Controller/Treasure-Tax Collector through assessments based on property values. Large deposits are made in December and April of FY.

\*50% of the funds expected in the fiscal year are deposited into the District's Account in December and January of each year. The account is administered by the Fresno County Auditor-Controller/Treasure-Tax Collector Office. 45% is deposited in April and the remaining 5% in June.

\* Additional funds from 'unsecured property taxes' are deposited in February of each but can't be used for budgeting purposes because they fluctuate erratically from year to year and inconsistent.

*RDA TAX INCREMENT:* these are funds that formerly would have been distributed to Redevelopment Agencies as a tax increment are deposited into a Redevelopment Trust Fund and used to pay obligations listed on the Redevelopment Obligations (EOPS/ROPS). Any remaining funds in the trust fund, plus any unencumbered redevelopment cash and funds from asset sales, are distributed to the local agencies such

as the Calwa Recreation and Park District. These 'pass-through' funds are deposited into the Districts accounts by the County and deposited in January and June.

\*The District also receives additional 'ABX1 26' funds which are generated using a formula related to the former Redevelopment Agency's debt. Those funds are deposited in February but also can not be used for budgeting purposes because of inconsistent deposits.

*EVENT REVENUE:* funds collected from special events and park use fees such as: Showdown for Hope, Bizarre Art Festival, any miscellaneous events that require park use contracts and space. Typical charges for non-profits are \$500/day while regular organizations are \$1,000/day for whole park use.

*HALL RENTAL REVENUE:* monies paid to lease the Community Center Main Hall (excluding deposit fees). Current fees are \$75/hour. A \$200 deposit is required but refunded after completion of party and no damages observed.

*PICNIC RENTAL REVENUE:* funds collected to reserve a picnic shelter in the park. Renters pay \$35/picnic area for the day use and an additional \$20 for electrical. A \$25 bounce house fee will also be applied if one present.

*FIELD RENTAL REVENUE:* funds collected to reserve any of the athletic fields in Calwa Park. The public may rent out any of the 3 full size soccer fields, the grassy area south of the hall



center, or basketball court. Rates vary depending on organization.

RENT PAYMENTS/VENDORS: revenue collected from holders of long-term leases on certain areas of Calwa Park. These include boxing, concession stand, karate, recycling center, and Zumba.

Concession Stand: \$1200/month

Recycling Center: \$700/month

Boxing: \$200/month

Zumba: stated above in Zumba Revenue ranges \$555/month

Karate: \$150/month

Soccer Field Rentals: \$2270 for two seasons.

*DONATIONS:* District solicits donations for park events that center around community outreach and partner with non-profits and large local businesses for donations. Donations are applied to community outreach events, special programs within Calwa Park, or park project upgrades/development.

**DIRECTOR STIPEND FORFEITURE:** Board of Directors are compensated \$100/meeting. Board of Directors have the option of opting out of receiving payment from the District for their service, and have the choice to donate those funds back to the District. Restrictions on this option is the Board Member may not request to have funds applied to certain expenses.

## **DISTRICT CURRENT REVENUES**

Total in REV, PR, and County Accounts:  
**\$819,685.23**

Unrestricted Funds/Total Available Funds: **\$790,418.82**

Restricted Funds: **\$88,758.46** (Pool Reserve)

## **ARPA GRANT**

Through Fresno County District was able to procure ARPA Grant or Federal American Rescue Funds funding to complete the Pool Project. This funding requires due diligence in reporting for the district and payouts are based off the work completed and invoices produced. The amount rewarded for the District was \$675,000 in ARPA funding with donations for the pool currently totaling \$88,758.46 bringing the final budget for the pool to \$763,758.46

## **STATE OF CA GRANT**

Through the State of CA, District applied for a Parks Grant and was awarded an amount of \$179,206.00. These funds have not been deposited into Districts accounts, waiting on final approval before disbursement. These funds will be restricted for use of the soccer futsal complex.

## **DISTRICT PERSONNEL EXPENSES:**

includes employee salaries, payroll taxes, payroll fees, director stipends, workers compensation, HR miscellaneous.

## *POSITION BACKGROUND INFORMATION:*

District Administrator (FT): \$51,000.00

Office Manager (FT): VACANT

Maintenance Supervisor (FT): \$38,400

Maintenance Staff (PT): \$18,600

Maintenance Staff (PT): \$25,200

Maintenance Staff/Program Support  
(PT): VACANT

Recreation Program Coordinator (PT):  
VACANT Est: \$36,400

Recreation Program Assistant I (PT):  
\$25,000

Average Expense Per Pay Period:  
\$6,200.00 Bi-weekly Average

\$13,000.00 Monthly Average

### ***PERSONELL EXPENSES BACKGROUND INFORMATION:***

District Payroll Taxes: are the portion of Federal and State taxes that are the responsibility of the District.

Payroll Fees: calculated by the Districts payroll processing contractor ADP, and are based on the number of pay periods and checks processed as well as preparations on tax documents. Tax documents being Employers Quarterly Federal Tax Return, California Quarterly Contribution Return and Report of Wages.

Director Stipends: as a board director or board member, District policy states that acting members of the Board of Directors are compensated \$100/meeting.

Workers Compensation: required by provider, the Special District Risk

Management Authority (SDRMA). Funds allocated in the 2022/2023 FY are reserved for the Districts payment of the anticipated premium. These figures increase or decrease due to initial invoices being estimates, based off of payroll periods and the Experience Modification Factor (EMF). This number is based off of the amount of workers compensation claims the district makes to SDRMA. EMF adjusts as Districts claims decrease/increase.

HR Miscellaneous: District applies its background checks fees, audits, or information.

Health Insurance: District has no interest in providing health insurance for this FY.

### **DISTRICT OPERATIONS EXPENSES:**

Audit: Yearly Fiscal Year Audit that is outsourced and required by the State of California.

Bank Fees: Bank of The West service monthly fees that are charged and then are credited back to account.

Cleaning Supplies: expenses cover items such as paper towels, antibacterial sprays, spray bottles, Lysol, and other miscellaneous supplies.

District Counsel: Fees that are paid for legal counseling services that are provided to Calwa Park District.

District Board Elections: Fees are paid to Fresno County Elections Department so that CPRD may

participate as part of the elections every four years.

Electricity: Fees are paid to PG&E for Electricity and Gas services.

Electric Field Lighting Loan: new field lights were installed in 2021, the cost for the loan lighting equipment will be paid out to De Lage Landen Public Finance LLC for a fixed amount each month.

Equipment Fuel: to operate Calwa Maintenance staff tools and vehicles.

Event Costs: expenses related to community outreach and public events. Funds food, games, vendors, and giveaways.

Fresno Co. Service: Fees publication costs to publicize the election on county ballots.

Liability Insurance: fees are paid to SDRMA to cover Calwa Park District in July of every Fiscal Year.

Internet: fees are paid to AT&T to cover internet usage used by Calwa Park office and programs offered such as After School Program for the community.

Mobile Phone: Fees are paid to wireless provider for four cell phones, District Administrator's cell phone, District office phone has two new lines and Maintenance Cell phone services.

Memberships: fees have been reserved for the District's participation in the California Districts Association and the California Association of Recreation and Park Districts.

Mileage: costs incurred by staff to conduct District business is reimbursable at a rate cost per mile in accordance to the State of CA requirements.

Office Equipment: costs include the lease of the office copier and the occasional purchase of wiring or other devices needed for the District to carry out its operations.

Office Supplies: tracked in this category include paper, ink, pens, binders, dividers, filing folders and other miscellaneous supplies for office operations.

Professional Development: expenses include costs associated with travel and attendance at conferences and professional training seminars, including those organizations by the CSDA and CARPD.

Recreation Programs: require materials such as sports equipment, art supplies, small prizes used as incentives for program participants and other recreational equipment Expenses incurred to carry out program activities will be tracked in this category.

Repairs & Maintenance: costs tracked in this line item will cover small expenses to fix anything that gets damaged or defaced on District Property. They include but are not limited to sprinklers, windows, graffiti removal, air conditioning unit repair, faucets, toilets water lines, lights, and doorknobs.

Security: fees are paid to Ameriguard to cover fee from 9 pm to 8 AM every day.

Security Monitoring System: Purchase new cameras

Technology Services: will be utilized to maintain the District's website, provide email and the occasional technical support offered by private consultants. Online meeting services, flyer design is also included.

Trash Disposal: fees are paid to Mid Valley Disposal to pick up a regular trash bin, green waste bin and a recyclable material bin once per week.

Water: Fees are paid to the City of Fresno to maintain parks landscaping and structures in the park.

Swimming Pool Maintenance: pool maintenance costs associated with maintaining the pool.

Swimming Pool Construction: invoices are paid out from this money when there is a service that was done to build swimming pool.

Soccer Complex Construction: costs incurred for the development and construction of the new soccer complex.

Purchase of District Truck: directed by board to seek quotes for District truck to assist in maintaining the Districts property.

**CALWA PARK  
PRELIM BUDGET FY 23-24**

**EST EMPLOYEE COSTS**

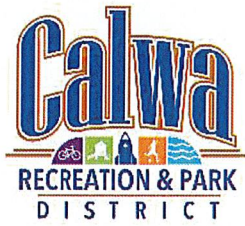
EMPLOYEE COST	TOTAL
Employee Salaries	\$204,000
Payroll Taxes	\$21,665
Payroll Fees	\$2,185
Director Stipends	\$7,500
Workers Compensation	\$9,000
HR Misc.	\$1,200
<b>TOTALS</b>	<b>\$245,550.00</b>

**EMPLOYEE COST BACKGROUND INFORMATION:**

Increase in employee salary line items for the following reasons:

- Office Manager will have 1 year evaluation and in accordance with the Step Increase Document will see annual salary increase to \$36,792 from current step of \$35,040.
- Maintenance Supervisor will have 1 year evaluation and in accordance with the Step Increase Document will see annual salary increase to \$38,400 from current step of \$36,792.
- District Administrator is under contract for an additional FY at \$51,000.00
- An additional assistant will be assisting our Program Coordinator at minimum wage with limited hours.





For the Meeting of: 06/20/2023  
Agenda Item No.: F-2

## **CALWA RECREATION & PARK DISTRICT REPORT TO THE BOARD**

---

**TO:** Board of Directors

**FROM:** District Administrator, Adam Ramos

**SUBJECT:** Park Rental Agreement for Calwa Boxing Club's: Calwa Mega Boxing Show.

**RECOMMENDATION:**

That the Board receive report, discuss, and provide direction on Calwa Mega Boxing Show.

**SUMMARY:**

District has a positive relationship with Calwa Boxing Club and they currently serve as a vendor here inside of the hall building providing boxing classes to the community of all ages. They are a professional, licensed, and sanctioned club by USA Boxing and are interested in hosting their own boxing showcase here inside the District. Coach Elias, who operates the club, has reached out to DA to seek permission and understand the procedure involved in hosting the Calwa Mega Boxing Show. Attached you will see a document that was provided to Coach Elias regarding what items he would need to provide to start the process. Their impact on the community has been positive and obvious with a full club Monday-Thursday. In the past, with previous boxing coaches, the District has allowed for boxing shows to occur without incident. Coach Elias has assured the District that all of the proper protocols will take place for the event and that he will adhere to all of the District rules and regulations. Coach Elias is presenting an interest form today with the hopes of the Board of Directors providing feedback and answering any questions that the Board may have in hopes of having an event agreement in place for a final vote at the July regular meeting.

**REASON FOR RECOMMENDATION:**

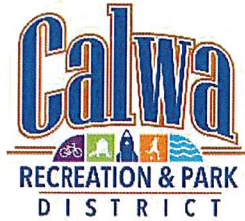
Introduce event that Calwa Boxing Club is interested in hosting.

**FISCAL IMPACT:**

There is no fiscal impact resulting from this report.

Attachments:

- Summarized Description of Calwa Boxing Club Event



For the Meeting of: 06/20/2023  
Agenda Item No.: F-2

## **CALWA RECREATION & PARK DISTRICT REPORT TO THE BOARD**

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### **Calwa Boxing Club Event**

August 19, 2023

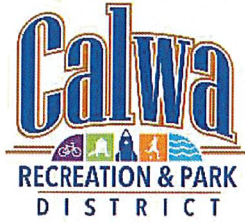
7:30am-6pm (early morning weigh ins and clean up for 6pm).

#### **Needs:**

- Basketball Court Area
  - ✓ Set Up Ring (cannot drill in asphalt)
  - ✓ Supplying a canopy
  - ✓ Supplying chairs and tables
  - ✓ Supplying all items for USA Boxing Regulations (Doctors, Cut men, officials)
- Will be selling food/concessions.
- Charging at the door and presale tickets: For profit event.
- Proof of insurance: Event Liability Insurance naming District as additionally insured.
- Will have ambulance on site.
- Privacy Netting-want to increase ticket sales and push people inside of cage.
- Put a sign out on the fencing that says Calwa Boxing Club

#### **District Will Need:**

- Agreement in place that the board of directors will need to approve.
  - ✓ Approval date will be June 20 or July 18
  - ✓ Site map
  - ✓ Security Guards
  - ✓ Sponsorship banners
  - ✓ Canopies
  - ✓ Signed agreement with board
  - ✓ Attend board meeting June 20<sup>th</sup>, 2023.
  - ✓ Emergency Action Plan
- Single document with the following information:
  - Number estimated people attending
  - Whats included with a sanctioned boxing event: for example: physician, insurance, etc...
  - Number of vendors you are expected to have



For the Meeting of: 06/20/2023

Agenda Item No.: F-2

## **CALWA RECREATION & PARK DISTRICT REPORT TO THE BOARD**

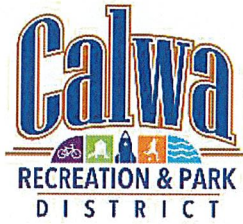
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- Types of vendors: can be brief description for example: selling boxing equipment, selling soda/water, selling tacos, etc...
- Detailed itinerary of each start and end time for the entire event: for example: time of first fight, how many rounds, expected time of completion of that single fight.

### **District Will Assist In:**

- Seeking donations (seeking donation for the belts/trophies for the kids)
- Letter of support for their donation outreach
- Media outlet outreach
- Flyer Distribution: canvass community (making own flyer)
- Will not supply staff that day.





For the Meeting of: 06/20/2023  
Agenda Item No.: F-3

## **CALWA RECREATION & PARK DISTRICT REPORT TO THE BOARD**

---

**TO:** Board of Directors

**FROM:** District Administrator, Adam Ramos

**SUBJECT:** Approval of Resolution 2023-07: Resolution of Calwa Recreation and Park District Approving Revised Fees for District Facilities and Parks.

**RECOMMENDATION:**

That the Board approve Resolution 2023-07: Resolution of Calwa Recreation and Park District Approving Revised Fees for District Facilities and Parks.

**SUMMARY:**

District Service Charges have been consistently the same for the last two years. As the District is seeing an increase in demand for its services the need to increase charges for those services is necessary to cover the expenses associated with providing those services. Some of the charges that will be updated are hall rental use, park rental use, and field rental use. Some of the charges that will remain the same will be picnic area rentals. In comparison to local Special Districts that provide similar services CRPD is more cost effective across the board of services provided. These new charges will bring the District up to date with inflation and remain profitable.

\*District Administrators reserves the right to approve donated District services based on extenuating circumstances for residents of Calwa specifically for memorial or similar services.

**REASON FOR RECOMMENDATION:**

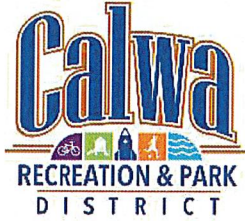
To update the Districts Master Schedule of Fess, Charges, Penalties, and Recovered Costs.

**FISCAL IMPACT:**

Increase Districts revenues.

Attachments:

- Proposed new Master Schedule of Fess, Charges, Penalties, and Recovered Costs.
- RESOLUTION NO. 2023-07 RESOLUTION OF CALWA RECREATION AND PARK DISTRICT APPROVING REVISED FEES FOR DISTRICT FACILITES AND PARKS.



For the Meeting of: 06/20/2023

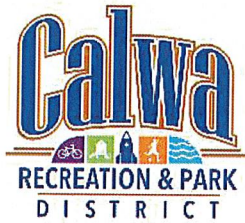
Agenda Item No.: F-3

**CALWA RECREATION & PARK DISTRICT  
REPORT TO THE BOARD**

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**PARKS AND RECREATION FACILITIES: FEES, RENTALS, AND DEPOSITS**

FACILITY	RATE	DEPOSIT
1. HALL RENTAL (IF WANTED DURING PARK RENTAL EVENT, MUST INCLUDE COST IN AGREEMENT) *NO NON-PROFIT PRICING *INCLUDES KITCHEN USE *	\$85/HR	\$200
2. WHOLE FIELD USE (FIELD 1, 2, 3)	\$425/FIELD:3-5 DAYS PER WEEK \$300/FIELD: 1-2 DAYS PER WEEK <i>INCLUDES LIGHTS</i>  <b>*MONTH            COMMITMENTS            *AGREEMENTS NEEDED            APPROVED BY BOARD</b>	\$150  \$100
3. FIELD USE (SECTIONED 1-3)	\$75/FIELD/SECTION: 3-5 DAYS PER WEEK \$50/FIELD/SECTION: 1-2 DAYS PER WEEK <i>INCLUDES LIGHTS</i>  <b>*MONTH BY MONTH            COMMITMENTS ONLY            *AGREEMENT NEEDED,            APPROVED BY DA</b>	\$25  \$25



For the Meeting of: 06/20/2023

Agenda Item No.: F-3

**CALWA RECREATION & PARK DISTRICT  
REPORT TO THE BOARD**

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5. ELECTRICITY ACCESS FOR COVERED PICNIC AREAS  (DISTRICT WILL NOT PROVIDE CORDS)	\$20 DAILY RATE	NA
6. COVERED PICNIC AREAS (COLORED)	\$65 DAILY RATE INCLUDES ALL TABLES UNDER SHELETER	NA
7. ART WALL	\$25/SPACE *12X12 SPACE ONLY	NA
8. WHOLE PARK RENTAL (FOR PROFIT EVENTS)	\$1,500 FOR FIRST DAY EACH ADDITIONAL DAY: \$500/DAY	\$500
9. WHOLE PARK RENTAL (NON-PROFITS)	\$1,250 FOR FIRST DAY EACH ADDITIONAL DAY: \$350	\$500
10. MEETING ROOM	\$35/HOUR	

**RESOLUTION NO. 2023-07**

**RESOLUTION OF CALWA RECREATION AND PARK DISTRICT APPROVING  
REVISED FEES FOR DISTRICT FACILITIES AND PARKS**

**WHEREAS**, Calwa Recreation and Park District has adopted reasonable fees for the use of District Facilities and Parks; and

**WHEREAS**, the District periodically reviews all fees during the budget process and as needed; and

**WHEREAS**, the District has determined that the District's Facilities and Park fees be amended to reflect the reasonable cost for providing the services and to allow for affordability; and

**WHEREAS**, after review and consideration, it is deemed by the District Administrator that it is in the best interest of the District and its residents that certain fees be adjusted.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Calwa Recreation and Park District as follows:

**Section 1:** The foregoing recitals are true and accorded and are incorporated by reference.

**Section 2:** Current District fees are amended as follows:

FACILITY	RATE	DEPOSIT
1. HALL RENTAL (IF WANTED DURING PARK RENTAL EVENT, MUST INCLUDE COST IN AGREEMENT) *NO NON-PROFIT PRICING *INCLUDES KITCHEN USE *	\$85/HR	\$200
2. WHOLE FIELD USE (FIELD 1, 2, 3)	\$425/FIELD:3-5 DAYS PER WEEK \$300/FIELD: 1-2 DAYS PER WEEK <i>INCLUDES LIGHTS</i>  *MONTH COMMITMENTS *AGREEMENTS NEEDED APPROVED BY BOARD	\$150  \$100
3. FIELD USE (SECTIONED 1-3)	\$75/FIELD/SECTION: 3-5 DAYS PER WEEK	\$25

	\$50/FIELD/SECTION: 1-2 DAYS PER WEEK <i>INCLUDES LIGHTS</i>  <b>*MONTH BY MONTH COMMITMENTS ONLY *AGREEMENT NEEDED, APPROVED BY DA</b>	\$25
5. ELECTRICITY ACCESS FOR COVERED PICNIC AREAS  (DISTRICT WILL NOT PROVIDE CORDS)	\$20 DAILY RATE	NA
6. COVERED PICNIC AREAS (COLORED)	\$65 DAILY RATE INCLUDES ALL TABLES UNDER SHELETER	NA
7. ART WALL	\$25/SPACE *12X12 SPACE ONLY	NA
8. WHOLE PARK RENTAL (FOR PROFIT EVENTS)	\$1,500 FOR FIRST DAY EACH ADDITIONAL DAY: \$500/DAY	\$500
9. WHOLE PARK RENTAL (NON-PROFITS)	\$1,250 FOR FIRST DAY EACH ADDITIONAL DAY: \$350	\$500
10. MEETING ROOM	\$35/HOUR	

**Section 3:** Except as amended by this resolution all other existing District fees shall continue in full force and effect.

**Section 4:** District staff is directed to take all administrative actions necessary to implement the attached listing of effective District fees.

**Section 5:** EFFECTIVE DATE. This Resolution will become effective immediately upon adoption and remain effective unless repealed, amended, or superseded.

**CERTIFICATION**

Adoption of the foregoing Resolution No. 2023-07 was moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and adopted on roll call at a regular meeting on June 20, 2023, by following vote:

AYES: \_\_\_\_\_

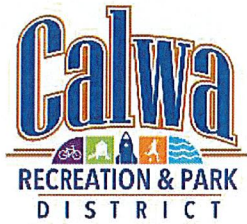
NOES: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

ABSENCES: \_\_\_\_\_

\_\_\_\_\_  
Esmeralda Zamora, Board Chair

ATTEST:  
  
\_\_\_\_\_  
District Secretary



For the Meeting of: 6/20/2023  
Agenda Item No.: G-1

**CALWA RECREATION & PARK DISTRICT  
REPORT TO THE BOARD**

---

**TO:** Board of Directors

**FROM:** District Administrator, Adam Ramos

**SUBJECT:** Informational Report on all District updates, and other information.

**RECOMMENDATION:**

That the Board receive report, discuss, and provide direction, if needed.

**SUMMARY:**

See attached District Administrator report on updates regarding District updates, and other information.

**REASON FOR RECOMMENDATION:**

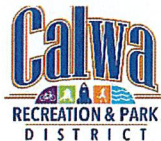
Inform Board on updates regarding District updates and other information.

**FISCAL IMPACT:**

There is no fiscal impact resulting from this report.

Attachments:

- DA Report



## **Calwa Recreation and Park District**

### **DA Park Updates June 16, 2023**

#### **Staff**

DA made the executive decision to hire a PT Office/Events Support Staff. They have started their hours as of 06/12/2023 and is leading the summer camps program over the summer. They are also learning the office responsibilities to assist as the Office personnel, this model is currently showing progress as DA adjusts the staffing model and evaluates the best staffing options for either a full time or part time individuals.

We have one PT MT employee who is hitting their annual evaluation, raise will occur in basis of the previous raise chart approved by board and performance.

#### **Board Meeting**

Next regular board meeting will take place on June 20, 2023 @ 5:30pm. If you would like to add anything to the agenda, please reach out to me via email and I can apply to the agenda. If you cannot attend the meeting, please let me know as soon as possible.

#### **Programs**

##### **UPCOMING PROGRAMS**

- Summer Camp will take place (June 12-June 29) and (July 10-July 27), staff will be Gabby and a new employee, and they will host multiple camp sessions with different themes. Flyers have been created but will distribute once we get closer to the dates. We currently have 13 children enrolled for the program.
- Toddler Indoor Soccer is functioning with Gabby leading both classes on Monday and Thursdays.
- Zumba Kids is averaging 8 children per session, this is afterschool assistance as well as a drop off program for participants of the Zumba classes. Gaby is leading this program and has been since its creation.

#### **Maintenance Updates**

- Watering schedule for the park is on the three-day schedule per the City of Fresno's requirements. Districts watering schedule on Tuesday, Thursday, and Saturday. We are working on purchasing new sprinklers to cover more green space to create equal grass growth.
- A new front sign section removed all of the greenery surrounding the sign for construction of the new front sign which many board members saw during the May board meeting. It will be a simple layout with drought tolerant landscaping and new posts. New posts have been purchased and we are in the process of purchasing landscaping for the area.
- Construction on Barton Ave, has begun construction. There is access to the recycling center, but they will be informed when they have to close. We may need to prorate rent to reflect the closure when it does occur. The estimated time of completion is late July. A new street as well as sidewalks are being constructed, we are in the process of communication



with the GC on whether they will apply parking lines for the District once completed. Will have update in July.

- The blue poles in front of the hall have been removed due to safety concerns. DA noticed that numerous children play along these poles, and it was creating an liability. New landscaping and additional wood chips will be added, no new boundary will replace the area.

### **Miscellaneous**

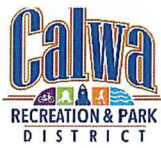
- The entire month of July is sold out for hall rentals. Every Saturday date in July is booked for hall rentals. The demand is increasing in the summer due to the heat.

### **Open Project Updates**

- **PROP 68**  
They've set an overall goal of submitting final drawings to the building department at the end of this month. With that in mind, we'd like to compile the set beforehand, and are requesting the drawings by next Friday, June 23rd. We have a few items to follow up on since our page turn meeting and will be reaching out as needed. A meeting with the WRT representative has been scheduled for Monday 6/19/23.

### **IN RESPONSE TO DIRECTOR PEREZ INFORMATION REQUESTS:**

- Prop 68 has not provided a schedule of breaking ground, and it is unknown on their construction schedule. Taco stand options will be discussed at the meeting on 6/19/23, update will be provided once they have an official builder on the project. Public communication can be provided by the DA in several forms, if provided overall direction from the Board as whole, DA can release a report, go live on Facebook, or create a small video to release that addresses the construction of not only Prop 68 but the pool as well.
- Pool Updates have been provided within the agenda for June 20, 2023 meeting. Once testing and RFP for the pool has been completed the Board will have enough information on the cost to complete the project. It is not suggested that the DA nor Board seek other alternatives just yet, as our Engineer Ron Allred has stated he will provide oversight of the project. Once, financials for cost of completion are provided, then alternatives for ARPA funds will be discussed and voted on.
- Plans for the Kiddie Area have been reviewed, DA was in communication with Kelvin Foutano who represents Dave Bang Associates Inc., they specialize in playground equipment and design, and it is estimated that updating the equipment within the play area will start from \$7-\$65K. The lower end is a single structure small upgrade while the larger number is a shade structure, some stationary cube climbing structures, etc. They have provided designs which will provided to you. They also stated that we are allowed to remove the fencing around the area, as long as we do not intend to reuse the water pad area again.
- Field lights are not in use due to the summer months. Quotes have been provided to fix the lighting issues from the fixtures and the average estimate is \$3 100-\$4000.
- New restrooms were addressed in the regular board meeting report during the agenda meeting.



- Demolition of the pump room and the large tank in excess of \$5K-\$9K.
- Walking path is estimated to cost \$75-\$86K which would connect to the Prop 68 walking areas.
- Recyclers are currently fulfilling contracts requirements. They have working cameras and they are maintaining a clean area with the labor they have. Trash across the street of church away from the park is not the responsibility of the recyclers but they do try to assist with that when slow.
- Electric vehicle grant has been fulfilled. The agreement was valid for three years and it was running from 2018-2021, the District is free to sell the vehicle if needed. The District did invest \$10K of funds when purchased with the remaining funds coming from a clean air grant. Board did discuss the option of selling, but the Board did provide feedback that the District should keep in inventory.

*These are the current updates from the District and DA.*