

**Calwa Recreation and Park District
Agenda Item Transmittal**



Meeting Date: July 30, 2019

Agenda Item Number: #6

Wording for Agenda: Discuss Prop. 68 Community Meetings results for Calwa Recreation and Park District's Master Plan.

Submitting: District Administrator

Contact Name and Phone Number: Felix Ortiz
559-264-6867

For action by:

District Board

Regular Session:

Consent Calendar

Regular Item

Public Hearing

Review:

**District Administrator
(Initials Required)**

Department Recommendation: None

Summary/Background: Fresno Building Healthy Communities (FBHC) staff will be giving an update at the July 30, 2019 special meeting. Attached is the Master Plan Concept.

Prior Board Actions: None:

Attachments: Master Plan Concept

Recommended motion to be made by Board:

None.

Copies of this report have been provided to: Board Members



Meeting Date: July 30, 2019

Agenda Item Number: #7

Wording for Agenda: PUBLIC HEARING

Fiscal Year 2019-20120 District Budget Hearing;
Recommendation by staff to adopt Resolution No. 2019-3,
Adopting Fiscal Year 2019-20 Budget

Submitting: District Administrator

Contact Name and Phone Number: Felix Ortiz
559-264-6867

For action by:

District Board

Regular Session:

Consent Calendar

Regular Item

Public Hearing

Review:

**District Administrator
(Initials Required)**

Department Recommendation: Adopt Final Budget for FY 19-20

Summary/Background: Attached is the Final Budget for FY 19-20. The Board at its regular meeting of June 18, 2019, discussed and adopted the Preliminary Budget and gave direction to the District Administrator.

The District published a notice regarding adoption of the Preliminary Budget, its availability to the public and of the public hearing for approval of the Final Budget held today, July 30, 2019.

Prior Board Actions: Approved Preliminary FY 19-20 Budget

Attachments: None

Recommended motion to be made by Board: Approve Adoption of Final Budget for FY 19-20.

Copies of this report have been provided to: Board Members and District Council.

Calwa Recreation and Park District

Final Budget

FY 2019/2020



4545 E. Church Avenue, Fresno Ca. 93725

Calwa Recreation and Park District

Board Members and Employees

FY 2019/2020

Chair – Raul Guerra

Vice Chair – Mary Rosales

Board Member – Jose Luis Sanchez

Board Member – Gabriela Mares

Board Member – Esmeralda Zamora

Board Secretary

Felix Ortiz – District Administrator

Full-Time Employees

Erica Linares – Office Manager

Daniel Turrubiates – Maintenance Supervisor

Part-Time Employees

Veronica Luchessa – Financials

Robert Otero – Maintenance

Bryce Adam – Maintenance

– As Needed

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BACKGROUND INFORMATION

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

PROPERTY TAXES: Property taxes paid by Calwa Recreation & Park District property owners which is collected by the Fresno County Auditor-Controller/Treasure-Tax Collector through assessments based on property values.

* Fifty percent of the funds expected in the fiscal year are deposited into the District's Account in January of each year. The account is administered by the Fresno County Auditor-Controller/Treasurer-Tax Collector's Office. Forty-five percent is deposited in April and the remaining five percent in June.

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

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 & Park District. These 'pass-through' funds are deposited into the District's 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 b used for budgeting purposes because the can't be predicted far in advance of when they might be available, if available at all.

EVENT REVENUE: Funds collected from special events such as the Hmong New Year Festival, Art Wall festival and any miscellaneous events that require substantial park space.

HALL RENTAL REVENUE: Monies paid to lease the Community Center Main Hall (excluding deposit fees). Current fees are set at \$100.00 for the first two hours and \$75.00 each additional hour or \$400.00 for the whole day. A \$250.00 deposit is required but returned if there are no damages to the facility.

PICNIC RENTAL REVENUE: Funds collected to reserve any of the five picnic areas at Calwa Park. Renters pay \$35.00 per picnic area, an additional \$15.00 if they require electricity.

FIELD RENTAL REVENUE: Monies collected to reserve any of the athletic fields at Calwa Park. The public may rent any o the three full size soccer/baseball fields, the grassy area south of the Hall, a basketball court, and one tennis court. Renters pay:

Soccer Fields:		
Regular	Adults : \$50.00/game	With Lights an extra: \$30.00 an hour
Non Profit	Adults: \$35.00/game	With Lights an extra: \$25.00 an hour

Regular Youth: \$55.00/game with Lights an extra: \$25.00 an hour
Non Profit Youth: \$30.00/game With Lights an extra: \$20.00 an hour

Softball Fields \$25.00/game or two hours With Lights an extra: \$30.00 an hour

ZUMBA REVENUE: Rent Payments made by Zumba Instructors to reserve the Center Hall for one hour Mondays through Fridays. Instructors in the morning pay \$100.00 monthly and evening instructors pay \$200.00 monthly.

RENT PAYMENTS: Revenue collected from holders of long term leases on certain areas of Calwa Park. These include the Concession Stand, Recycling Center, and Boxing.

Concession Stand: \$500.00/monthly
Recycling Center: \$500.00/monthly
Boxing: \$400.00/monthly

	Q	AD	AE	AF	AS	AT	AU	BH
1	Calwa RPD Budget FY 18-19			Actual Budget FY 18-19	P		Calwa RPD Budget FY 19-20	
2		Total			Total			Total
3	Employee Cost			Employee Cost			Employee Cost	
4	Employee Salaries	\$ 192,173.00		Employee Salaries	\$ 184,399.77		Employee Salaries	\$ 208,882.00
5	Overtime	\$ 1,800.00		Overtime	\$ -		Overtime	\$ 1,525.00
6	Payroll Taxes	\$ 18,258.00		Payroll Taxes	\$ 17,268.62		Payroll Taxes	\$ 18,258.00
7	Payroll Fees	\$ 1,680.00		Payroll Fees	\$ 2,246.27		Payroll Fees	\$ 2,496.00
8	Director Stipends	\$ 7,500.00		Director Stipends	\$ 3,681.65		Director Stipends	\$ 7,500.00
9	Workers Compensation	\$ 6,500.00		Workers Compensation	\$ 8,026.15		Workers Compensation	\$ 8,000.00
10	HR miscellaneous	\$ 1,728.00		HR miscellaneous	\$ 927.88		HR miscellaneous	\$ 1,728.00
11								
12	Total	\$ 229,639.00		Total	\$ 216,550.34		Total	\$ 248,389.00
13								
14		Total			Total			Total
15	Expenses			Expenses			Expenses	
16	Audit	\$ 9,000.00		Audit	\$ 7,860.00		Audit	\$ 8,000.00
17	Bank Fees	\$ 264.00		Bank Fees	\$ 80.00		Bank Fees	\$ 264.00
18	Cleaning Supplies	\$ 6,000.00		Cleaning Supplies	\$ 6,520.20		Cleaning Supplies	\$ 6,400.00
19	District Counsel	\$ 12,000.00		District Counsel	\$ 8,436.00		District Counsel	\$ 12,000.00
20	District Board Elections	\$ 3,000.00		District Board Elections	\$ 1,013.05		District Board Elections	\$ 3,000.00
21	Electricity	\$ 23,520.00		Electricity	\$ 27,218.50		Electricity	\$ 36,198.00
22	Equipment Fuel	\$ 1,416.00		Equipment Fuel	\$ 1,423.33		Equipment Fuel	\$ 1,505.00
23	Event Costs	\$ 1,500.00		Event Costs	\$ 669.49		Event Costs	\$ 2,700.00
24	Fresno Co Service Fees	\$ 750.00		Fresno Co Service Fees	\$ 750.00		Fresno Co Service Fees	\$ 750.00
25	Liability Insurance	\$ 6,400.00		Liability Insurance	\$ 9,208.42		Liability Insurance	\$ 10,000.00
26	Internet	\$ 2,000.00		Internet	\$ 2,293.89		Internet	\$ 2,303.00
27	Landline Phone	\$ 1,680.00		Landline Phone	\$ 1,849.70		Landline Phone	\$ 1,870.00
28	Mobile Phone	\$ 1,440.00		Mobile Phone	\$ 1,325.72		Mobile Phone	\$ 1,440.00
29	Memberships	\$ 1,920.00		Memberships	\$ 1,354.00		Memberships	\$ 1,920.00
30	Mileage	\$ 1,000.00		Mileage	\$ -		Mileage	\$ 100.00
31	Office Equipment	\$ 2,100.00		Office Equipment	\$ 1,747.61		Office Equipment	\$ 2,100.00
32	Office Supplies	\$ 1,572.00		Office Supplies	\$ 1,195.92		Office Supplies	\$ 1,572.00
33	Professional Development	\$ 2,000.00		Professional Development	\$ 500.00		Professional Development	\$ 1,000.00
34	Recreation programs	\$ 2,500.00		Recreation programs	\$ 5,277.26		Recreation programs	\$ 4,858.00
35	Repairs and Maintenance	\$ 30,000.00		Repairs and Maintenance	\$ 23,351.95		Repairs and Maintenance	\$ 52,300.00
36	Security	\$ 1,884.00		Security	\$ 1,949.00		Security	\$ 2,350.00
37	Security Monitoring System	\$ 620.00		Security Monitoring System	\$ 956.00		Security Monitoring System	\$ 620.00
38	Technology Services	\$ 900.00		Technology Services	\$ 1,170.00		Technology Services	\$ 1,170.00
39	Trash Disposal	\$ 3,000.00		Trash Disposal	\$ 2,923.58		Trash Disposal	\$ 3,000.00
40	Vehicle leasing/Financing	\$ 54,800.00		Vehicles /Financing	\$ 33,644.31		Vehicles /Financing	\$ 4,500.00
41	water	\$ 30,000.00		water	\$ 25,598.36		water	\$ 35,000.00
42							Swimming Pool Construction	\$ 250,000.00
43							Swimming Pool maintenance	\$ 3,000.00
44								\$ -
45	Total	\$ 201,266.00		Total	\$ 168,316.29		Total	\$ 449,920.00
46								\$ -
47	Grand Total	\$ 430,905.00		Grand Total	\$ 384,866.63		Grand Total	\$ 698,309.00

Position

(1) District Administrator (FT):	\$58,000.00
(1) Operations Mgr. (FT):	\$32,750.00
(1) Maint. Supervisor (FT):	\$32,750.00
(2) Park Maint. (PT):	\$38,220.00
(1) Finance (PT):	\$17,472.00
(1) Park Maint. (As needed):	\$ 3,000.00
(1) Fun Camp Supervisor (PT)	\$ 4,200.00
(1) Lifeguard (PT)	\$ 3,500.00
10% Contingency:	\$18,990.00
 TOTAL:	 \$208,882.00

FT = Full Time

PT = Part Time

Pay Periods = 2 weeks

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

Payroll Fees are calculated by the District's payroll processing contractor, ADP, and are based on the number of pay periods, the checks being generated in each of those pay periods and fees charged to process required tax documents (such as the Employer's Quarterly Federal Tax Return, California Quarterly Contribution Return and Report of Wages).

Workers' Compensation: For the 2017/18 FY was paid for in the previous FY as required by our provider, the Special District Risk Management Authority (SDRMA). Funds allocated in the 2017/18 Fiscal Year are reserved for the District's payment of the anticipated 2018/19 Fiscal Year premium. These figures may increase or decrease because they are estimates, based on payroll periods in the 2016/2017 Fiscal Year. They are also contingent on the District's active participation in SDRMA's Credit Incentive Program.

If the District underestimated the payroll numbers during the months in which it was covered through SDRMA in the 2016/17 Fiscal, the District will need to pay the difference. If the District overestimated payroll numbers, it will be reimbursed the portion of the premium overpaid. These under/overestimates are not included in budget estimates for the 2017/18 Fiscal Year.

Human Resources (Misc.) expenses are reserved to pay for job announcements or any other costs associated with the functions of hiring an employee, such as background checks.

Bank Fees are charged by our bank, Bank of the West, for maintenance of our Revenue and Payroll accounts.

Cleaning Supplies include bleach, soap graffiti removal chemicals and other cleaning solvents, and things like paper towels, toilet paper, toilet seat liners and trash bags.

District Counsel fees have been budgeted at \$12,000.00. These funds will cover costs associated with reviewing and drafting legal documents and with providing legal advice to the Board and District Administrator.

Electricity & Gas Costs are paid to PG&E for Utilities

Equipment Fuel is purchased to run the District's riding lawn mower, tractor and air blower.

Event Costs are incurred when preparation for an event brings about an expense that the District couldn't foresee and couldn't charge the park user in advance. Expenses in this category include the purchase of items such as caution tape, padlocks, extra trash bags and additional trash disposal (outside of the regular once-a-week schedule).

Fresno County Service Fees are similar to the fees charged by private banks to maintain accounts, but the fees also include charges for collecting property taxes.

Liability Insurance is required by law in order for the Calwa Park to operate. It covers claims from Park visitors who may be injured as a result of alleged negligence.

Internet fees are paid to Unwired Broadband for Internet service.

Landline Phone fees are paid to AT&T for landline phone services, local and long-distance.

Mobile Phone fees are paid to Verizon to the cellular phone assigned to Facilities Staff. Patrons can call this number to report broken fixtures, issues with public restrooms or unsanitary conditions at the Park.

Special Legal fees are budgeted to cover services provided by Notaries and other miscellaneous, small legal fees.

Mileage costs incurred by staff to conduct District business is reimbursable at a rate of \$0.575 per mile.

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.

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

Recreational Programs require materials such as sports equipment, art supplies, snacks, 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 and 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 door knobs.

Security fees are paid to Sonitrol to cover monitoring fees from 9 PM to 8 AM every day.

Security Monitoring System fees for Ring Camera system. Purchase new cameras.

Technology Services will be utilized to maintain the District's website, provide email services and the occasional technical support offered by private consultants.

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 since we are connected to their system.

STEP INCREASES

	STEPS	PER HOUR		
	Jul-19	20-Jul	21-Jul	22-Jul
	A	B	C	D
MAINT. SUPERVISOR	\$15.75	\$16.54	\$17.36	\$18.23
OFFICE MANAGER	\$15.75	\$16.54	\$17.36	\$18.23
MANAGER	\$16.80	\$17.64	\$18.52	\$19.45
GROUND MAINT.	\$13.65	\$14.33	\$15.05	\$15.80
GROUND MAINT.	\$13.00	\$13.65	\$14.33	\$15.05

RESOLUTION NO. 2019 - 3

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CALWA
RECREATION AND PARK DISTRICT ADOPTING THE FISCAL YEAR
2019-2020 BUDGET**

WHEREAS, the Board of Directors adopted a Preliminary Budget on June 18, 2019; and

WHEREAS, District published a notice regarding adoption of the Preliminary Budget and its availability to the public and of public hearing for adoption of the Final Budget; and

WHEREAS, the Board at its regular meeting of June 18, 2020, discussed the budget and gave direction to the District Administrator; and

WHEREAS, a public hearing was held July 30, 2019.

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 2019-2020; 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. This budget also includes continuation and/or completion of projects to enhance the community; and

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

E. It is in the public interest for the Board to adopt the Final Budget.

SECTION 2. ADOPTION. The Fiscal Year 2019-2020 Final Budget presented and incorporated by reference, is approved and adopted.

SECTION 3. BUDGET APPROPRIATIONS. The Final Budget appropriations totals \$684,453 as shown on Exhibit "A." The District Administrator is authorized to implement the appropriations as detailed in the Final Budget for the District.

SECTION 4. BUDGET ADJUSTMENTS. The Final Budget may be subsequently adjusted as follows:

A. By majority vote of the Board of Directors;

B. Line item expenditures within activities are not restricted so long as funding is available in the District funds as a whole;

C. While the Final Budget has been broken down by month, it is understood that fluctuation occurs in revenue and expenditures in particular months, therefore requiring the District Administrator to use his discretion to spend the amounts budgeted only if they are available in any particular month;

D. The District Administrator is directed to make quarterly reports to the Board to ensure the Final Budget expenditures do not exceed revenue.

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. 2019- 3 was moved by Director _____ seconded by Director _____, and adopted on roll call at a special meeting on July 30, 2019, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

Raul Guerra, Board Chair

ATTEST:

District Secretary
Felix Ortiz