

**REPORT/RECOMMENDATION TO THE BOARD OF DIRECTORS
OF BIG BEAR VALLEY RECREATION AND PARK DISTRICT
AND RECORD OF ACTION**

June 13, 2023

FROM

LEONARD X. HERNANDEZ, Chief Executive Officer, County Administrative Office

SUBJECT

2023-24 Budget for Big Bear Valley Recreation and Park District

RECOMMENDATION(S)

Acting as the governing body of the Big Bear Valley Recreation and Park District:

1. Conduct a public hearing on the Big Bear Valley Recreation and Park District's 2023-24 Recommended Budget.
2. Adopt **Resolution No. 2023-82** to approve and adopt:
 - a. Big Bear Valley Recreation and Park District's 2023-24 Budget, including appropriation, operating transfers out, contribution to reserves, available reserves and budgeted staffing, and authorization for final fund balance adjustments as described in Attachment A.
 - b. Any changes to the Recommended Budget that the Board of Directors may direct.
 - i. In the event that the Board of Directors makes any additions or deletions to the budget after the public hearing, and the items were not proposed in writing and filed with the Secretary of the Board of Directors before the close of the public hearing, a 4/5 vote of the Board of Directors is required.

(Presenter: Matthew Erickson, County Chief Financial Officer, 387-5423)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Promote the Countywide Vision.

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost).

The 2023-24 Recommended Budget for the Big Bear Valley Recreation and Park District (District), as presented in the Recommended Budget Book, includes total requirements of \$7.8 million and budgeted staffing of 63 positions for the District's Operating Funds and Capital Improvement Program (CIP).

BACKGROUND INFORMATION

The District, which was established by the San Bernardino County Board of Supervisors on April 23, 1934, currently manages and maintains eight parks, several community buildings including the Big Bear Valley Senior Center and Ranch Club House, three ballfields, a swim beach, and the Big Bear Alpine Zoo.

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As presented in the Recommended Budget Book, the summary of the District's 2023-24 Recommended Budget below includes the base amount and any new items for 2023-24:

Budget Unit	2022-23 Modified Budget	2023-24 Recommended Budget	Change
Requirements:			
Operating Funds	\$7,557,296	\$7,424,846	\$ (132,450)
CIP Funds	\$1,242,000	\$366,133	\$ (875,867)
Total Requirements	\$8,799,296	\$7,790,979	\$ (1,008,317)
Budgeted Staffing	64	63	(1)

Budgeted Requirements for the District's Operating Funds are decreasing by \$132,450. This decrease reflects a reduction in operating transfers to the District's CIP Funds due to completion of several projects including the Ranch Court Removal/Restoration, Alpine Zoo Restroom and Snack Bar, and Alpine Zoo Entrance Improvements.

Requirements of \$366,133 for the CIP Funds include \$200,000 for rehabilitation of the District's tennis courts (as shown in Exhibit F) and \$166,133 for remaining operating expenses associated with the demolition of the old Big Bear Alpine Zoo location.

The total Budgeted Staffing of 63 for 2023-24 includes the following changes:

- Addition of three new positions:
 - One Recreation Coordinator to provide more recreational activities for the District.
 - Two Lead Animal Keeper I positions for supervision responsibilities at the Big Bear Alpine Zoo.
- Deletion of four positions (two Animal Keeper I's and two extra-help Public Service Employees) to fund most of the costs of the new positions.
- Reclassification of Position No. 82045 from Office Assistant III to Supervising Office Specialist for supervision of the District's cash handling responsibilities.

Recommendation No. 1 conducts the public hearing for the District's 2023-24 Recommended Budget, as required by Government Code Sections 29080 and 29081. Prior to adopting the District's 2023-24 budget, a notice was published on May 24 and May 30, 2023, setting the date of the public hearing for the purpose of making a determination regarding the Recommended Budget. The Recommended Budget documents were made available in the Secretary of the Board of Director's (Board) office on May 23, 2023, for the public, and the public hearing is occurring at least 10 days after the documents were made available. The notice further sets forth that any member of the public may appear at the hearing and be heard regarding any item in the Recommended Budget or for inclusion of additional items. All proposals for revisions should be submitted in writing to the Secretary of the Board before the close of the public hearing.

The public hearing discusses and implements any direction or changes to the Recommended Budget. Any requests for increases, decreases, or omissions of any item in the budget or inclusion of any additional items shall not be made after the public hearing, unless the items were proposed in writing and filed with the Secretary of the Board before the close of the public hearing or unless approved by the Board by a 4/5 vote.

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Recommendation No. 2 approves and adopts the District's 2023-24 budget. Attachment A lists the 2023-24 Recommended Budget for appropriation, operating transfers out, contributions to reserves, available reserves, and budgeted staffing. The Recommended Budget, including Attachment A, satisfies the requirements set forth in Government Code section 29089.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by Human Resources (Gina King, Deputy Director, 387-5571) on May 31, 2023; County Counsel (Aaron Gest, Deputy County Counsel, 387-5455) on May 19, 2023; Finance (Tom Forster, Administrative Analyst, 387-4635) on May 22, 2023; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on May 26, 2023. This item has also been coordinated with the Auditor-Controller/Treasurer/Tax Collector (Vanessa Doyle, Chief Deputy Controller, 382-3195) on May 26, 2023.

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Record of Action of the Board of Directors
Big Bear Valley Recreation and Park District

Hearing Opened
Public Comment: None
Hearing Closed

APPROVED

Moved: Curt Hagman Seconded: Joe Baca, Jr.
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, SECRETARY

BY 
DATED: June 13, 2023



cc: File - BBVR&PD w/ resolution
JLL 06/14/2023