

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

June 10, 2025

FROM

LUTHER SNOKE, Chief Executive Officer, County Administrative Office

SUBJECT

2025-26 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 2025-26 Recommended Budget.
2. Adopt **Resolution No. 2025-114** to approve and adopt:
 - a. Big Bear Valley Recreation and Park District's 2025-26 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 2025-26 Recommended Budget for the Big Bear Valley Recreation and Park District (District), as presented in the Recommended Budget Book, includes total requirements of \$10.1 million and budgeted staffing of 64 positions for the Districts Operating Fund and Capital Improvement Program (CIP).

BACKGROUND INFORMATION

The District, which was established by the San Bernardino 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.

As presented in the Recommended Budget Book, the summary of the District's 2025-26 Recommended Budget below includes the base amount of and any new items for 2025-26:

2025-26 Budget for Big Bear Valley Recreation and Park District
June 10, 2025

Budget Unit	2024-25 Modified	2025-26 Recommended	Change
Requirements:			
Operating Funds	\$9,621,113	\$9,384,959	(\$236,154)
CIP Funds	\$ 603,600	\$740,785	\$137,185
Total Requirements	\$10,224,713	\$10,125,744	(\$98,969)
Budgeted Staffing	64	64	0
Note: Not reflected in the 2025-26 Requirements shown above are \$4.4 million in Reserves that are used to fund appropriation in the budget units shown in the table.			

Requirements for the District's Operating Funds are decreasing by \$236,154. This decrease is primarily due to the completion of the Alpine Zoo Shade Structure project.

The total Budgeted Staffing of 64 positions for 2025-26 includes the following changes:

- Addition of one Animal Keeper I position to handle the over twice as large zoo as the previous location.
- Addition of two Recreation Coordinators due to the increased workload of the growing recreation programs within the District.
- Deletion of 3 Public Service Employees.

Requirements for the CIP Funds include a net increase of \$137,185 due to the increased cost for staff time that may be incurred for assessing new projects.

Recommendation No. 1 conducts the public hearing for the District's 2025-26 Recommended Budget, as required by Government Code Sections 29080 and 29081. Prior to adopting the District's 2025-26 budget, a notice was published on May 21, May 22, May 25, May 26 and May 27, 2025, 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 Directors' (Board) office on May 20, 2025, 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.

Recommendation No. 2 approves and adopts the District's 2025-26 budget. Attachment A lists the 2025-26 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, Assistant Human Resources Director, 387-5571) on May 8, 2025; County Counsel (Aaron Gest, Deputy County Counsel, 387-4222) on May 14, 2025; Finance (Amanda Trussell, Principal Administrative Analyst, 387-4773) on May 12, 2025 and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on May 23, 2025. This item has also been coordinated with Auditor-Controller/Treasurer/Tax Collector (Mima Ugbo, Deputy Chief Controller, 382-3195) on May 21, 2025.

**2025-26 Budget for Big Bear Valley Recreation and Park District
June 10, 2025**

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 10, 2025



cc: File - Big Bear Valley Recreation and Park District w/ resolution
JLL 06/10/2025