

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

June 9, 2020

FROM

GARY McBRIDE, Chief Executive Officer, County Administrative Office

SUBJECT

2020-21 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 2020-21 Recommended Budget.
2. Adopt **Resolution No. 2020-97** to approve and adopt:
 - a. Big Bear Valley Recreation and Park District's 2020-21 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 (Board) may direct.
 - i. In the event that the Board 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 before the close of the public hearing, a 4/5 vote of the Board is required.
3. Approve the classifications actions described in the Summary of Classification Actions included in the 2020-21 Recommended Budget (Attachment B).
 - a. Establish the classifications and salaries for the new classifications, as detailed on Page 2 of Attachment B, as a Minute Order Amendment to the Salary Ordinance.
 - b. Direct the Secretary of the Board to amend the Conflict of Interest Code List of Designated Employees to include new classifications as detailed on Page 2 of Attachment B.

(Presenter: Luther Snoke, Interim Director, 386-8811)

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 2020-21 Recommended Budget for the Big Bear Valley Recreation and Park District, as presented in the Recommended Budget Book, includes total requirements of \$10.5 million, available reserves for future use of \$1.4 million, and budgeted staffing of 64 positions.

2020-21 Budget for Big Bear Valley Recreation and Park District
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BACKGROUND INFORMATION

On March 4, 2020, the State of California declared a state of emergency as a result of the COVID-19 outbreak. Subsequently on March 10, 2020, the County Public Health Officer declared a local health emergency to help ensure county government and the public were prepared for the possibility that COVID-19 would appear within the county. While managing the outbreak continues at the national, state and local level, the response to the public health emergency has created an economic emergency that has terminated the longest period of economic expansion in United States history. In light of this, and pursuant to the approval by the Board of Supervisors on March 24, 2020 (Item No. 67, Recommendation No. 7), this budget is effectively a placeholder that will be adjusted as we develop a better understanding of the economic outlook. The budget book includes only the schedules required by the State. Consistent with the direction provided by the Board at the March 24, 2020 meeting, the 2020-21 Recommended Budget focuses on funding cost to maintain services and limited program enhancement.

It should be noted that this budget was prepared during February 2020, prior to the local challenges caused by the pandemic. Consequently, this budget does not include projected expenditures or revenues associated with the County's response to the pandemic. Any needed budgetary changes associated with the response will be presented to the Board at a later date.

Big Bear Valley Recreation and Park District (District) was established by the County of San Bernardino Board of Supervisors on April 23, 1934. The District 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.

The following table displays a summary of the District's 2020-21 Recommended Budget:

2020-21 Recommended Budget Summary

Budget Unit	2019-20 Modified Budget	2020-21 Recommended Budget	Increase (Decrease) In Budget
Requirements			
Operating Funds:			
Big Bear Valley Recreation & Park District	\$3,413,721	\$2,948,300	(\$465,421)
Big Bear Alpine Zoo	\$7,797,008	\$2,442,586	(\$5,354,422)
Subtotal:	\$11,210,729	\$5,390,886	(\$5,819,843)
Capital Improvement Program:			
Big Bear Valley Recreation & Park District	\$539,734	\$529,000	(\$10,734)
Big Bear Alpine Zoo	\$5,408,950	\$4,530,783	(\$878,167)
Subtotal:	\$5,948,684	\$5,059,783	(\$888,901)
Total Requirements:	\$17,159,413	\$10,450,669	(\$6,708,744)
Budgeted Staffing			
Big Bear Valley Recreation & Park District	43	42	(1)
Big Bear Alpine Zoo	22	22	-
Total Budgeted Staffing	65	64	(1)

Recommendations

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Recommendation 1 calls for the public hearing for the District's 2020-21 Recommended Budget, as required by Government Code Sections 29080 and 29081. Prior to adopting the District's 2020-21 budget, a notice was published on May 27, 2020 and May 29, 2020 setting forth 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 Board's office on May 29, 2020 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 Clerk of the Board before the close of the public hearing.

The budget hearing is designed to discuss and implement any direction or changes to the Recommended Budget. Any requests for increases, decreases, or omission 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 of Directors by a four-fifths vote.

Recommendation 2 approves and adopts the District's 2020-21 budget.

Recommendation 3 addresses the classification actions included in the 2020-21 Recommended Budget.

Attachments

Attachment A, which is incorporated as part of this item, lists the 2020-21 Recommended Budget for appropriation, operating transfers out, contributions to reserves, available reserves, and budgeted staffing.

Attachment B lists the classification actions included in the 2020-21 Recommended Budget.

The Recommended Budget, including Attachments A and B, satisfies the requirements set forth in Government Code Section 29089.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

Personnel changes in this report have been reviewed by Human Resources (Mark DeBoer, Assistant Director, 387-5565) on May 28, 2020. This item has been reviewed by County Counsel (Dawn Martin, Deputy County Counsel, 387-5455) on May 14, 2020; Finance (Tom Forster, Administrative Analyst, 387-4635) on May 15, 2020; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on May 27, 2020. This item has been coordinated with the Auditor-Controller/Treasurer/Tax Collector (Vanessa Doyle, Chief Deputy Controller, 382-3191) on May 21, 2020.

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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: Dawn Rowe Seconded: Janice Rutherford
Ayes: Robert A. Lovingood, Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, SECRETARY

BY 
DATED: June 9, 2020



cc: File - SDD/Big Bear Valley Recreation and Park District w/ Reso
 & Attachments
jm 06/18/2020