



CALWA RECREATION & PARK DISTRICT MEETING MINUTES

www.calwarecreation.org

BOARD MEETING December 18, 2018

Regular Session 6:30 P.M.

CALWA PARK HALL– 4545 E. CHURCH AVE., FRESNO, CALIFORNIA

BOARD CHAIRPERSON

Mary L. Rosales

DISTRICT ADMINISTRATOR

Felix Ortiz

BOARD VICE CHAIR

Raul Guerra, Vice Chair

DISTRICT COUNSEL

Hilda Cantú Montoy

BOARD MEMBERS

Jose Luis Sanchez, Board Member

Gabriela Mares, Board Member

Esmeralda Zamora, Board Member

The Calwa Recreation and Park District Board of Directors welcomes you to its meetings and encourages you to participate. This agenda contains a brief general description of each item that will be considered by the Board. All attendees are advised that pagers, cell phones, and any other communication devices should be powered off upon entering the Board meeting.

The Board may consider and act on an agenda item in any order it deems appropriate. Actual timed items may be heard later but not before the time set on agenda. Persons interested in an item listed on the agenda are advised to be present throughout the meeting to ensure their presence when the item is called.

A. Call to Order and Roll Call

Meeting was called to order by Board Chairperson Mary L. Rosales at 6:38 p.m. Board Chairperson was Mary L. Rosales was present, Board Vice Chair Raul Guerra was present, Board Member Esmeralda Zamora was present, and Board Member Jose Luis Sanchez walked in late at 7:02 p.m.

B. Invocation and Flag Salute

Invocation and Flag Salute were led by Board Chairperson Mary L. Rosales.

C. Approval of Agenda

Agenda was approved with items D and E to be moved after item J. Motion was made by Board Vice Chairperson Raul Guerra and was Seconded by Board Chairperson Mary L. Rosales. 3-0 approved and 0- opposed.

D. Ceremonial Matters and Presentations

1. Swearing in of Board Members Raul Guerra, Esmeralda Zamora, and Jose Luis Sanchez Jr. for a term of (4) years to expire December 2, 2022.

Board Members Guerra, Sanchez and Zamora all read the Oath signed it as well as the District Counsel Hilda Cantu. Copies were made and given to the Board Members

E. Nominations and Election of Board Chairperson and Board Vice Chair.

Board Vice Chair Raul Guerra nominated Mary L. Rosales for Board Chairperson and Board Member Esmeralda Zamora seconded the nomination. 4-0 approved and 0-opposed

Board Member Jose Luis Sanchez nominated Raul Guerra for Board Vice Chair and Board Chairperson Mary L. Rosales seconded the nomination. 4-0 approved and 0-opposed.

F. PUBLIC COMMENT

Members of the public wishing to address the District on an item that is not on the agenda may do so now. No action will be taken by the Board this evening. But items presented may be referred to the Administrator for follow up and a report. 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.

None

G. CONSENT CALENDAR (all items listed under the Consent Calendar are considered to be routine and will be enacted by one motion. For any discussion of an item on the Consent Calendar, it will be enacted at the request of any member of the Board and made a part of the regular agenda.

- 1. Minutes, October 16, 2018
 - 2. Financials, October and November 2018
- Consent calendar was approved as is Motion was made by Board Member Esmeralda Zamora and was seconded by Vice Chairperson Raul Guerra. 3-0 approved and 0-opposed

I. New Business

1. Discuss program to eliminate rodent problems at Calwa Park and direction to Staff on how to proceed- **Jeff Pfeifer**
 Jeff presented before Board Members about his process that he would use to address the rodent problem we have here at Calwa Park. Calwa Park would not have to be closed if he was contracted for services.
 Direction given to staff: Jeff was supposed to contact Felix about quotes so that then a decision could be made about signing a contract for services with Jeff Pfeifer

H. Old Business

1. Discuss Sidewalk repair near entrance gate of Calwa Park and authorize District Administrator to solicit informal quotes and proceed to repair. **(A) – District Administrator**

Direction given to District Administrator was to go ahead and to contract someone to take care of the sidewalk repair near the entrance of the park gate.

J. REPORT FROM DISTRICT ADMINISTRATOR

K. CLOSED SESSION

None

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

K. ADJOURNMENT

Meeting was adjourned at 7:38 p.m.

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. To receive 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.

Any writings or documents provided to a majority of the Board Members less than 72 hours before a regular meeting regarding any item on this agenda will be made available for public inspection during normal business hours, at District Office and posted on the District wall. The documents will also be made available on the District's website at www.calwarecreation.org.

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 and the front door window of the District Office on December _____, 2018.

Signature

**Calwa Recreation and Park District
Profit & Loss Budget vs. Actual
December 2018**

	Dec 18	Budget	Over Budget
Ordinary Income/Expense			
Income			
Park Income (Income recieved from Park Rentals)	4,850.00	4,800.00	50.00
The County of Fresno	147,900.72	155,000.00	-7,099.28
Total Income	152,750.72	159,800.00	-7,049.28
Gross Profit	152,750.72	159,800.00	-7,049.28
Expense			
Aflac (Health Insurance)	0.00	117.36	-117.36
Audit	0.00	0.00	0.00
Bank Fees	10.00	22.00	-12.00
Cleaning supplies	339.61	300.00	39.61
Director stipends	843.25	500.00	343.25
District counsel	165.00	1,000.00	-835.00
District Payroll Taxes	1,255.84	1,392.00	-136.16
Elections	0.00	0.00	0.00
Electricity	2,000.30	1,200.00	800.30
Employee Salaries	15,258.73	15,363.00	-104.27
Equipment Fuel	133.20	65.00	68.20
Event Costs	0.00	125.00	-125.00
Fresno co Service fee	0.00	0.00	0.00
HR miscellaneous	0.00	144.00	-144.00
Internet	75.00	166.00	-91.00
Landline Phone	157.70	140.00	17.70
Liability insurance	0.00	0.00	0.00
Memberships	0.00	1,300.00	-1,300.00
Mileage	0.00	83.00	-83.00
Mobile Phone	116.34	120.00	-3.66
Motor Equipment Repair	0.00	0.00	0.00
Office Equipment	82.97	174.68	-91.71
Office Supply	55.13	296.00	-240.87
Payroll Fees	227.02	126.00	101.02
Professional Development	0.00	0.00	0.00
Recreation Programs	0.00	208.00	-208.00
Repairs and Maintenance	1,767.17	0.00	1,767.17
Security	0.00	157.00	-157.00
Security Monitoring System	10.00	10.00	0.00
Technology Service	191.39	75.00	116.39
Trash Disposal	219.73	250.00	-30.27
Vehicle Leasing	134.27	4,568.00	-4,433.73
Water	1,399.08	1,850.00	-450.92
Workers Compensation	0.00	0.00	0.00
Total Expense	24,441.73	29,752.04	-5,310.31
Net Ordinary Income	128,308.99	130,047.96	-1,738.97
Net Income	128,308.99	130,047.96	-1,738.97

**Calwa Recreation and Park District
 Profit & Loss Budget Overview
 December 2018**

	<u>Dec 18</u>
Ordinary Income/Expense	
Income	<u>159,800.00</u>
Gross Profit	159,800.00
Expense	117.36
Aflac (Health Insurance)	0.00
Audit	22.00
Bank Fees	300.00
Cleaning supplies	500.00
Director stipends	1,000.00
District counsel	1,392.00
District Payroll Taxes	0.00
Elections	1,200.00
Electricity	15,363.00
Employee Salaries	65.00
Equipment Fuel	125.00
Event Costs	0.00
Fresno co Service fee	144.00
HR miscellaneous	166.00
Internet	140.00
Landline Phone	0.00
Liability insurance	1,300.00
Memberships	83.00
Mileage	120.00
Mobile Phone	0.00
Motor Equipment Repair	174.68
Office Equipment	296.00
Office Supply	126.00
Payroll Fees	0.00
Professional Development	208.00
Recreation Programs	0.00
Repairs and Maintenance	157.00
Security	10.00
Security Monitoring System	75.00
Technology Service	250.00
Trash Disposal	4,568.00
Vehicle Leasing	1,850.00
Water	0.00
Workers Compensation	
	<u>29,752.04</u>
Total Expense	
Net Ordinary Income	<u>130,047.96</u>
Net Income	<u><u>130,047.96</u></u>

Calwa Park FY 17-18 Adopted Budget

Calwa RPD Budget FY 18-19	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	YTD TOTAL	Total	REMAINING	
									Dollar	Percentage Left
Employee Cost										
Employee Salaries	\$ 15,363.00	\$ 15,363.00	\$ 15,363.00	\$ 20,875.00	\$ 15,363.00	\$ 15,353.00	\$ 92,603.38	\$ 193,973.00	\$ 101,369.62	52.26%
Payroll Taxes	\$ 1,392.00	\$ 1,392.00	\$ 1,392.00	\$ 2,169.00	\$ 1,392.00	\$ 1,392.00	\$ 7,855.68	\$ 18,258.00	\$ 10,402.32	56.97%
Payroll Fees	\$ 126.00	\$ 126.00	\$ 126.00	\$ 210.00	\$ 126.00	\$ 126.00	\$ 1,020.04	\$ 1,680.00	\$ 659.96	39.28%
Director Stipends	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 2,421.10	\$ 7,500.00	\$ 5,078.90	67.72%
Workers Compensation	\$ 3,250.00	\$ -	\$ 1,577.85	\$ -	\$ -	\$ 843.25	\$ 915.83	\$ 6,500.00	\$ 5,584.17	85.91%
HR miscellaneous	\$ 144.00	\$ 144.00	\$ 144.00	\$ 144.00	\$ 144.00	\$ 144.00	\$ 705.38	\$ 1,728.00	\$ 1,022.62	59.18%
Total	\$ 21,275.00	\$ 18,025.00	\$ 17,525.00	\$ 23,898.00	\$ 17,525.00	\$ 17,515.00	\$ 105,521.41	\$ 229,639.00	\$ 124,117.59	54.05%
	\$ 15,254.66	\$ 15,150.59	\$ 19,367.20	\$ 21,690.73	\$ 16,473.39	\$ 17,584.84				
Expenses										
Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,000.00	\$ 9,000.00	100.00%
Bank Fees	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 85.00	\$ 264.00	\$ 179.00	67.80%
Cleaning Supplies	\$ 1,200.00	\$ 500.00	\$ 500.00	\$ 250.00	\$ 500.00	\$ 300.00	\$ 2,792.58	\$ 6,000.00	\$ 3,207.42	53.46%
District Counsel	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 3,954.00	\$ 12,000.00	\$ 8,046.00	67.05%
District Board Elections	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00	\$ -	\$ 1,013.05	\$ 3,000.00	\$ 1,013.05	33.77%
Electricity	\$ 2,400.00	\$ 1,500.00	\$ 2,725.00	\$ 2,100.00	\$ 1,960.00	\$ 1,200.00	\$ 15,112.78	\$ 23,520.00	\$ 8,407.22	35.74%
Equipment Fuel	\$ 114.00	\$ 150.00	\$ 140.00	\$ 118.00	\$ 125.00	\$ 65.00	\$ 626.77	\$ 1,416.00	\$ 789.23	55.74%
Event Costs	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 3,036.30	\$ 1,500.00	\$ (1,536.30)	-102.42%
Fresno Co Service Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750.00	\$ 750.00	100.00%
Liability Insurance	\$ 3,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,400.00	\$ 6,400.00	100.00%
Internet	\$ 166.00	\$ 170.00	\$ 166.00	\$ 166.00	\$ 166.00	\$ 166.00	\$ 1,033.95	\$ 2,000.00	\$ 966.05	48.30%
Landline Phone	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 903.67	\$ 1,680.00	\$ 776.33	46.21%
Mobile Phone	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 674.14	\$ 1,440.00	\$ 765.86	53.18%
Memberships	\$ -	\$ 620.00	\$ -	\$ -	\$ -	\$ 1,300.00	\$ 1,354.00	\$ 1,920.00	\$ 566.00	29.48%
Mileage	\$ 83.00	\$ 83.00	\$ 83.00	\$ 83.00	\$ 83.00	\$ 83.00	\$ -	\$ 1,000.00	\$ 1,000.00	100.00%
Office Equipment	\$ 210.00	\$ 170.00	\$ 170.00	\$ 100.00	\$ 180.00	\$ 175.00	\$ 854.96	\$ 2,100.00	\$ 1,245.04	59.29%
Office Supplies	\$ 85.00	\$ 100.00	\$ 50.00	\$ 170.00	\$ 180.00	\$ 296.00	\$ 468.90	\$ 1,572.00	\$ 1,103.10	70.17%
Professional Development	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ 2,000.00	\$ 1,500.00	75.00%
Recreation programs	\$ 210.00	\$ 208.00	\$ 208.00	\$ 208.00	\$ 208.00	\$ 208.00	\$ 4,135.60	\$ 2,500.00	\$ (1,635.60)	-65.42%
Repairs and Maintenance	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	\$ -	\$ 2,500.00	\$ -	\$ 12,419.52	\$ 30,000.00	\$ 17,580.48	58.60%
Security	\$ 157.00	\$ 157.00	\$ 157.00	\$ 157.00	\$ 157.00	\$ 157.00	\$ 471.00	\$ 1,884.00	\$ 1,413.00	75.00%
Security Monitoring System	\$ 10.00	\$ 10.00	\$ 10.00	\$ 260.00	\$ 10.00	\$ 10.00	\$ 1,129.07	\$ 620.00	\$ (509.07)	-82.11%
Technology Services	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 150.00	\$ 900.00	\$ 750.00	83.33%
Trash Disposal	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 1,542.14	\$ 3,000.00	\$ 1,457.86	49%
Vehicle leasing/financing	\$ 459.33	\$ 134.27	\$ 459.33	\$ 35,306.80	\$ 388.58	\$ 134.27	\$ 36,882.58	\$ 54,800.00	\$ 17,917.42	33%
water	\$ 3,000.00	\$ 4,200.00	\$ 3,600.00	\$ 4,400.00	\$ 2,800.00	\$ 1,850.00	\$ 1,399.08	\$ 30,000.00	\$ 9,512.65	31.71%
Total	\$ 19,635.00	\$ 19,668.00	\$ 19,109.00	\$ 14,312.00	\$ 16,169.00	\$ 12,110.00	\$ 110,218.69	\$ 201,266.00	\$ 91,047.31	45%
	\$ 13,486.36	\$ 13,524.60	\$ 15,382.14	\$ 49,753.36	\$ 11,215.34	\$ 6,856.89				
	\$ 40,910.00	\$ 37,693.00	\$ 36,634.00	\$ 38,210.00	\$ 33,694.00	\$ 29,625.00				
Grand Total	\$ 28,741.02	\$ 28,675.19	\$ 34,749.34	\$ 71,444.09	\$ 27,688.73	\$ 24,441.73	\$ 215,740.10	\$ 430,905.00	\$ 215,164.90	50%

Calwa Recreation and Park District
Reconciliation Summary
Fresno County Account, Period Ending 12/31/2018

	<u>Dec 31, 18</u>	
Beginning Balance	118,815.49	
Cleared Transactions		
Checks and Payments - 23 items	-21,899.85	
Deposits and Credits - 2 items	<u>147,900.72</u>	
Total Cleared Transactions	<u>126,000.87</u>	
Cleared Balance	<u><u>244,816.36</u></u>	
Register Balance as of 12/31/2018	244,816.36	
Ending Balance	244,816.36	

**Calwa Recreation and Park District
Reconciliation Detail
Fresno County Account, Period Ending 12/31/2018**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						118,815.49
Cleared Transactions						
Checks and Payments - 23 items						
Check	11/14/2018	65-0266253	KS StateBank	X	-162.53	-162.53
Check	11/14/2018	65-0266252	Central Sanitary Sup...	X	-84.25	-246.78
Check	11/14/2018	65-0266254	Office Depot Credit ...	X	-38.13	-284.91
Check	11/27/2018	65-0266249	Calwa Recreation a...	X	-7,918.34	-8,203.25
Check	11/27/2018	65-0266247	Unwired Broadband ...	X	-159.99	-8,363.24
Check	11/27/2018	65-0266250	Unifirst	X	-143.31	-8,506.55
Check	11/27/2018	65-0266248	Zoom Imaging Soluti...	X	-44.71	-8,551.26
Check	12/03/2018	65-0266251	Jose Hernandez	X	-250.00	-8,801.26
Check	12/04/2018	65-0266256	PG&E	X	-2,000.30	-10,801.56
Check	12/04/2018	65-0266255	Verizon Wireless	X	-116.34	-10,917.90
Check	12/05/2018	65-0266406	Central Sanitary Sup...	X	-197.35	-11,115.25
Check	12/18/2018	650281836	Margarita . Rivera	X	-250.00	-11,365.25
Check	12/19/2018	65-0281842	Calwa Recreation a...	X	-7,577.83	-18,943.08
Check	12/19/2018	65-0281843	City of Fresno-Utilities	X	-1,399.08	-20,342.16
Check	12/19/2018	65-0281839	Home Depot Credit ...	X	-525.63	-20,867.79
Check	12/19/2018	65-0281840	Mid Valley Disposal	X	-219.73	-21,087.52
Check	12/19/2018	65-0281844	Montoy Law Corpora...	X	-165.00	-21,252.52
Check	12/19/2018	65-0281846	AT&T	X	-157.70	-21,410.22
Check	12/19/2018	65-0281847	Unifirst	X	-142.26	-21,552.48
Check	12/19/2018	65-0281845	John Deere Financial	X	-134.27	-21,686.75
Check	12/19/2018	65-0281841	De Lage Landon	X	-82.97	-21,769.72
Check	12/19/2018	65-0281838	Streamline	X	-75.00	-21,844.72
Check	12/19/2018	65-0281837	Office Depot Credit ...	X	-55.13	-21,899.85
Total Checks and Payments					-21,899.85	-21,899.85
Deposits and Credits - 2 items						
Check	12/19/2018	65-0281848	Central Sanitary Sup...	X	0.00	0.00
Deposit	12/31/2018			X	147,900.72	147,900.72
Total Deposits and Credits					147,900.72	147,900.72
Total Cleared Transactions					126,000.87	126,000.87
Cleared Balance					126,000.87	244,816.36
Register Balance as of 12/31/2018					126,000.87	244,816.36
Ending Balance					126,000.87	244,816.36

Journal Date	Jrnl Src	Jrnl ID	Header Description	Line Ref	Debit Amount	Credit Amount
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Fund: 4660 Calwa Park And Recreation Dist SUBCLASS: ACCOUNT:

Sub class:	General Subclass	Journal Date	Jrnl Src	Jrnl ID	Header Description	Line Ref	Debit Amount	Credit Amount
					Beginning Balance	118,815.49		
		12/04/2018	AUD	0001846343	19 - CURRENT SECURED SUPPL CSS3		258.09	
		12/10/2018	REC	0001847085	Op Fund Entry - Main			10,917.90
		12/14/2018	AUD	0001847682	19-TEETER 1ST PY 2018-2019 TEETER1ST1		133,424.50	
		12/19/2018	AUD	0001848611	19- FISH AND GAME 19FISH&GAM		6.98	
		12/19/2018	REC	0001848651	Op Fund Entry - Main			10,981.95
		12/28/2018	AUD	0001849885	19-Prior Unsecured 1st 17- PU 1ST 17-		332.11	
		12/28/2018	ALO	0001849981	1st QTR-2nd INTEREST DISTB		1,057.54	
		12/31/2018	AUD	0001850018	19 - ROPS 18-19B PASS THRU PASSTHRU		12,821.50	
	0110		Cash In Treasury		Account Total		147,900.72	21,899.85
			Ending Balance		244,816.36			
Account: 2230			Beginning Balance		2,486,271.79		10,917.90	
		12/10/2018	REC	0001847085	Op Fund Entry - Main		10,981.95	
		12/19/2018	REC	0001848651	Op Fund Entry - Main		21,899.85	
			Fund Balance - Unassigned		Account Total			0.00
	2230		Ending Balance		2,508,171.64			
Account: 3006			Beginning Balance		0.00		12,821.50	
		12/31/2018	AUD	0001850018	19 - ROPS 18-19B PASS THRU PASSTHRU		12,821.50	
			Redev Tax Increm Reimb		Account Total		0.00	
	3006		Ending Balance		-12,821.50			
Account: 3010			Beginning Balance		0.00		133,424.50	
		12/14/2018	AUD	0001847682	19-TEETER 1ST PY 2018-2019 TEETER1ST1		133,424.50	
			Property Taxes-Current Secured		Account Total		0.00	
	3010		Ending Balance		-133,424.50			
Account: 3011			Beginning Balance		-1,853.22		258.09	
		12/04/2018	AUD	0001846343	19 - CURRENT SECURED SUPPL CSS3		258.09	
			Suppl-Current Secured		Account Total		0.00	
	3011		Ending Balance		-2,111.31			
Account: 3025			Beginning Balance		-171.92		332.11	
		12/28/2018	AUD	0001849885	19-Prior Unsecured 1st 17- PU 1ST 17-		332.11	
			Property Taxes-Prior Unsecured		Account Total		0.00	
	3025		Ending Balance		-504.03			
Account: 3380			Beginning Balance		-481.42		1,057.54	
		12/28/2018	ALO	0001849981	1st QTR-2nd INTEREST DISTB		1,057.54	
			Interest		Account Total		0.00	
	3380		Ending Balance		-1,538.96			

End of Report

Report ID:
Program:

PeopleSoft
MONTHLY GENERAL LEDGER TRANSACTION REGISTER

Page No. 2
Run Date 01/03/2019
Run Time 09:22:49

Journal Dates 12/01/2018 through 12/31/2018

Journal Date	Jrnl Src	Jrnl ID	Header Description	Line Ref	Debit Amount	Credit Amount
Fund: Calwa Park And Recreation Dist SUBCLASS: ACCOUNT:						
			Beginning Balance	0.00		
			12/19/2018 AUD 0001848611 19- FISH AND GAME	19FISH&GAM		6.98
	3475		State In-Lieu Taxes- Fish&Game	Account Total	0.00	6.98
			Ending Balance		169,800.57	169,800.57
			Subclass Total		169,800.57	169,800.57
			Fund Total		169,800.57	169,800.57

Account:

End of Report

Fund:	Calwa Park And Recreation Dist	Beginning Balance	Year-to-Date	Transaction	Current Balances
Subclass:	Debit Accts	Credit Accts	Debits	Credits	Debits Accts
General Subclass					Credit Accts
0110 Cash In Treasury	276,556.20	0.00	0.00	31,739.84	244,816.36
0315 Interest Receivable	1,258.86	0.00	0.00	1,258.86	0.00
1435 Due To Other Governmental	0.00	1,619,309.92	0.00	0.00	1,619,309.92
1480 Fiduciary Closing	0.00	980,919.49	0.00	0.00	980,919.49
2230 Fund Balance - Unassigned	0.00	-2,322,414.35	185,757.29	0.00	-2,508,171.64
3006 Redevel Tax Increm Reimb	0.00	0.00	0.00	12,821.50	12,821.50
3008 Suppl-Prior Secured	0.00	0.00	0.00	131.48	131.48
3010 Property Taxes-Current Sec	0.00	0.00	0.00	133,424.50	133,424.50
3011 Suppl-Current Secured	0.00	0.00	0.00	2,111.31	2,111.31
3013 Supplemental-Curr Unsec Pr	0.00	0.00	0.00	22.11	22.11
3017 Property Taxes-Curr Unsec	0.00	0.00	0.00	325.01	325.01
3025 Property Taxes-Prior Unsec	0.00	0.00	0.00	504.03	504.03
3030 Penalties & Costs-Dealing T	0.00	0.00	0.00	57.63	57.63
3380 Interest	0.00	0.00	0.00	1,538.96	1,538.96
3475 State In-Lieu Taxes- Fish&	0.00	0.00	0.00	6.98	6.98
5804 ABX126 Other Revenue	0.00	0.00	0.00	1,815.08	1,815.08
SUB CLASS TOTAL	277,815.06	277,815.06	185,757.29	185,757.29	244,816.36

End of Report

Fund: Calwa Park And Recreation Dist
Subclass: General Subclass

Beginning Balance	Year-to-Date Transaction	Current Balances
Debit Accts	Debits	Debits Accts
Credit Accts	Credits	Credit Accts
277,815.06	185,757.29	244,816.36
GRAND TOTALS	185,757.29	244,816.36

End of Report

Calwa Recreation and Park District
Reconciliation Summary
Bank of The West Revenue, Period Ending 12/31/2018

	<u>Dec 31, 18</u>	
Beginning Balance		3,151.73
Cleared Transactions		
Checks and Payments - 10 items	-1,586.13	
Deposits and Credits - 3 items	<u>5,350.00</u>	
Total Cleared Transactions	<u>3,763.87</u>	
Cleared Balance		<u>6,915.60</u>
Register Balance as of 12/31/2018		6,915.60
Ending Balance		6,915.60

**Calwa Recreation and Park District
Reconciliation Detail
Bank of The West Revenue, Period Ending 12/31/2018**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,151.73
Cleared Transactions						
Checks and Payments - 10 items						
Check	12/03/2018	DEBIT	Harbor City Supply	X	-94.55	-94.55
Check	12/03/2018	DEBIT	Shell Gas Station	X	-71.62	-166.17
Check	12/03/2018	DEBIT	Bank of the West	X	-10.00	-176.17
Check	12/05/2018	DEBIT	Home Depot Store	X	-334.07	-510.24
Check	12/14/2018	DEBIT	Shell Gas Station	X	-61.58	-571.82
Check	12/19/2018	DEBIT	R&S Supply	X	-112.29	-684.11
Check	12/20/2018	DEBIT	RING.COM	X	-10.00	-694.11
Check	12/21/2018	DEBIT	Home Depot Store	X	-376.70	-1,070.81
Check	12/24/2018	DEBIT	R&S Supply	X	-323.93	-1,394.74
Check	12/24/2018	DEBIT	Fat Cow	X	-191.39	-1,586.13
Total Checks and Payments					-1,586.13	-1,586.13
Deposits and Credits - 3 items						
Deposit	12/11/2018			X	1,350.00	1,350.00
Deposit	12/14/2018			X	200.00	1,550.00
Deposit	12/20/2018			X	3,800.00	5,350.00
Total Deposits and Credits					5,350.00	5,350.00
Total Cleared Transactions					3,763.87	3,763.87
Cleared Balance					3,763.87	6,915.60
Register Balance as of 12/31/2018					3,763.87	6,915.60
Ending Balance					3,763.87	6,915.60



P.O. Box 2830, Omaha, NE 68103-2830


Account Statement

December 1, 2018 - December 31, 2018


Page 1 of 4

CALWA RECREATION & PARK DISTRICT
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Remember to confirm your email during your next branch visit or call our Contact Center at 800-488-2265. Our emails keep you educated about our services, products and more.

CLASSIC BUSINESS CHECKING

CALWA RECREATION & PARK DISTRICT

ACCOUNT SUMMARY

Beginning Balance	\$3,151.73
0 Credits	0.00
3 Deposits	5,350.00
10 Withdrawals	-1,586.13
0 Checks	0.00
Ending Balance	\$6,915.60

EARNINGS SUMMARY

Interest this statement period	\$0.00
Interest credited year-to-date	\$0.00
Annual percentage yield earned	0.00%
Average monthly balance	\$4,844.20

For your protection:

Examine this statement promptly. Any discrepancy must be reported within 30 days. Consumer customers: A discrepancy regarding an electronic payment or line of credit must be reported within 60 days.

In South Dakota, Bank of the West operates under the name of Bank of the West California.





Account Statement

December 1, 2018 - December 31, 2018

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CLASSIC BUSINESS CHECKING

ACCOUNT DETAIL

Deposits

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
12/11	\$1,350.00	12/14	\$200.00	12/20	\$3,800.00
3 deposits for a total of \$5,350.00					

Withdrawals

<u>Date</u>	<u>Amount</u>	<u>Description</u>
12/03	\$71.62	POS PURCHASE 773361 SHELL Service S FRESNO CA ##7602
12/03	94.55	POS PURCHASE 002669 HARBOR FREIGHT FRESNO CA ##7602
12/03	10.00	MONTHLY SVC CHG PREVIOUS PERIOD ACTIVITY RESULTED IN MONTHLY SERVICE CHARGE
12/05	334.07	POS PURCHASE 661401 THE HOME DEPOT 10 FRESNO CA ##7602
12/14	61.58	POS PURCHASE 777005 SHELL Service S FRESNO CA ##7602
12/19	112.29	DEBIT CARD POS R & S SUPPLY-FRESNO FRESNO CA ON 181219 #7602
12/20	10.00	DEBIT CARD POS RING.COM RING UNLIMITE 8006561918 CA ON 181220 #7602
12/21	376.70	POS PURCHASE 237701 THE HOME DEPOT 10 FRESNO CA ##7602
12/24	323.93	DEBIT CARD POS R & S SUPPLY-FRESNO FRESNO CA ON 181223 #7602
12/24	191.39	DEBIT CARD POS EIG*FATCOW 866-5392854 MA ON 181224 #7602
10 withdrawals for a total of \$1,586.13		



Account Statement

December 1, 2018 - December 31, 2018

Page 3 of 4

IMPORTANT INFORMATION

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS
(For accounts that are maintained primarily for personal, family or household purposes.)

Telephone us at (800) 488-2265, or write us at Bank of the West*, Branch Service Center, P.O. Box 2573, Omaha, NE 68103-2573 as soon as you can if you think your statement or receipt is wrong or if you need more information about a transfer listed on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared. We will need to know the following:

1. Tell us your name and account number (if any).
2. Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.
3. Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (20 business days for transactions involving new accounts) to do this, we will credit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation.

*In South Dakota, Bank of the West operates under the name of Bank of the West California.



BANK OF THE WEST
BNP PARIBAS

Account Statement

December 1, 2018 - December 31, 2018

Page 4 of 4

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1-800-488-2265



1-800-659-5495 TTY/TDD

Calwa Recreation and Park District
Reconciliation Summary
Bank of the West Payroll, Period Ending 12/31/2018

	<u>Dec 31, 18</u>	
Beginning Balance	11,670.31	
Cleared Transactions		
Checks and Payments - 16 items	-17,702.20	
Deposits and Credits - 4 items	15,613.53	
Total Cleared Transactions	<u>-2,088.67</u>	
Cleared Balance	<u>9,581.64</u>	
Register Balance as of 12/31/2018	9,581.64	
Ending Balance	9,581.64	

Calwa Recreation and Park District
Reconciliation Detail
Bank of the West Payroll, Period Ending 12/31/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						11,670.31
Cleared Transactions						
Checks and Payments - 16 items						
Check	12/03/2018	10997	Daniel Turrubiatez	X	-955.64	-955.64
Check	12/07/2018	9855010	Aflac-Health	X	-117.36	-1,073.00
Check	12/07/2018	DEBIT	ADP	X	-73.31	-1,146.31
Check	12/11/2018	DEBIT	ADP	X	-4,493.71	-5,640.02
Check	12/11/2018	DEBIT	ADP	X	-1,596.03	-7,236.05
Check	12/12/2018	10998	Eleno Hernandez Or...	X	-568.64	-7,804.69
Check	12/14/2018	10999	Daniel Turrubiatez	X	-919.45	-8,724.14
Check	12/21/2018	DEBIT	ADP	X	-4,975.19	-13,699.33
Check	12/21/2018	DEBIT	ADP	X	-1,891.04	-15,590.37
Check	12/21/2018	DEBIT	ADP	X	-73.31	-15,663.68
Check	12/21/2018	11001	Eleno Hernandez Or...	X	-565.65	-16,229.33
Check	12/26/2018	11004	Esmeralda Zamora	X	-258.28	-16,487.61
Check	12/26/2018	11002	Gabriela Mares	X	-182.70	-16,670.31
Check	12/28/2018	11003	Daniel Turrubiatez	X	-693.21	-17,363.52
Check	12/28/2018	DEBIT	ADP	X	-80.40	-17,443.92
Check	12/31/2018	11000	Raul Guerra	X	-258.28	-17,702.20
Total Checks and Payments					<u>-17,702.20</u>	<u>-17,702.20</u>
Deposits and Credits - 4 items						
Check	11/27/2018	65-0266249	Calwa Recreation a...	X	7,918.34	7,918.34
Deposit	12/11/2018			X	58.68	7,977.02
Check	12/19/2018	65-0281842	Calwa Recreation a...	X	7,577.83	15,554.85
Deposit	12/21/2018			X	58.68	15,613.53
Total Deposits and Credits					<u>15,613.53</u>	<u>15,613.53</u>
Total Cleared Transactions					<u>-2,088.67</u>	<u>-2,088.67</u>
Cleared Balance					<u>-2,088.67</u>	<u>9,581.64</u>
Register Balance as of 12/31/2018					<u>-2,088.67</u>	<u>9,581.64</u>
Ending Balance					<u><u>-2,088.67</u></u>	<u><u>9,581.64</u></u>



P.O. Box 2830, Omaha, NE 68103-2830

Account Statement

December 1, 2018 - December 31, 2018

Page 1 of 6

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Remember to confirm your email during your next branch visit or call our Contact Center at 800-488-2265. Our emails keep you educated about our services, products and more.

REGULAR BUSINESS CHECKING

CALWA RECREATION & PARK DISTRICT

ACCOUNT SUMMARY

Beginning Balance	\$11,670.31
6 Credits	117.36
2 Deposits	15,496.17
7 Withdrawals	-13,182.99
9 Checks	-4,519.21
Ending Balance	\$9,581.64

EARNINGS SUMMARY

Interest this statement period	\$0.00
Interest credited year-to-date	\$0.00
Annual percentage yield earned	0.00%
Average monthly balance	\$11,152.58

For your protection:

Examine this statement promptly. Any discrepancy must be reported within 30 days. Consumer customers: A discrepancy regarding an electronic payment or line of credit must be reported within 60 days.

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Account Statement

December 1, 2018 - December 31, 2018

REGULAR BUSINESS CHECKING

(continued)

ACCOUNT DETAIL

Credits

Date	Amount	Description
12/11	\$12.42	ELECTRONIC DEP CALWA RECREATION DIRECT DEP 121118PPD
12/11	16.32	ELECTRONIC DEP CALWA RECREATION DIRECT DEP 121118PPD
12/11	29.94	ELECTRONIC DEP CALWA RECREATION DIRECT DEP 121118PPD
12/21	12.42	ELECTRONIC DEP CALWA RECREATION DIRECT DEP 122118PPD
12/21	16.32	ELECTRONIC DEP CALWA RECREATION DIRECT DEP 122118PPD
12/21	29.94	ELECTRONIC DEP CALWA RECREATION DIRECT DEP 122118PPD
6 credits for a total of \$117.36		

Deposits

Date	Amount	Date	Amount
12/11	\$7,918.34	12/20	\$7,577.83
2 deposits for a total of \$15,496.17			

Withdrawals

Date	Amount	Description
12/07	\$73.31	ELECTRONIC DBT ADP PAYROLL FEES ADP - FEES 120718 2RJIG 7847931 CCD
12/11	1,596.03	ELECTRONIC DBT ADP Tax ADP Tax 121118 RRJIG 121125A01 CCD
12/11	4,493.71	ELECTRONIC DBT ADP WAGE PAY WAGE PAY 121118 938008552235JIG CCD
12/21	73.31	ELECTRONIC DBT ADP PAYROLL FEES ADP - FEES 122118 2RJIG 0992980 CCD
12/21	1,891.04	ELECTRONIC DBT ADP Tax ADP Tax 122118 RRJIG 122126A01 CCD
12/21	4,975.19	ELECTRONIC DBT ADP WAGE PAY WAGE PAY 122118 926009449487JIG CCD
12/28	80.40	ELECTRONIC DBT ADP PAYROLL FEES ADP - FEES 122818 2RJIG 1811055 CCD
7 withdrawals for a total of \$13,182.99		

Checks Paid

Number	Date paid	Amount	Number	Date paid	Amount	Number	Date paid	Amount
10997	12/03	955.64	11000	12/31	258.28	11003	12/28	693.21
10998	12/12	568.64	11001	12/24	565.65	11004	12/26	258.28
10999	12/14	919.45	11002	12/26	182.70	985010*	12/07	117.36
9 checks paid for a total of \$4,519.21								

* Break in check number sequence.





BANK OF THE WEST
BNP PARIBAS

Account Statement

December 1, 2018 - December 31, 2018

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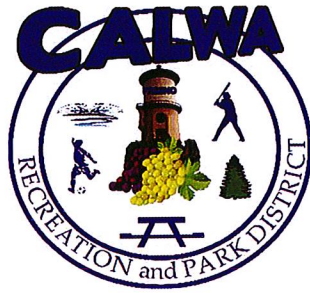


Account Statement

December 1, 2018 - December 31, 2018

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Meeting Date: January 15, 2019

Agenda Item Number: G - 1

Wording for Agenda: Review and approve agreement with Ground Control by Jeff Pfeifer to eliminate squirrel problem at Calwa Park.

Submitting: District Administrator

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

For action by: <input checked="" type="checkbox"/> District Board
Regular Session: <input type="checkbox"/> Consent Calendar <input checked="" type="checkbox"/> Regular Item <input type="checkbox"/> Public Hearing
Review: District Administrator (Initials Required) _____

Department Recommendation: Approve agreement with Ground Control by Jeff Pfeifer to eliminate squirrel problem at Calwa Park.

Summary/Background: At the last Board Meeting, Jeff Pfeifer of Ground Control, spoke to the Board on a solution to eliminate infestation of ground squirrels using sand and water.

An agreement was prepared with the help from our District Counsel, which states that the District is to provide and pay for the sand needed for the first treatment and provide a clean water source. The sand is estimated to cost the District, approximately \$1000.000

Ground Control by Jeff Pfeifer will treat Calwa Park monthly for 12 months at a rate of \$550.00 a month. Checks payable to Jeff Pfeifer. The District may terminate the agreement at any time with 20 days notice.

Total Cost for the 12 months period will cost the District approximately \$7600.00.

Prior Board Actions: Instructed the District Administrator to work out an agreement with Mr. Pfeifer.

Attachments: Agreement with Ground Control by Jeff Pfeifer

Recommended motion to be made by Board: Motion to approve agreement with Ground Control by Jeff Pfeifer to eliminate squirrel problem at Calwa Park.

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

A vertical column of horizontal lines on the right side of the page, serving as a template for a list or table.

SERVICES AGREEMENT

This SERVICES AGREEMENT ("Agreement") by and between the Calwa Recreation and Park District ("District") and Jeff Pfeiffer dba Ground Control ("Vendor") (each "Party", and collectively the "Parties"), is effective on the date it is fully executed by both Parties (the "Effective Date").

1. **PURPOSE OF AGREEMENT:** District has a ground squirrel infestation at its park located at 4545 E. Church Avenue, Fresno, California. Vendor has represented to District that it has experience in assisting property owners (private and public) in helping to reduce the infestation of ground squirrels.
2. **SCOPE OF SERVICES:** District has a ground squirrel infestation. Vendor services include reducing the infestation of squirrels at Calwa Park located at 4545 E. Church Avenue, Fresno, California by using a sand and water method developed by Vendor. Services shall be provided on a month to month basis.
3. **PAYMENT:** District shall purchase the sand, pay Vendor \$550.00, provide a clean water source, and provide a secure area for equipment storage for one or two overnight stay for the first initial treatment service. Any sand left from the initial treatment services will be kept by District. After the initial treatment services, Vendor will provide services at \$550.00 per month. Vendor shall be responsible to purchase the sand for each additional month. Checks will be made to "Jeff Pfeiffer."
4. **EFFECTIVE DATE:** This Agreement is effective upon execution by both parties and continue from month to month not to exceed twelve months. District shall give twenty (20) days notice of termination.
5. **LAWS:** Vendor warrants that the terms and/or services provided herein shall be provided in compliance with the provisions of any and all Federal, State and other laws applicable thereto including but not limited to Contractor License requirements, Workers Compensation, and any permits required by other public entities for providing the type of services under this Agreement.
6. **INDEPENDENT CONTRACTOR:** Vendor enters into this Agreement, and will remain throughout the term of this Agreement, as an independent contractor. Vendor agrees that he/she is not and will not become employees, partners, agents or principals of District while this Agreement is in effect. Vendor is responsible for providing, at his/her own expense, disability, unemployment, and other insurance, workers' compensation, training, permits and licenses for Vendor and for Vendor's employees and subcontractors.
7. **ASSIGNMENT:** Vendor shall not assign any interest in this Agreement or otherwise transfer except upon written approval of District.
8. **LAW GOVERNING:** This Agreement shall be governed by and construed according to the laws of the State of California. Venue shall be in Fresno County, California.
9. **LIABILITY:** The District shall not be responsible for any damages that may accrue by reason of the death or injury of the person of the Vendor's officers, agents, employees, invitees, or

subcontractors, or for the damages of any property of the Vendor, or that may arise or be set up at any time because of personal injury or damage to property sustained by any other person or persons, which may have been caused or contributed to, approximately or remotely, by reason of or in the course of performance of this Agreement. Vendor shall assume full responsibility for the defense of any claim arising under the Agreement and Vendor shall save, keep, and bear harmless to City, all officers and employees thereof from the damages, cost, or expense, because of personal injury or property damage based on the performance of the Agreement.

10. INDEMNIFICATION: Vendor shall indemnify, defend and hold harmless District, its officers, agents and employees from and against any and all loss, cost (including attorneys' fees), damage, expense and liability (including statutory liability and liability under workers' compensation laws) in connection with claims, judgements, damages, penalties, fines, liabilities, losses, suits administrative proceedings, arising out of any act of neglect by Vendor, its agents, employees, or subcontractors. This indemnity shall survive the termination of this Agreement.

11. AGREEMENT CONTROLLING: This Agreement constitutes the complete and exclusive statement of agreement between the Parties, and supersedes and merges all prior proposals and all other agreements, oral and written, between the Parties relating to the subject matter of this Agreement. This Agreement may be modified only in writing signed by both Parties.

12. BREACH: In case of a failure on the part of the Vendor to perform the requirements under this Agreement within the specified time or if Vendor otherwise breaches a term of this Agreement, the Agreement may be terminated by the District and the District shall in such event not thereafter pay or allow to the Vendor any compensation under this agreement. Vendor shall be liable to District for all loss or damage which it may suffer on account of the Vendor's breach.

CALWA RECREATION AND PARK DISTRICT

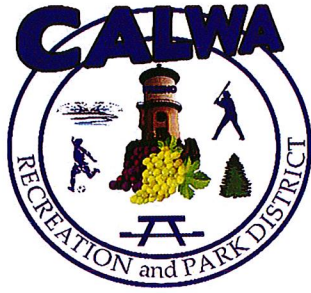
Mary Rosales
Board of Directors Chairperson

Date

GROUND CONTROL

Jeff Pfeiffer

Date



Meeting Date: January 15, 2019

Agenda Item Number: G - 2

Wording for Agenda: Approve the following forms for District use.

- a. Form for Application for use of Park and/or Hall or Park Area
- b. Form for Approval of Permit
- c. Form for Approval of Permit Requiring Contract

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: Approve the above three forms for Calwa Park use.

Summary/Background: At the October 2018 Board Meeting, the Board instructed staff to work on form for Calwa Park use of facilities. Attached are three forms which were prepared by our District Attorney for your approval.

Prior Board Actions: Instructed the District Administrator to work with District Attorney on preparing forms for District use.

Attachments: Forms: Application for use of Park and/or Hall or Park Area, Approval of Permit, and Approval of Permit Requiring Contract

Recommended motion to be made by Board: Motion to approve forms for District use:

Application for use of Park and/or Hall or Park Area
Approval of Permit
Approval of Permit Requiring Contract

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



**APPLICATION FOR EXCLUSIVE USE OF PARK AND/OR HALL
OR PARK AREA**

Check One:

- Exclusive Use of Park and Hall (requires contract)
- Exclusive Use of Park Only (requires contract)
- Hall Rental Only (requires permit only)
- Park Area Only (requires permit only)

ALL INFORMATION REQUESTED MUST BE PROVIDED BEFORE THE APPLICATION CAN BE CONSIDERED FOR APPROVAL.

Once the Application has been received, the application will be reviewed within three (3) business days of receipt of the application. You will be notified when the Contract or Permit is approved or if your event requires any additional information or permits. The applicable Contract or Permit will include amount of deposit and fees as well as terms, conditions, and rules and regulations.

APPLICANT INFORMATION

Applicant:		
Company or Organization:		
Address:	City, State:	Zip:
Work Phone:	Mobile Phone:	
On-Site Person Responsible for Event Operations:		
On-Site Person Mobile Phone:		
On-Site Person Email:		
Non-Profit IRS# (if applicable):		

EVENT INFORMATION

Event Name and Description:		
Event Date(s):		
Date and Set Up Time:	Event Hours:	Tear Down Time:
Anticipated Number of Participants (per day):		
Maximum Number at any one time:		
Site Plan: Attach Site Plan		

FOOD/DRINKS: Will food, drinks, and/or other items be sold?

Yes If yes, describe what will be sold: _____

No

ALCOHOL: *The following apply to Exclusive Use of Park and Use of Hall Only; Alcohol not permitted to be sold or served for any other Permit*

Will Alcohol be sold?

Yes If so, a license is required from the California Department of Alcoholic Beverage Control.

No

Will alcohol be served?

Yes

No

ELECTRICITY: Will use of Park require electricity?

Yes *What will electricity be used for:*

No

INSURANCE: Does the event applicant have its own liability insurance?

- Yes
- Permittee shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office Form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. If alcohol is permitted during the permitted activity, coverage must include full liquor liability in the amount of \$1,000,000 per occurrence, \$2,000,000 general aggregate. The District shall be included as additional insured on the policy.
 - Separate Additional Insured Endorsement – CG 20-26 or equivalent, blanket endorsement or section of the policy. Endorsement shall cover, its officers, agents, employees, and volunteers as additional insured.

- No
- A Certificate of Insurance showing Property Damage and General Liability in the amount of \$1,000,000 must be purchased through Calwa Recreation and Park District. If alcohol is permitted by Calwa Park District during the permitted activity, coverage will include full liquor liability. (See above)

ADMISSION: Will admission to the event be charged?

Yes *If so, please provide details:*

No

SET UP/TEAR DOWN: Will event set-up start the event, or tear-down the day after? Event duration, including set-up/tear-down, must be requested in the permit application to prevent conflicts with another event.

Yes • If yes, explain:

No

INFLATABLES/BOUNCE HOUSES: Will inflatables such as Bounce Houses be used at the event?

Yes • An up to date copy of the bounce house company's insurance must be on file with the District.
• **NOTE: Anchor penetration into District parks, cement, and streets is prohibited.** The use of above ground anchors (i.e., water barrels) is recommended.

No

SITE PLAN ATTACHED

Yes

No

SECURITY: An event with the following will require security.

- Serving and/or Sale of alcohol and/or
- More than 150 attendees at event.

The Approved Permit or Contract will say if security is required.

Continue on Next Page

HOLD HARMLESS AGREEMENT

The Applicant shall hold harmless, defend, and indemnify the Calwa Recreation and Park District, its elected officials, officers, employees, and agents from any damages that may arise as a result of the conduct of the event for which the permit is sought. The Applicant agrees to defend, protect, indemnify and hold the District and its elected officials, officers, employees, agents, and volunteers free and harmless from any against any and all claims, damages, expenses, loss or liability of any kind or nature whatsoever arising out of, or resulting from, the alleged acts or omissions of applicant, its officers, agents, or employees in connection with the permitted event or activity. The applicant shall, at applicant's own cost, risk, and expense, defend any and all claims and all legal actions that may be commenced or filed against the District, its elected officials, officers, agents, employees, or volunteers, and the applicant shall pay any settlement entered into and shall satisfy any judgment that may be rendered against the District, its elected officials, officers, agents, employees or volunteers as a result of the alleged acts or omissions or applicant or applicant's officers, agents, or employees in connection with the uses, events, or activities under the permit.

The Applicant further certifies under penalty of perjury under the laws of the state of California that the above information is a complete and accurate representation of the planned event.

Applicant's Signature

Date

CERTIFICATION AND SIGNATURE

I certify that I have read every page of this Permit Application and agree with the terms and conditions.

Applicant's Signature

Date

Time

ATTACHMENTS: SITE PLAN



APPROVAL OF PERMIT

Name of Permittee: _____

The District has approved the attached application and grants a Permit.

The Permit is for the following (check one):

- Hall Rental Only []
- Park Area (park is divided into 4 parts for this type of permit): []

ALL TERMS AND CONDITIONS IN THE APPLICATION ARE A PART OF CALWA DISTRICT'S APPROVAL EXCEPT AS NOTED IN THIS PERMIT.

Conditions for Permit

The Permit is subject to the following conditions in addition to those on the Permit Application:

1. Date(s) and Time. The Permit is approved for the following date and times:
_____.
2. Check In. Contact person(s) named above must check-in with Calwa staff on duty prior to start of the event or activity.
3. Deposit. Permit will not be valid until signed and until deposit is paid. Deposits will be refunded minus any costs for damage or extra cleaning required. See also Cancellation below.
4. Security. This Permit requires security as follows:
 - Number: _____.
 - Proof of security must be submitted to District Office 5 days before the event/activity.
5. Portable bathrooms. Portable bathrooms are required as follows:
 - Number: _____.
 - Installation Date & Time: _____.
6. Insurance. Proof of Insurance required 5 days before the event: _____ **OR**
Pay District insurance fee: \$_____
7. Electricity.
 - Generator required for electricity: Yes or [] No
 - Location for Generator: _____

8. Rules. In addition to the conditions under this Permit, the Permittee is subject to Park Rules. Failure to comply with Calwa Park Rules and Regulations may result in early termination of the event or activity and permittees will be barred from future events. Full copy of Rules is attached.

9. Children & Teen Activities. All Children and Teen activities must have one (1) adult chaperone for each 25 participants.

10. Alcohol Policy. The person signing this Permit shall be responsible to inform all members of the group and attendees when they are invited to participate in the activity or event of the Park's policy of the following Calwa Park policy on alcohol.

a. **No alcohol allowed on Park property.**

b. **Hall Rental Only: Alcoholic beverages exemption**

(i) beer will be allowed inside the hall ONLY;

(ii) only 10 cases (24 cans in each case) or 2 barrels of beer is allowed;

(iii) no glass containers are allowed;

(iv) no minors may be served alcohol;

(v) the rental will be stopped and Hall closed if a fight occurs; and Permittee will forfeit any deposits and no money will be returned to renter;

(vi) Permittee is responsible for minors.

11. No Violence. The activity will be shut down if a fight occurs. Permittee will forfeit any deposits and no money will be returned to Permittee.

12. Cancellation. 100% of deposit if cancelled at least 30 days before the event; 80% of deposit if cancelled less than 30 days before the event. Refunds may take up to four weeks to process.

13. Snack Bar: It is understood that the Park Concession Stand (snack bar) may operate during event.

14. Other: _____

District Staff Signature

Date

FEEs AND DATE RECEIVED

DEPOSIT FEE AMOUNT	\$ _____
RENTAL FEE AMOUNT	\$ _____
ELECTRICITY AMOUNT	\$ _____
INSURANCE FEE AMOUNT	\$ _____
SUB TOTAL	\$ _____
AMOUNT PAID	\$ _____
BALANCE	\$ _____

CONTRACT NOT COMPLETE UNTIL DEPOSIT PROVIDED. Other fees due as noted on conditions. *(Staff, initial and date each item once Permittee provides proof and provide receipt.)*

District Official Signature

Date

Applicant agrees to the terms and conditions of this Approval of Permit.

Applicant Signature _____

Date _____



Calwa
Recreation and Park District

APPROVAL OF PERMIT REQUIRING CONTRACT

Name of Permittee: _____

The District has approved the attached application.

The permit is for the following (check one):

- Exclusive Use of Park and Hall
- Exclusive Use of Park Only

Contract Required for Exclusive Use of Park and Hall or Exclusive Use of Park

This Permit requires that the attached Contract be signed. Upon execution of Contract and payment of fees as set forth in the Contract, the Permit will be valid.

ALL TERMS AND CONDITIONS IN THE APPLICATION ARE PART OF THIS DISTRICT APPROVAL EXCEPT AS NOTED IN THE CONTRACT.

District Staff Signature

Date