



For the Meeting of: 09/20/2022  
Agenda Item No.: D-2

**CALWA RECREATION & PARK DISTRICT  
REPORT TO THE BOARD**

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**TO:** Board of Directors

**FROM:** District Administrator, Adam Ramos

**SUBJECT:** Minutes of the Regular Meeting held on August 16, 2022, and Minutes of the Special Meeting held on September 13, 2022.

**RECOMMENDATION:**

That the Board approve the minutes for both dates.

**SUMMARY:**

Meeting minutes are provided for each regular and special meeting held by the District. Detailed minutes are provided in the agendas with the minutes or notes attached with this report.

**REASON FOR RECOMMENDATION:**

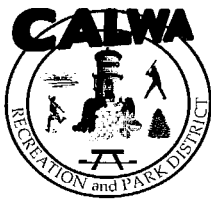
To have monthly agenda minutes certified.

**FISCAL IMPACT:**

There is no fiscal impact resulting from this report.

Attachments:

- Regular Meeting Minutes for August 16, 2022.
- Special Meeting Minutes for September 13, 2022.



## CALWA RECREATION & PARK DISTRICT MEETING AGENDA

[www.calwarecreation.org](http://www.calwarecreation.org)

### REGULAR BOARD MEETING NOTICE AND AGENDA August 16, 2022 Begins: 5:36pm Ends: 8:41pm

#### BOARD CHAIRPERSON

Esmeralda Zamora, Chair

PRESENT

#### BOARD VICE CHAIR

Raul Guerra Vice Chair

PRESENT

#### BOARD MEMBERS

Joseph Perez, Board Member: PRESENT

Laura Garcia, Board Member: PRESENT

Mary L. Rosales, Board Member: PRESENT

#### DISTRICT ADMINISTRATOR

Adam Ramos

PRESENT

#### DISTRICT COUNSEL

Hilda Cantú Montoy

PRESENT

THE BOARD OF DIRECTORS HAS RESUMED MEETINGS IN PERSON. Members of the public may attend or the meeting or participate per the Zoom information below. The Board welcomes you to its meetings and encourages you to participate at the meeting or via Zoom. This agenda contains a brief general description of each item that will be considered by the Board. All persons who call in or who attend the meeting are asked to silence pagers, cell phones, and other devices that may disrupt the Board meeting. The Board may consider and act on an agenda item in any order it deems appropriate.

#### Join Zoom Meeting

Topic: August Regular Board Meeting

Time: Aug 16, 2022 05:30 PM Pacific Time (US and Canada)

#### CALL TO ORDER AND ROLL CALL

#### A. INVOCATION AND FLAG SALUTE

Lead by Mary Rosales

#### B. APPROVAL OF AGENDA

1<sup>st</sup>: Esmeralda Zamora

**2<sup>nd</sup>: Joseph Perez**

**Role Call:**

**Esmeralda Zamora: Y**

**Raul Guerra: Y**

**Joseph Perez: Y**

**Mary Rosales: Y**

**Laura Garcia: Y**

### **C. PUBLIC COMMENTS**

Members of the public who wish to address the Board on an item that is not on the agenda may do so now. Members of the public wishing to address the District on an agenda item may do so when the agenda item is called. 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.

Public Comments: Central Valley Flag Football Darnell Harris and Dr. Marie Harris 5581 E. Butler Ave, Fresno CA 93727. Presented information on a youth flag football league they are interested in brining to the park. They provided a document that was provided to the Board of Directors stating a detailed breakdown of procedures, registrations, field use, etc. Board will take into consideration the creation of a contract, terms and conditions, and charges. Board gave direction to put onto next board meeting for consideration.

### **D. CONSENT CALENDAR**

**Role Call Vote for items D1-D3:**

**1<sup>st</sup>: Esmeralda Zamora**

**2<sup>nd</sup>: Laura Garcia**

**Esmeralda Zamora: Y**

**Raul Guerra: Y**

**Joseph Perez: Y**

**Mary Rosales: Y**

**Laura Garcia: Y**

*All items listed under Consent Calendar are considered to be routine and will be enacted by one motion. For discussion of any Consent Item, it will be considered separately at the request of any member of the Board of Directors or any person in the audience.*

1. Approval of Board Meeting Minutes (**Action**)  
Minutes-Regular Meeting July 19, 2022.  
Minutes-Special Meeting July 26, 2022.  
Presented By: DA Pages: 1-11
2. Bank Account Information (all accounts) (**Informational**)  
Presented By DA: Pages: 12-22

3. Consider adoption of Resolution 2022-12 Reauthorizing Remote Teleconference Meetings by the Board of Directors Per AB 361  
**(Action)**  
Presented By: DA Pages:23-27

## E. UNFINISHED BUSINESS

1. COVID-19 Update – Discussion and Direction by Board on current procedures to Park Operations **(Informational)**  
Presented By DA Pages:28-32  
Covid policies were reviewed.
2. Update on Swimming Pool Project **(Informational)**  
Presented By DA Pages: 33  
Counsel had conversation with network named Josh Rodgers a city engineer for several local government and stated that we will provide blueprints, permitting, and other information to assist with RFP development for the pool. Stating that Fresno permitting needs to be requested by DA. Prevailing wages still a must.
3. Update on Prop 68: **(Informational)**  
Presented By: DA Pages:34  
Let board know when the beautify project will occur.
4. City of Fresno Annexation Proposal Update **(Informational)**  
Presented By: DA Pages: 35-44  
DA gave update on the emails and phone calls provided to Mayor's office. Board suggested formal letter if no responses to calls and letter. Legal stated that they will reach out on behalf of District to Mayors office. Board stated that we just want clarification on the language used regarding annex of the District, not Calwa property lines.

## F. NEW BUSINESS

1. District Maintenance Park Upgrades Updates **(Informational)**  
Presented By: DA Pages: 45-46  
DA updated options for all projects on hand and provided in DA report. Lighting options were requested to save District funds. Board member JP stated to seek quotes from Seal Rite.
2. Approval of Sand Box Project **(Action)**  
Presented By: DA Pages: 47-50  
No motions were made. Board praised DA for efforts, but due to several potential liability issues other projects are going to be considered. Board member JP stated that we should consider revamping the pool area or to

demolish the area. Wish to confirm with the City of Fresno do we need to have the fencing present as a functional use. Board said they are open for ideas in the area and will table the item for the future discussion.

3. Consider Request for Bids for Full Perimeter Fencing for Park (**Direction**)  
Presented By: DA Pages: 51  
Requested By: Board member Rosales  
DA made note of potential costs and resources needed for the entire perimeter fencing to be replaced with new fencing with additional height. DA stated that the estimated cost is between 60K-100K. Tabled, want to focus on areas that are worst portions of the fence to repair, Board discussed having estimates created for the front of the fence and the back.
  
4. Approval of Field Use Contract with Southeast Fresno Youth Soccer League (**Action**)  
Presented By: DA Pages: 52-57  
1<sup>st</sup> Motion: Esmeralda Zamora  
2<sup>nd</sup> Motion: Laura Garcia  
Esmeralda Zamora: Y Raul Guerra: Y Joseph Perez: Y  
Mary Rosales: Y Laura Garcia: Y
  
5. Approval of Park Rental Contract with Centro Binacional Para El Desarrollo Indigena Oaxagueno-Guelaguetza Event (**Action**)  
Presented By: DA Pages: 58-68  
1<sup>st</sup> Motion: Esmeralda Zamora  
2<sup>nd</sup> Motion: Laura Garcia  
Esmeralda Zamora: Y Raul Guerra: Y Joseph Perez: Y  
Mary Rosales: Y Laura Garcia: Y

#### **G. Director Communications/Agenda Items**

*This portion of the meeting is reserved for the Directors (i) to make brief reports on boards, committees, and other public agencies, and at public events, (ii) to initiate new matters and to request updates, (iii) and to initiate new agenda items. Under this section the Board may take action only on items specifically agenzized and which meet other requirements for actions.*

1. **Consider Issuing Request for Bids for Full Perimeter Park Fencing (Action)**  
Requested By: Board member Rosales Pages: 51

#### **H. District Administrator Report**

#### **I. CLOSED SESSION**

1. Public Employee Performance Evaluation  
Government Code Section 54957  
Title: District Administrator
2. Conference with Labor Negotiators  
Government Code Section 54957.6  
Agency Designated Representatives: Board Member Mary Rosales and  
Vice Chair Raul Guerra  
Unrepresented Employee: District Administrator

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

**K. ADJOURNMENT**

**Generally, 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. However, due to current COVID-19 emergency, the office is partially open. You may request 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](mailto:info@calwarecreation.org). The agenda packet is posted at [www.calwarecreation.org](http://www.calwarecreation.org).**

**NEXT REGULAR MEETING:**

**September 20, 2022**

**Certification of Posting**

State of California

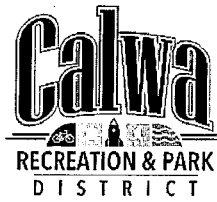
County of Fresno

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, on the front door window of the District Office, and on the website at [www.calwarecreation.org](http://www.calwarecreation.org) on August 12th, 2022.

*Adam J. Ramos*

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## CALWA RECREATION & PARK DISTRICT MEETING AGENDA

[www.calwarecreation.org](http://www.calwarecreation.org)

### SPECIAL BOARD MEETING NOTICE AND AGENDA

September 13, 2022

Start: 5:33pm

End: 6:32pm

#### BOARD CHAIRPERSON

Esmeralda Zamora, Chair  
Present

#### BOARD VICE CHAIR

Raul Guerra Vice Chair  
Absent

#### BOARD MEMBERS

Joseph Perez, Board Member Present  
Laura Garcia, Board Member Absent  
Mary L. Rosales, Board Member Present

#### DISTRICT ADMINISTRATOR

Adam Ramos  
Present

#### DISTRICT COUNSEL

Hilda Cantú Montoy  
Present

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#### Join Zoom Meeting

Topic: September Special Board Meeting

Time: September 13, 2022 05:30 PM Pacific Time (US and Canada)

<https://us02web.zoom.us/j/83632710465>

Meeting ID: 836 3271 0465

One tap mobile

+14086380968,,83632710465# US (San Jose)

+16694449171,,83632710465# US

Dial by your location

+1 408 638 0968 US (San Jose)

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

Meeting ID: 836 3271 0465

Find your local number: <https://us02web.zoom.us/j/83632710465>

## **CALL TO ORDER AND ROLL CALL**

### **A. INVOCATION AND FLAG SALUTE**

**Both lead by Board Member Mary Rosales**

### **B. APPROVAL OF AGENDA**

**1<sup>st</sup>: Esmeralda Zamora**

**2<sup>nd</sup>: Mary Rosales**

**Role Call: All in favor vote casted: 3 yes, 0 no, 2 absent.**

### **C. PUBLIC COMMENTS**

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### **D. NEW BUSINESS**

1. SUBJECT: Approval of Field Use Agreement with Central Valley NFL Flag Football.

RECOMMENDATION: Approve Field Use Agreement with Central Valley NFL Flag Football.

1<sup>st</sup>: Joseph Perez

2<sup>nd</sup>: Esmeralda Zamora

Role Call Vote: All in favor vote casted: 3 yes, 0 no, 0 absent.

### **H. CLOSED SESSION**

1. Public Employee Performance Evaluation  
Government Code Section 54957  
Title: District Administrator
2. Conference with Labor Negotiators  
Government Code Section 54957.6  
Agency Designated Representatives: Board Member Mary Rosales and Vice Chair Raul Guerra  
Unrepresented Employee: District Administrator



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

**J. ADJOURNMENT**

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**NEXT REGULAR MEETING: September 20, 2022**

**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, on the front door window of the District Office, and on the website at [www.calwarecreation.org](http://www.calwarecreation.org) on September 9, 2022.

*Adam J. Ramos*

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For the Meeting of: 09/20/2022

Agenda Item No.: D-2

**CALWA RECREATION & PARK DISTRICT  
REPORT TO THE BOARD**

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**TO:** Board of Directors

**FROM:** District Administrator, Adam Ramos

**SUBJECT:** COVID Update

**RECOMMENDATION:**

That the Board receive report on COVID Update.

**SUMMARY:**

District is committed to the safety of all staff and park goers during this pandemic. Vaccines and testing are always suggested to all staff or park goers, and staff are committed to providing information to public on when and how to acquire vaccinations and testing services. During the years since the outbreak, variations of COVID-19 have occurred. District will remain vigilant to the guidelines of the City of Fresno, County of Fresno, State of California, and the CDC for guidance. State of CA has declared a state of emergency for monkey pox, although the risk for infection and transmission remains low, as previously discussed the District currently has no protocols for disease prevention regarding monkey pox.

**REASON FOR RECOMMENDATION:**

Inform Board on current COVID procedures and protocols as well as any changes to those procedures if new impacts arise.

**FISCAL IMPACT:**

There is no fiscal impact resulting from this report.

Attachments:

- Fresno County COVID Metrics



For the Meeting of: 09/20/2022

Agenda Item No.: D-2

## **CALWA RECREATION & PARK DISTRICT REPORT TO THE BOARD**

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### **Fresno County Metrics**

These metrics are an indicator of the current rate of COVID-19 transmission in the county.

Week	Positivity Rate	New COVID-19 positive case per day per 100K population.		
9/7	11.1	18.2	11.1	Red Arrow
8/31	13.2	20.4	14.2	Red Arrow
8/23	15.3	23.7	15.8	Red Arrow
8/16	18.5	30.7	20.7	Red Arrow
8/9	20.1	38	22.7	Red Arrow
8/3	20.6	41.7	24.8	-
7/26	20.7	41.9	22.6	Green Arrow
7/19	19.9	40.7	19.8	Green Arrow
7/11	17.5	35.8	17.3	Green Arrow
7/5	15.2	34.4	15.2	Green Arrow
6/28	14.6	31.5	14.8	Green Arrow
6/20	13.6	30.5	13.1	Green Arrow
6/13	11.6	25.7	10.8	Green Arrow
6/6	9.6	23.1	8.4	Green Arrow
6/1	8.9	20.5	7.8	Green Arrow
5/23	5.2	10.8	4.5	Green Arrow
5/16	3.6	7.2	2.9	Green Arrow
5/9	2.8	5.3	2.1	Green Arrow
5/2	2.4	3.7	1.9	Green Arrow



For the Meeting of: 09/20/2022  
Agenda Item No.: D-3

**CALWA RECREATION & PARK DISTRICT  
REPORT TO THE BOARD**

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**TO:** Board of Directors

**FROM:** District Administrator, Adam Ramos

**SUBJECT:** Bank Account Information (all accounts)

**RECOMMENDATION:**

That the Board receive report on District finances for all accounts.

**SUMMARY:**

District maintains three accounts: payroll, revenue, and county. Transparency for all accounts and all transactions are provided in this report. Major purchases from retail stores are associated with the backpack event that was held on August 20<sup>th</sup> and supported through a \$5K donation.

**REASON FOR RECOMMENDATION:**

Inform Board on current District finances for all accounts.

**FISCAL IMPACT:**

There is no fiscal impact resulting from this report.

Attachments:

- Fresno County Account Document
- Reconciliation of PR and REV Accounts
- Detailed Report of PR and REV Accounts
- Detailed Report of Expenses and Revenue for the Month of August



For the Meeting of: 09/20/2022  
Agenda Item No.: D-3

**CALWA RECREATION & PARK DISTRICT  
REPORT TO THE BOARD**

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Account	Total
Fresno County	\$655,408.07
BOW REV	\$58,767.52
BOW PR	\$4,090.84
TOTALS	\$718,266.43

FINAL CRPD: BUDGET FY 22/23	22-Aug
<b>Employee Cost</b>	
Employee Salaries	\$ 17,000.00
	<b>\$ 20,446.39</b>
Payroll Taxes	\$ 1,885.00
	<b>\$ 3,779.65</b>
Payroll Fees	\$ 250.00
	<b>\$ 179.65</b>
Director Stipends	\$ 500.00
	<b>\$ 912.50</b>
Workers Compensation	\$ -
	\$ -
HR Services	\$ 100.00
	\$ -
<b>Total Act:</b>	<b>\$ 25,338.19</b>
<b>Total Est:</b>	<b>\$ 19,735.00</b>
<b>DIFFERENCE</b>	<b>\$ (5,603.19)</b>
<b>Expenses</b>	
Audit	
Cleaning Supplies	\$ 250.00
	<b>533.24</b>
District Counsel	\$ 800.00
	<b>495</b>
District Board Elections	
Electricity	\$ 2,500.00
	<b>3961.83</b>
Electrical Field Lighting Loan	\$ 1,955.72
	<b>1955.72</b>
Equipment Fuel	\$ 125.00
	<b>140</b>
Event Costs	\$ 600.00
	<b>4598.55</b>
Fresno Co. Service Fees	
Liability Insurance	\$ -
Internet	\$185.00
	<b>490.21</b>
Landline Phone	\$ 185.00
	<b>246.33</b>
Mobile Phone	\$ 130.00
	<b>70.15</b>
Memberships	
Mileage	\$ -
Office Equipment (printer lease/services)	\$ 145.00
	<b>146.82</b>
Office Supplies	\$ 150.00
	<b>39.66</b>
Professional Development	\$ 1,500.00
	<b>520.95</b>
Recreation Programs	\$ 300.00
	<b>0</b>
Repairs & Maintance	\$ 4,000.00
	<b>3843.15</b>
Security	
Security Monitoring System (Ameriquard)	\$ 52.00
	<b>51.99</b>
Technology Services	\$ 105.00
	<b>117.97</b>
Website/Social Media Protection Services	\$ 249.00
	<b>0</b>
Trash Disposal	\$ 278.00
	<b>272.8</b>
Water	\$ 5,500.00
	<b>4883.09</b>
Swimming Pool Maintanance	\$ 1,000.00
	<b>0</b>
<b>TOTAL EST</b>	<b>\$ 20,009.72</b>
<b>TOTAL ACTUALS</b>	<b>\$ 17,768.94</b>
<b>DIFFERENCE</b>	<b>\$ 2,240.78</b>

Aug-22 Income	
District Income	
Zumba Rent	\$ 530.00
Karate Rent	\$150.00
Recycle Rent	\$600.00
Concession Rent	\$600.00
Hall Rentals	\$430.00
Field Rentals	\$1,260.00
Boxing Rent	\$180.00
<b>TOTALS</b>	<b>\$ 3,750.00</b>

\*Donation received for \$5K, did not include in overall costs

\*Internet equipment was paid to exit agreement.

Fund: [REDACTED]  
 Calwa Park And Recreation Dist  
 Subclass: 10000  
 General Subclass

Beginning Balance	Year-to-Date Transaction	Current Balances
Debit Accts	Debits	Debits Accts
Credit Accts	Credits	Credit Accts
803,317.08	150,000.00	655,408.07
803,317.08	150,000.00	655,408.07
GRAND TOTALS		

Fund:	Calwa Park And Recreation Dist	General Subclass	Beginning Balance	Year-to-Date	Transaction	Current Balances
Subclass:	Debit Accts	Credit Accts	Debits	Credits	Debits Accts	Credit Accts
[REDACTED]	800,742.87	0.00	0.00	147,716.87	653,026.00	0.00
Cash In Treasury	2,574.21	0.00	0.00	192.14	2,382.07	0.00
Interest Receivable	0.00	1,619,309.92	0.00	0.00	0.00	1,619,309.92
Due To Other Governmental	0.00	2,686,110.33	0.00	0.00	0.00	2,686,110.33
Fiduciary Closing	0.00	-3,502,103.17	150,000.00	0.00	0.00	-3,652,103.17
Fund Balance - Unassigned	0.00	0.00	0.00	1,515.80	0.00	1,515.80
Suppl-Current Secured	0.00	0.00	0.00	575.19	0.00	575.19
Property Taxes-Curr Unsec	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
SUB CLASS TOTAL	803,317.08	803,317.08	150,000.00	150,000.00	655,408.07	655,408.07

End of Report



Fund: [REDACTED] Calwa Park And Recreation Dist SUBCLASS [REDACTED] ACCOUNT: [REDACTED]

Journal Date	Jrnl Src	Jrnl ID	Header Description	Line Ref	Debit Amount	Credit Amount
General Subclass						
			Beginning Balance	700,935.01		
08/09/2022	AUD	0002017954	22 - Current Secured Suppl		1,515.80	
08/24/2022	AUD	0002019806	22 - CURRENT UNSECURED PRI		575.19	
08/31/2022	REC	0002020800	Op Fund Entry - Main			50,000.00
Cash In Treasury				Account Total	2,090.99	50,000.00
Ending Balance				653,026.00		
Account: [REDACTED]						
General Subclass						
			Beginning Balance	3,602,103.17		
08/31/2022	REC	0002020800	Op Fund Entry - Main		50,000.00	
Fund Balance - Unassigned				Account Total	50,000.00	0.00
Ending Balance				3,652,103.17		
Account: [REDACTED]						
General Subclass						
			Beginning Balance	0.00		
08/09/2022	AUD	0002017954	22 - Current Secured Suppl 22-CSS12			1,515.80
Suppl-Current Secured				Account Total	0.00	1,515.80
Ending Balance				-1,515.80		
Account: [REDACTED]						
General Subclass						
			Beginning Balance	0.00		
08/24/2022	AUD	0002019806	22 - CURRENT UNSECURED PRI CUP 21-22			575.19
Property Taxes-Curr Unsec Pr				Account Total	0.00	575.19
Ending Balance				-575.19		
Account: [REDACTED]						

Subclass Total 52,090.99  
 Fund Total 52,090.99

2:02 PM  
09/01/22

**Calwa Recreation and Park District**  
**Reconciliation Summary**  
**Bank of the West Payroll, Period Ending 08/31/2022**

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	<u>Aug 31, 22</u>
Beginning Balance	13,136.46
Cleared Transactions	
Checks and Payments - 13 items	-36,751.95
Deposits and Credits - 3 items	35,000.00
Total Cleared Transactions	<u>-1,751.95</u>
Cleared Balance	<u><b>11,384.51</b></u>
Register Balance as of 08/31/2022	11,384.51
Ending Balance	11,384.51

**Calwa Recreation and Park District**  
**Reconciliation Detail**  
**Bank of the West Payroll, Period Ending 08/31/2022**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						13,136.46
<b>Cleared Transactions</b>						
<b>Checks and Payments - 13 items</b>						
General Journal	06/30/2021			X	-10,000.00	-10,000.00
Check	08/02/2022		ADP	X	-6,421.33	-16,421.33
Check	08/02/2022		ADP	X	-1,652.93	-18,074.26
Check	08/08/2022		Ulysses S. Grant	X	-608.01	-18,682.27
Check	08/08/2022		Mary L. Rosales	X	-365.00	-19,047.27
Check	08/12/2022		ADP	X	-87.34	-19,134.61
Check	08/16/2022		ADP	X	-6,869.29	-26,003.90
Check	08/16/2022		ADP	X	-2,062.69	-28,066.59
Check	08/24/2022		Ulysses S. Grant	X	-626.98	-28,693.57
Check	08/26/2022		ADP	X	-92.31	-28,785.88
Check	08/29/2022		Mary L. Rosales	X	-547.50	-29,333.38
Check	08/30/2022		ADP	X	-5,920.78	-35,254.16
Check	08/30/2022		ADP	X	-1,497.79	-36,751.95
<b>Total Checks and Payments</b>					-36,751.95	-36,751.95
<b>Deposits and Credits - 3 items</b>						
General Journal	06/30/2022			X	10,000.00	10,000.00
Deposit	08/01/2022		Payroll Transfer	X	20,000.00	30,000.00
Deposit	08/29/2022		Payroll Transfer	X	5,000.00	35,000.00
<b>Total Deposits and Credits</b>					35,000.00	35,000.00
<b>Total Cleared Transactions</b>					-1,751.95	-1,751.95
<b>Cleared Balance</b>					-1,751.95	11,384.51
<b>Register Balance as of 08/31/2022</b>					-1,751.95	11,384.51
<b>Ending Balance</b>					-1,751.95	11,384.51

Date	Check No.	Description	Category	Sub Category	Type	Memo	Debit	Credit	Balance
8/30/2022		DIRECTDEBIT ADP WAGE PAY 083022 932824080246JIG CCD	Uncategorized	Uncategorized	DIRECTDEBIT		-5920.78		\$11,384.51
8/30/2022		DIRECTDEBIT ADP Tax ADP Tax 083022 RRJIG 083018A01 CCD	Uncategorized	Uncategorized	DIRECTDEBIT		-1497.79		\$17,305.29
8/29/2022		CHECK-DIRECTOR STIPEND MARY R	Uncategorized	Uncategorized	CHECK		-547.5		\$18,803.08
8/29/2022		DEP	Uncategorized	Uncategorized	DEP			5000	\$19,350.58
8/26/2022		DIRECTDEBIT ADP PAYROLL FEES ADP - FEES 082622 2RJIG 2585266 CCD	Uncategorized	Uncategorized	DIRECTDEBIT		-92.31		\$14,350.58
8/24/2022		CHECK-EE SALARY UG	Uncategorized	Uncategorized	CHECK		-626.98		\$14,442.89
8/16/2022		DIRECTDEBIT ADP WAGE PAY 081622 754062482699JIG CCD	Uncategorized	Uncategorized	DIRECTDEBIT		-6869.29		\$15,069.87
8/16/2022		DIRECTDEBIT ADP Tax ADP Tax 081622 RRJIG 081617A01 CCD	Uncategorized	Uncategorized	DIRECTDEBIT		-2062.69		\$21,939.16
8/12/2022		DIRECTDEBIT ADP PAYROLL FEES ADP - FEES 081222 2RJIG 9372185 CCD	Uncategorized	Uncategorized	DIRECTDEBIT		-87.34		\$24,001.85
8/8/2022		CHECK-EE SALARY UG	Uncategorized	Uncategorized	CHECK		-608.01		\$24,089.19
8/8/2022		CHECK-DIRECTOR STIPEND MARY R	Uncategorized	Uncategorized	CHECK		-365		\$24,697.20
8/2/2022		DIRECTDEBIT ADP WAGE PAY 080222 611060197088JIG CCD	Uncategorized	Uncategorized	DIRECTDEBIT		-6421.33		\$25,062.20
8/2/2022		DIRECTDEBIT ADP Tax ADP Tax 080222 RRJIG 080216A01 CCD	Uncategorized	Uncategorized	DIRECTDEBIT		-1652.93		\$31,483.53
8/1/2022		DEP	Uncategorized	Uncategorized	DEP			20000	\$33,136.46

Date	Check No.	Description	Category	Sub Category	Type	Memo	Debit	Credit	Balance
8/30/2022		DIRECTDEBIT CENTRAL SANITARY ONLINE PMT 083022 CKF503215666POS WEB S	Uncategorized	Uncategorized	DIRECTDEBIT		-190.11		\$18,869.15
8/30/2022		CITY OF FRESNO-WATER	Uncategorized	Uncategorized	CHECK		-4883.09		\$19,059.76
8/30/2022		POS AMAZON PRIME*PBIUHT763 AMZN.COM/BILL WA ON 220830 #6024	Bills & Utilities	Internet	POS		-23.47		\$23,942.35
8/29/2022		CHECK-PAYROLL TRANSFER	Business & Office	Advertising	POS		-16.19		\$23,965.82
8/29/2022		POS ZOOM.US 888-799-9666 SAN JOSE CA ON 220828 #6024	Uncategorized	Uncategorized	CHECK		-5000		\$23,982.01
8/29/2022		POS MARRIOTT DESERT SPRING PALM DESERT CA ON 220828 #6024	Bills & Utilities	Telephone	POS		-14.99		\$28,982.01
8/26/2022		POS ADOBE INC 8008336687 CA ON 220826 #6024	Travel & Vacation	Hotels & Lodging	POS		-412.83		\$28,997.00
8/26/2022		POS 554204 ARCO #42512 TULARE CA ##6024	Auto & Transportation	Maintenance & Repair	POS		-14.99		\$29,409.83
8/25/2022		DEP	Uncategorized	Uncategorized	DEP		-33.14	3750	\$29,424.82
8/25/2022		CSDA CONFERENCE EXPENSE	Travel & Vacation	Professional Development	POS	GAS EXPENSE COMP CAR	-46.24		\$29,457.96
8/24/2022		CHECK-HALL DEPOSIT REFUND	Entertainment	Uncategorized	CHECK		-250		\$25,754.20
8/23/2022		POS CANVA* 03521-1481099 CAMDEN DE ON 220823 #6024	Uncategorized	Uncategorized	POS		-12.99		\$26,004.20
8/22/2022		CSDA CONFERENCE EXPENSE	Travel & Vacation	Professional Development	POS		-28.74		\$26,017.19
8/22/2022		POS ATT* BILL PAYMENT 8003310500 TX ON 220821 #6024	Bills & Utilities	Telephone	POS		-170.83		\$26,045.93
8/19/2022		POS AT&T 30721 5291 FRESNO CA ON 220821 #6024	Bills & Utilities	Internet	POS		-209.38		\$26,216.76
8/19/2022		DIRECTDEBIT THE HOME DEPOT R ONLINE PMT 081922 CKF503215666POS WEB S	Bills & Utilities	Uncategorized	DIRECTDEBIT	Equipment payoff for port dvc.	-250.31		\$26,426.14
8/19/2022		POS 245601 THE HOME DEPOT 10 FRESNO CA ##6024	Household	Home Improvement	POS		-67.78		\$26,676.45
8/18/2022		CHECK-FACE PAINTER BACKPACK EVENT	Uncategorized	Uncategorized	CHECK		-2739		\$26,744.23
8/17/2022		POS ATT*CONS PHONE PMT 800-288-2020 TX ON 220818 #6024	Bills & Utilities	Telephone	CHECK		-225		\$29,483.23
8/17/2022		POS 039904 TARGET T - 6555 No Fresno CA ##6024	Household	Groceries	POS		-246.33		\$29,708.23
8/16/2022		DIRECTDEBIT LEASE DIRECT WEB PAY 081622 76839939 CCD	Uncategorized	Uncategorized	DIRECTDEBIT		-1955.72		\$30,025.43
8/16/2022		CHECK-LOMAX WINDOW	Uncategorized	Uncategorized	CHECK		-2192		\$31,981.15
8/15/2022		POS 122205 FOODSCO FUEL # FRESNO CA ##6024	Auto & Transportation	Gas	POS		-140		\$34,173.15
8/15/2022		DIRECTDEBIT JEFF PEIFFER ONLINE PMT 081522 CKF503215666POS WEB S	Uncategorized	Uncategorized	DIRECTDEBIT		-550		\$34,313.15
8/15/2022		DEBIT PREVIOUS PERIOD ACTIVITY RESULTED IN MONTHLY SERVICE CHARGE	Uncategorized	Uncategorized	DEBIT		-25		\$34,963.15
8/15/2022		POS 085403 THE HOME DEPOT 10 FRESNO CA ##6024	Household	Home Improvement	POS		-119.52		\$34,888.15
8/15/2022		POS 091013 THE HOME DEPOT 10 FRESNO CA ##6024	Household	Home Improvement	POS		-117.48		\$35,007.67
8/15/2022		POS 512094 OFFICE MA 7530 N FRESNO CA ##6024	Household	Groceries	POS		-138.14		\$35,125.15
8/15/2022		POS TARGET 00003145 FRESNO CA ON 220814 #6024	Miscellaneous	Events	POS		-303.92		\$35,263.29
8/15/2022		POS FENCE FACTORY FRESNO 8056444617 CA ON 220814 #6024	Miscellaneous	Events	POS		-173.25		\$35,567.21
8/15/2022		POS THE HOME DEPOT 1086 FRESNO CA ON 220815 #6024	Uncategorized	Uncategorized	POS		-200		\$35,740.46
8/15/2022		CREDIT VALUED CUSTOMER MONTHLY SERVICE CHARGE REBATE	Household	Home Improvement	POS		302.04		\$35,940.46
8/15/2022		POS 593822 WAL-MART #1815 FRESNO CA ##6024	Household	Uncategorized	CREDIT		25		\$35,638.42
8/15/2022		POS 513808 TARGET T - 3150 W Fresno CA ##6024	Household	Groceries	POS		-153.88		\$35,513.42
8/15/2022		POS 313807 TARGET T - 3150 W Fresno CA ##6024	Household	Groceries	POS		-76.66		\$35,767.30
8/15/2022		POS 018510 OFFICE DE 3804 SH FRESNO CA ##6024	Household	Groceries	POS		-182.03		\$35,843.96
8/11/2022		POS 738902 AMAZON.COM*YX9 SEATTLE WA ##6024	Business & Office	Office Supplies	POS		-279.31		\$36,025.99
8/11/2022		POS 715273 AVIGOS FOOD MA FRESNO CA ##6024	Bills & Utilities	Internet	POS		-20.58		\$36,305.30
8/11/2022		POS THE HOME DEPOT 1086 FRESNO CA ON 220811 #6024	Household	Groceries	POS		-17.29		\$36,325.88
8/11/2022		POS LITTLE CAESARS 1161 00 559-489-0455 CA ON 220811 #6024	Household	Home Improvement	POS		-450		\$36,343.17
8/10/2022		DIRECTDEBIT PACIFIC GAS & EL ONLINE PMT 081022 CKF503215666POS WEB S	Miscellaneous	Events	POS		-77.9		\$36,793.17
8/10/2022		POS 218301 OFFICE DE 3804 SH FRESNO CA ##6024	Bills & Utilities	Gas & Electric	DIRECTDEBIT		-3961.83		\$36,871.07
8/10/2022		POS 864968 BURLINGTON STORES FRESNO CA ##6024	Miscellaneous	Events	POS		-371.58		\$40,832.90
8/10/2022		POS 134612 TARGET T - 6555 No Fresno CA ##6024	Miscellaneous	Events	POS		-93.12		\$41,204.48
8/10/2022		POS STARLINK INTERNET 310-6828100 CA ON 220810 #6024	Household	Groceries	POS		-364.74		\$41,297.60
8/9/2022		CHECK-SDRMA WORKERS COMP	Bills & Utilities	Cable & Satellite TV	POS		-110		\$41,662.34
8/9/2022		POS 529077 TARGET T - 3150 W Fresno CA ##6024	Uncategorized	Uncategorized	CHECK		-22955		\$41,772.34
8/9/2022		POS 310898 COSTCO WHSE #00 FRESNO CA ##6024	Household	Groceries	POS		-246.84		\$64,727.31
8/9/2022		POS 547806 AMAZON.COM*NF7 SEATTLE WA ##6024	Household	Groceries	POS		-177.97		\$64,974.15
8/8/2022		POS 402468 DICK'S CLOTHING&S FRESNO CA ##6024	Bills & Utilities	Internet,	POS		-69.28		\$65,152.12
8/5/2022		DIRECTDEBIT VERIZON ONLINE PMT 080522 CKF503215666POS WEB S	Miscellaneous	Events	POS		-221.97		\$65,221.40
8/5/2022		POS AMERIGUARD SEC. SYSTEM FRESNO CA ON 220805 #6024	Uncategorized	Uncategorized	DIRECTDEBIT		-70.15		\$65,443.37
8/4/2022		POS 007474 BURLINGTON STORES FRESNO CA ##6024	Household	Home Improvement	POS		-51.99		\$65,513.52
8/4/2022		POS 236306 TARGET T - 6555 No Fresno CA ##6024	Miscellaneous	Events	POS		-237.12		\$65,565.51
8/4/2022			Household	Groceries	POS		-162.42		\$65,802.63

8/3/2022	DIRECTDEBIT CENTRAL SANITARY ONLINE PMT 080322 CKF503215666POS WEB S	Uncategorized	Uncategorized	Uncategorized	DIRECTDEBIT	-343.13	\$65,965.05
8/3/2022	DIRECTDEBIT TERMINIX CHECKS 080222 2708020000002 PPD S	Uncategorized	Uncategorized	Uncategorized	DIRECTDEBIT	-60	\$66,308.18
8/2/2022	DIRECTDEBIT FIRE SYSTEM SOLU ONLINE PMT 080222 CKF503215666POS WEB S	Uncategorized	Uncategorized	Uncategorized	DIRECTDEBIT	-291.2	\$66,368.18
8/2/2022	DIRECTDEBIT MIDVALLEY DISP REFUSE SVC 080222 15675500 CCD	Uncategorized	Uncategorized	Uncategorized	DIRECTDEBIT	-272.8	\$66,659.38
8/2/2022	DIRECTDEBIT LEASE DIRECT WEB PAY 080222 76871321 CCD	Uncategorized	Uncategorized	Uncategorized	DIRECTDEBIT	-146.82	\$66,932.18
8/2/2022	DIRECTDEBIT GETSTREAMLINE.CO GETSTREAMLINE 080222 ST-Y6F20812Q4U5 CCD	Uncategorized	Uncategorized	Uncategorized	DIRECTDEBIT	-75	\$67,079.00
8/2/2022	POS 332737 TARGET T - 6655 No Fresno CA #6024	Charitable Giving	Charitable Giving	Park Events	POS	-473.05	\$67,154.00
8/2/2022	POS SQ *REGIME REPUBLIC 877-417-4551 CA ON 220802 #6024	Uncategorized	Uncategorized	Uncategorized	POS	-105	\$67,627.05
8/1/2022	CHECK TRANSFER INTO payroll	Uncategorized	Uncategorized	Uncategorized	CHECK	-20000	\$67,732.05
8/1/2022	POS 000435 MARSHALLS #123 FRESNO CA #6024	Entertainment	Entertainment	Shopping	POS	-147.27	\$87,732.05
8/1/2022	POS AMAZON PRIME* MTOWNT6A1B AMZN.COM/BILL WA ON 220731 #6024	Business & Office	Business & Office	Advertising	POS	-16.19	\$87,879.32
8/1/2022	POS LITTLE CAESARS 1161 00 559-489-0455 CA ON 220731 #6024	Entertainment	Entertainment	Restaurants & Dining	POS	-56.26	\$87,895.51



For the Meeting of: 09/20/2022

Agenda Item No.: D-4

**CALWA RECREATION & PARK DISTRICT  
REPORT TO THE BOARD**

---

**TO:** Board of Directors

**FROM:** District Administrator, Adam Ramos

**SUBJECT:** Remote City Council Meetings Under New Brown Act Requirements (AB 361).

**RECOMMENDATION:**

It is recommended that it adopt Resolution No. 2002-13 Reauthorizing Remote Teleconference Public Meetings by the Board of Directors in accordance with Assembly Bill 361.

**SUMMARY:**

**REASON FOR RECOMMENDATION:**

Permits District to continue to use teleconferencing during board meetings.

**FISCAL IMPACT:**

Fiscal impact is the cost to use teleconferencing technology which is \$14.99 per month. These services are budgeted through FY 22-23.

Attachments:

- Resolution No. 2022-13.

**RESOLUTION NO. 2022 -13**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CALWA RECREATION AND PARK DISTRICT AUTHORIZING REMOTE TELECONFERENCE MEETINGS BY THE BOARD OF DIRECTORS IN ACCORDANCE WITH ASSEMBLY BILL 361**

**WHEREAS**, on March 4, 2020, Governor Gavin Newsom declared a statewide emergency arising from the coronavirus (COVID-19) that remains in effect; and

**WHEREAS**, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Brown Act pertaining to teleconferenced meetings; and

**WHEREAS**, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 which indicated that Executive Order N-29-20's authorization for holding virtual meetings would expire on September 30, 2021; and

**WHEREAS**, on September 16, 2021, Governor Newsom signed AB 361 (Rivas) as urgency legislation effective immediately, which provides that legislative bodies may continue to meet remotely during a declared State of Emergency subject to certain conditions; and

**WHEREAS**, the Board of Directors of the Calwa Recreation and Park District adopted a proclamation of a local emergency related to the COVID-19 virus on March 16, 2020; and

**WHEREAS**, the Calwa Recreation and Park District ("District") is committed to preserving and fostering public access, transparency, observation, and participation in meetings of the Board of; and

**WHEREAS**, all meetings of the Board of Directors are open and public as required by the Ralph M. Brown Act, Government Code Sections 54950 – 54963, so that any member of the public may attend, observe, and participate in a meaningful way; and

**WHEREAS**, Government Section 54953(b)(3) of the Brown Act allows a local legislative body to hold public meetings by teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to attend and to address the local legislative body, as long as the following requirements are met:

1. Each teleconference location from which a member is participating is noticed on the agenda;
2. Each teleconference location is accessible to the public;
3. Members of the public must be able to address the body at each teleconference location;
4. At least one member of the legislative body must be physically present at the location specified in the meeting agenda; and



5. During teleconference meetings, at least a quorum of the members of the local body must participate from locations within the local body's territorial jurisdiction; and

**WHEREAS**, the Brown Act, as amended by AB 361 (2021), at Government Code Section 54953(e) *et seq.*, allows for remote observation and participation in meetings by members of a legislative body and members of the public without compliance with the requirements of Government Code Section 54953(b)(3), subject to certain conditions; and

**WHEREAS**, the initial required condition is a declaration of a state of emergency by the Governor pursuant to the California Emergency Services Act at Government Code Section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state and within the boundaries of the District, caused by conditions as described in Government Code Section 8558; and

**WHEREAS**, the Governor's Proclamation of a State of Emergency includes area within the jurisdictional boundaries of the District; and

**WHEREAS**, Government Code Section 54953(e)(3)(A-B) added by AB 361 provides an alternative to having public meetings in accordance with Government Code Section 54953(b)(3) when Board of Directors has reconsidered the circumstances of the COVID-19 state of emergency and that the following circumstances exist:

1. The state of emergency as a result of COVID-19 continues to directly impact the ability of the members of Board of Directors to meet safely in person; and
2. The State of California and the County of Fresno continue to recommend measures to promote social distancing.

**WHEREAS**, Government Code Section 54953(e) *et seq.* further requires that state or local officials have imposed or recommended measures to promote social distancing or the legislative body finds that meeting in person would present an imminent risk to the health or safety of attendees; and

**WHEREAS**, such conditions now exist in the District in that (i) State and Local officials recommend social distancing measures and (ii) emergency conditions evidenced by COVID-19 and its variants create ongoing COVID-19 cases, hospitalizations, and deaths and meeting in person would present imminent risk to health or safety of attendees; and

**WHEREAS**, the Board of Directors affirms that it will allow for observation and participation by Board Members and the public via Zoom or other video conferencing in an effort to protect the constitutional and statutory rights of all attendees; and

**WHEREAS**, Government Code Section 54953(e)(3) requires that the Board of Directors review the need and make findings for continuing the teleconferencing as authorized by AB 361 at least once every thirty days until the Governor terminates the state of emergency; and

**WHEREAS**, the Board wishes to affirm the need and findings necessary for continuing the teleconferencing as authorized by AB 361.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE CALWA RECREATION AND PARK DISTRICT HEREBY RESOLVES AS FOLLOWS:**

Section 1. The above recitals are true and correct and are incorporated herein by this reference.

Section 2. The Board of Directors finds that the state of emergency conditions related to COVID-19 as set forth in the Governor’s and District’s Proclamations of Emergency and are on-going.

Section 3. The Board of Directors further finds that state and county official recommend social distancing conditions causing imminent risk to attendees as described above exist and that the existing COVID variants are creating serious health and safety conditions.

Section 4. The Board of Directors hereby recognizes and affirms the existence and conditions of a state of emergency in the Calwa Recreation and Park District as proclaimed by the Governor and the Board of Directors and affirms, authorizes, and proclaims the existence of a local emergency throughout the District.

Section 5. The Board of Directors finds that the state of emergency as a result of COVID-19 continues to directly impact the ability of members of the Board of Directors to meet safely in person and such fact creates an imminent health risk to such members.

Section 6. The Board of Directors hereby authorizes the Board of Directors of the District to conduct their meetings without compliance with Government Code Section 54953(b)(3), and to instead comply with the remote meeting requirements as authorized by Government Code Section 54953(e) *et seq.*

Section 7. The Board President and Clerk of the Board are authorized and directed to take all actions reasonably necessary to carry out the intent and purpose of this Resolution, including, conducting open and public meetings remotely in accordance with Government Code Section 54953(e) *et seq.*, and other applicable provisions of the Brown Act, for all Board of Directors meetings of the District.

Section 8. This Resolution shall take effect on September 20, 2022, and shall be effective for thirty days or until such time as the Board of Directors adopts a Subsequent Resolution in accordance with Government Code Section 54953(e)(3) to extend the time during which the Board of Directors and all District legislative bodies may continue to meet remotely, without compliance with Government Code Section 54953(b)(3), but otherwise as permitted by Government Code Section 54953(e) *et seq.*

\* \* \* \* \*

**CERTIFICATION**

The foregoing Resolution No. 2022-12 was adopted at a special meeting on September 20, 2022, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

ABSENCES: \_\_\_\_\_

\_\_\_\_\_  
Secretary of the Board of Directors



For the Meeting of: 09/20/2022  
Agenda Item No.: E-1

**CALWA RECREATION & PARK DISTRICT  
REPORT TO THE BOARD**

---

**TO:** Board of Directors

**FROM:** District Administrator, Adam Ramos

**SUBJECT:** Update on Swimming Pool Project

**RECOMMENDATION:**

That Board receive update and provide direction if any.

**SUMMARY:**

Previous Board Meetings DA was directed to check in with the City of Fresno regarding the swimming pool. City of Fresno informed DA that the permit is called a Pool Replacement and is in "at risk" status. "At-risk" means that they allowed us to start work before the plans were approved. Corrections to the work plans need to be provided before they can be finalized as well as fees paid.

Louie at C-III has attached his account to this record or permit and there are fees associated with the account that have not been paid, those fees need to be paid, and there are correction notices uploaded to the record. It is common for a General Contractor to apply for the permitting through the City regarding a project, and since he applied using his business name he owns the record/permit to the project. An addendum will need to be filed with the corrections provided, before any of that work can take place those fees need to be paid for. The cost of the fees are \$3,397.47.

C-III has full access to the online portal and can go online and do an addendum through the City of Fresno website and transfer over the ownership to DA and the District. Transfer of ownership can be completed through a simple letter stating that he is transferring the record over to DA or through the FASTER account by adding a contact to existing record link.

DA provided this information to Ari Martinez, and he stated that he was going to reach out to Lou regarding the transfer of ownership of the record. After a follow up, Ari stated that he spoke with Lou and he would transfer the record over through Brenda Rapada, Chief of Staff of Luis Chavez to work with Lou on completing the transfer as of 9/15/22 transfer has not been completed.

DA is awaiting on the updates from volunteer who is drafting RFPs for remaining pool work.

**REASON FOR RECOMMENDATION:**



For the Meeting of: 09/20/2022

Agenda Item No.: E-1

**CALWA RECREATION & PARK DISTRICT  
REPORT TO THE BOARD**

---

Update Board on any updates regarding the pool project.

**FISCAL IMPACT:**

Additional expense of \$3,398.47 added to the pool project for back fees owed through the City of Fresno permitting.

**Attachments:**

- City of Fresno Outstanding Fees Record
- City of Fresno Payment Detail Record



**Welcome to the City of  
Fresno!**  
311 Call Center at 311 or  
559.621.2489  
Planning 559.621.8277  
Building and Safety 559.621.8084



Logged in as: Adam Ramos

Collections (0)

Cart (0)

Reports (4) ▾

Logout

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Search Applications



Schedule an Inspection

**Record B20-04095:**

**Pool - Spa Commercial Permit**

**Record Status: At Risk Issued**

[Add to cart](#)

[Add to collection](#)

Record Info ▾

Payments ▾

Conditions 1

A notice was added to this record on 04/22/2020.

Condition: Historic Property Severity: Notice

Total Conditions: 1 (Notice: 1, Met: 1)

[View Condition](#)

# Fees

## Outstanding:

<u>Date</u>	<u>Invoice Number</u>	<u>Amount</u>	<u>Pay Fees</u>
<u>05/08/2020</u>	582590	\$321.00	
<u>05/08/2020</u>	582590	\$27.00	
<u>05/08/2020</u>	582590	\$9.00	
<u>05/08/2020</u>	582590	\$19.80	
<u>05/08/2020</u>	582590	\$57.12	

< [Prev](#) [Additional Results: 1 2 3 4 5](#) [Next](#) >

**Total outstanding fees: \$3,398.47**

## Paid:

<u>Date</u>	<u>Invoice Number</u>	<u>Amount</u>	<u>View Details</u>
<u>05/05/2020</u>	582546	\$168.00	<a href="#">View Details</a>

**Total paid fees: \$168.00**

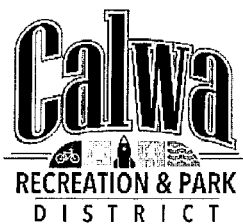


# Payment Detail Report

Record: B20-04095 Pool - Spa Commercial Permit  
Address: 4545 E CHURCH AVE , FRESNO 93725  
APN: 48011036T

RECEIPT NUMBER	PAYMENT METHOD	PAYMENT DATE	TRANSACTION CODE	FEE NAME	INVOICED AMOUNT	CC FEE	TOTAL PAID
678627	Credit Card	05/14/2020	118562763	File Stuffer- DP	\$168.00	\$3.86	\$171.86
<b>TOTAL PAID FOR B20-04095</b>				<b>Total For Receipt 678627</b>	<b>\$168.00</b>	<b>\$3.86</b>	<b>\$171.86</b>





For the Meeting of: 09/20/2022  
Agenda Item No.: E-2

**CALWA RECREATION & PARK DISTRICT  
REPORT TO THE BOARD**

---

**TO:** Board of Directors

**FROM:** District Administrator, Adam Ramos

**SUBJECT:** Update on Prop 68

**RECOMMENDATION:**

That Board receive update and provide direction if any.

**SUMMARY:**

Construction permits are being approved as they come along through the City of Fresno from the WRT Team. DA was not able to attend our last two biweekly meeting, the first absence was due to CSDA conference and the next was canceled by the WRT team due to Labor Day Holiday. A follow email with John he stated, "gave a brief schedule update, but not much changed there. Still hoping to get out to bid this Fall. We further discussed trying to integrate the existing playground area next to the pool with the new park: WRT will look into ways we can add some simple notes on our sheets about better integrating that area. If there's any more guidance you could provide about what connections are needed, what you think is the biggest issues, etc., that would be helpful." DA will provide additional information to the WRT team after the completion of the September Workshop during this meeting. This will give DA and WRT team a clearer picture on what types of things you would like to see in that area, costs, etc.

**REASON FOR RECOMMENDATION:**

Update Board on any updates regarding the Prop 68 project.

**FISCAL IMPACT:**

NA.

Attachments:

- NA



For the Meeting of: 09/20/2022  
Agenda Item No.: E-3

**CALWA RECREATION & PARK DISTRICT  
REPORT TO THE BOARD**

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**TO:** Board of Directors

**FROM:** District Administrator, Adam Ramos

**SUBJECT:**

City of Fresno Annexation Proposal Update

**RECOMMENDATION:**

That Board receive update and provide direction if any.

**SUMMARY:**

Recently the City of Fresno Mayor, Jerry Dyer, during a press conference that the City of Fresno is interested in annexing Calwa Park to add to the park inventory of the City of Fresno. At the July Regular Board Meeting our guest speaker Cole Karr updated the board on the procedures that the City of Fresno would have to complete to annex the District. Within that meeting it was suggested and directed that the DA reach out and create positive relationships with several local political figures such as council members, CBO's, community leaders, and the City of Fresno Mayors Office which is in progress and developing. It was also suggested that DA reach out to the Mayor's office to set up a meeting to seek clarification on the matter. DA reached out the City of Fresno's Mayors Office, Executive Assistant to the Mayor Sarah Boran, to schedule that meeting, through the assistance of our Legal Counsel Hilda Montoy, Sarah finally set a date for the Mayor to attend the October 18<sup>th</sup>, 2022 Regular Board meeting.

**REASON FOR RECOMMENDATION:**

Update Board on any updates regarding the City of Fresno annexation proposal.

**FISCAL IMPACT:**

NA.

Attachments:

- NA



For the Meeting of: 09/20/2022  
Agenda Item No.: F-1

## **CALWA RECREATION & PARK DISTRICT REPORT TO THE BOARD**

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**TO:** Board of Directors

**FROM:** District Administrator, Adam Ramos

**SUBJECT:**

Workshop on District Projects, Programming, and Operations Priorities for FY 22-23.

**RECOMMENDATION:**

That Board participates in workshop and provide direction to staff.

**SUMMARY:**

As the District acquires funding from several sources such as ARPA, State Grants, and COVID Relief funding the option for infrastructure development, programming, and operations is here. The Board has presented several requests in the past for several items that they would like to see developed here at Calwa Park, but with those requests come detailed information and costs that need further direction. The focus of this workshop is gathering the opinions and direction of the Board as well as to act as a brainstorming session on where some funds from the District may be used in development of projects, programming, and operations. With a new fiscal year comes new goals and it is the DA's intention to gather as much information as possible to help District meet those goals. The documents provided will be handed out during the workshop.

**REASON FOR RECOMMENDATION:**

That Board give clear direction, set clear goals, and have the opportunity to request information on projects, programming, and operations for this fiscal year.

**FISCAL IMPACT:**

TBD based on Board feedback.

**Attachments:**

- Presented during Workshop (available upon request post board meeting).



**CALWA RECREATION & PARK DISTRICT  
REPORT TO THE BOARD**

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**TO:** Board of Directors  
**FROM:** Hilda Cantú Montoy, District Counsel  
**SUBJECT:** Procedures for Contracts

**RECOMMENDATION:**

That the Board receive report on procedures for contracts, discuss, and provide direction, if any.

**SUMMARY:**

At the August meeting Director Perez requested a template/process to assist with determining what is required for the District to enter into different types of contracts.

The District is governed by various laws concerning the award of contracts including:

- Government Code Section 54201 which requires that local agencies, including districts, "shall adopt policies and procedures, including bidding regulations, governing purchases of supplies and equipment"; and
- Public Resources Code Section 5786.15 which requires that Parks and Recreation Districts shall adopt policies and procedures, including bidding regulations, governing the purchase of supplies and equipment pursuant to Government Code Section 54201; and
- Public Contracts Code Section 20815.1 provides bidding requirements for contracts exceeding \$25,000; and

Based on these requirements the District adopted Resolution No. 2017-23 which established the District's Purchasing Policy. The resolution and policy are attached. District Counsel will provide an overview of the Purchasing Policy at the meeting.

**REASON FOR RECOMMENDATION:**

To respond to Director Perez' request.

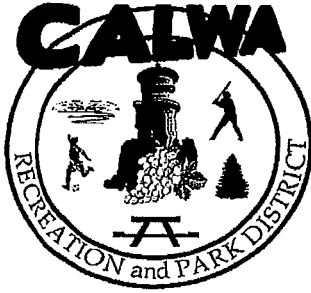
**FISCAL IMPACT:**

There is no fiscal impact resulting from this report

Attachments:

- Resolution 2017-23 and Exhibit A, the Purchasing Policy

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



**Meeting Date:** December 19, 2017

**Agenda Item Number:** G-1

**Wording for Agenda:** Approve Resolution 2017-23 adopting a Purchasing Policy for the District.

**Submitting:** District Administrator

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

**Department Recommendation:** Approve Resolution 2017-23 establishing the Districts Purchasing Policy.

**Summary/Background:** About a year ago the District was presented with a Resolutions establishing a Purchasing Policy. The Board deadlocked at 2 to 2 and no policy was adopted. The District has been operating under an old informal policy limiting the District Administrator's expenditure authority to \$1,000. During the November 21, 2017 Regular Board Meeting, the District Counsel recommended Purchasing Policy be presented to the Board for consideration and approval. The proposed Policy is the same as that previously presented to the Board except that the District Administrator's spending authority is increased to \$2,500.00. Also included within the policy are conditions for bidding procedures and different procedures at different amounts for equipment, services, and supplies.

**Prior Board Actions:** None:

**Attachments:** Purchasing Policy

**Recommended motion to be made by Board:**

Approve Resolution 2017-23 adopting a Purchasing Policy for the District.

**For action by:**

District Board

**Regular Session:**

Consent Calendar

Regular Item

Public Hearing

**Review:**

**District Administrator  
(Initials Required)**

\_\_\_\_\_

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

**RESOLUTION NO. 2017-23**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CALWA RECREATION AND PARK DISTRICT ADOPTING A PURCHASING POLICY**

WHEREAS, Government Code Section 54201 provides that local agencies, including districts, "shall adopt policies and procedures, including bidding regulations, governing purchases of supplies and equipment"; and

WHEREAS, Public Resources Code Section 5786.15 provides Parks and Recreation Districts shall adopt policies and procedures, including bidding regulations, governing the purchase of supplies and equipment pursuant to Government Code Section 54201 ; and

WHEREAS, Public Contracts Code Section 20815.1 provides bidding requirements for contracts exceeding \$25,000; and

WHEREAS, a Purchasing Policy needs to be established to ensure compliance with the above-referenced legal requirements.

NOW THEREFORE the Board of Directors of the Calwa Recreation and Park District hereby resolves as follows:

**Section 1.** The foregoing recitals are incorporated by reference as if fully set forth.

**Section 2.** The Board adopts the Calwa Recreation and Park District Purchasing Policy as set forth in EXHIBIT "A."

**Section 3.** All prior policies, directives, rules, and resolutions in conflict with the Purchasing Policy adopted by this Resolution are superseded and repealed.

**Section 4.** This resolution shall be effective upon its adoption.

\* \* \* \* \*

*Certification on page 2*

**CERTIFICATION**

The foregoing Resolution No. 2017-\_\_ was adopted on \_\_\_\_\_, by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSTENTIONS: \_\_\_\_\_  
ABSENCES: \_\_\_\_\_

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Felix Ortiz  
Secretary of the Board of Directors

## EXHIBIT A

### CALWA RECREATION AND PARK DISTRICT PURCHASING POLICY (ADOPTED BY BOARD OF DIRECTORS RESOLUTION NO. 2017-\_\_)

1. **General** — The rules, regulations and procedures set forth herein shall be known as the "Calwa Purchasing Policy" and shall, among other things, constitute the policies and procedures required by California Government Code sections 54201, *et seq.* and Public Resources Code Section 5786.15.

The purpose of this policy is to establish an efficient procedure for: (i) the purchase of equipment, general services, maintenance work, professional services, equipment, and supplies at the lowest possible cost, commensurate with quality and service needed; and (ii) for public works projects as required by the Public Contract Code. This will enable the District to exercise positive financial control over purchases, to clearly define the authority for the purchasing function, and to maintain the quality of purchases.

2. **Expenditure Authorization** — Purchase and contract expenditures must be authorized in the District's annual budget which is adopted by Board Resolution or at levels specified in other resolutions approved by the Board. No purchases may be made unless there is an unencumbered appropriation in the fund account against which such purchase is to be charged.

3. **Purchasing Authority** — The District Administrator is charged with authority and responsibility for managing and coordinating the purchase of goods, equipment, and services in accordance with this Policy and applicable laws. The term purchase as used in this Policy includes leases. The District Administrator is authorized to develop, customize, and utilize forms and procedures which are consistent with this Policy and State Laws. Purchase authorizations shall be in writing signed by the District Administrator or his or her designee. Such authorization may be satisfied by purchase order, contract, letter of engagement, notice to proceed or other similar signed document describing the materials, supplies, equipment or services and their cost.

a. **District Administrator** — Purchases and contracts of less than Two Thousand Five Hundred Dollars (\$2,500.00) may be made and awarded by the District Administrator unless the Board expressly reserves approval on a particular purchase or contract or the District Administrator requests Board Approval.

b. **Board of Directors** — Except for emergency purchases and contracts as set forth below, all purchases and contracts of Two Thousand Five Hundred Dollars (\$2,500.00) or more shall be approved by the Board of Directors unless the Board by resolution delegates the District Administrator authority above Two Thousand Five Hundred Dollars (\$2,500.00) for a particular purchase or contract.

4. **Purchasing Procedures for Contracts Up to \$25,000** — The following procedures shall be followed when purchasing or leasing materials, supplies, equipment or services:

a. **\$0 to \$2,500** — The District Administrator shall ensure that the District pays not more than fair market prices and receives commensurate value for amounts expended.



- b. \$2,501 to \$10,000 — Price quotes must be solicited, either verbally or in writing, from a minimum of three vendors, if available. The low price quote must be confirmed in writing.
- c. \$10,001 to \$25,000 — Written specifications describing the delivery schedule, materials, supplies, equipment or services must be prepared. Price quotes must be solicited in writing from a minimum of three vendors, if available. The low price quote must be confirmed in writing.
- d. Emergency Purchases — The foregoing procedures for contracts up to Twenty-five Thousand Dollars (\$25,000.00) may be dispensed with in the case of an emergency. An emergency shall exist when the service, repair, or replacements are immediately necessary to permit the continued performance of the operations or services of the District, to avoid the immediate danger to life, health, or property, or to qualify under certain deadlines for grants, financial aid, or extraordinary acquisition opportunities. The District Board of Directors delegates to the District Administrator the power to act under this section, subject to confirmation by the Board of Directors at its next meeting for any purchase in excess of \$1,000.00 and up to \$25,000.00. A written report by the District Administrator to the Board detailing the emergency and reasons justifying the action taken shall be submitted at such meeting.

**5. Procedures for Purchases and Contracts Over \$25,000 —**

- a. General — Bidding procedures in accordance with Section 20815.1 of the California Public Contract Code shall be followed when purchasing or leasing materials, supplies, equipment or services expected to cost in excess of Twenty-five Thousand Dollars (\$25,000.00) or for any public contract for new construction or for any contract for alterations, maintenance or repairs or unrelated materials and supplies estimated to cost in excess of Twenty-five Thousand Dollars (\$25,000.00).

Per Public Contract Code Section 20815.3, bidding procedures shall include, but are not necessarily limited to the following:

- i. Preparation of a notice inviting bids and setting a bid opening date;
- ii. Publication of such notice at least one time in a newspaper of general circulation in the District at least one week before the time specified for receiving bids. The notice shall distinctly state the work to be done;
- iii. A public bid opening;
- iv. Award by the Board to the lowest responsible bidder;
- v. District Board's reservation of the right to reject any or all bids; and
- vi. Execution of a written contract.

The District Administrator is authorized to establish such additional bidding procedures as are not inconsistent with those stated herein.

- b. Board of Directors Authority to Reject, Re-advertise, or Otherwise Award — In its discretion, the District Board may do any of the following:
- i. Reject all bids presented and re-advertise;
  - ii. If two or more bids are the same and the lowest, the District Board may accept the one it chooses; or
  - iii. Reject all bids presented and by a resolution adopted by a four-fifths vote (4 votes), of the Board and elect to contract by force account or elect to purchase the materials or supplies furnished in the open market. .
- c. Emergency Purchase Over \$25,000 —
- i. In the case of an emergency, the District, at a Special or Regular meeting, by a four-fifths vote (4 votes) of the Board of Directors may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts.
  - ii. Before the Board takes any action pursuant to paragraph (i) above, it shall make a finding, based on substantial evidence as set forth in a resolution or in the minutes of its meeting, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency to safeguard life, health, or property.
  - iii. If the Board orders any action specified in (c) (i) above, the Board shall review the emergency action at its next regularly scheduled meeting and, except as specified below, at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue the action.
  - iv. When the Board reviews the emergency action pursuant to paragraph (b) (iii), it shall terminate the action at the earliest possible date that conditions warrant so that the remainder of the emergency action may be completed by giving notice for bids to contractors.

6. Consultant and Professional Services — In accordance with section 4526 of the California Government Code, selection of consultant and professional services including but not limited to architectural, landscape architectural, engineering, environmental, land surveying or construction management firms, and law firms shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. Such contracts are not required to be awarded to the lowest bidder. A request for proposal or request for qualification process will be followed unless the Board authorizes otherwise.

7. Sole Source Special Circumstances — The foregoing purchasing procedures shall not apply where the District Administrator determines that one or more of the following circumstances exists: related construction or repair completion dates cannot be met; patented, licensed or proprietary materials or services are required; compatibility with existing equipment is necessary;

or prior experience has proven that a particular make or type of equipment, material, supply or service is more satisfactory or economical for District purposes.

When the District wishes to purchase a product over the Twenty-five Thousand Dollar (\$25,000) bid limit from a sole source without competitive bidding as required by Section 5 above, a sole-source resolution is to be prepared and submitted with a Board agenda item. In order to establish a legal basis for a sole-source exception, the following statements and findings must be made and set forth in every sole-source resolution:

- a. A statement describing every unique or specialized feature of the product in question.
  - b. A statement of why the District Administrator's efforts to locate all possible suppliers of such product;
  - c. A statement that, in spite of its efforts, the District Administrator has been able to locate only one supplier of the product in question;
  - d. A statement that indicates the ultimate cost of the product line and the process used to determine the cost of the project.
  - e. A finding that it is, therefore, proper for the District to suspend with competitive bidding requirement and to authorize the District Administrator to purchase the product in question under the sole source
8. **Prevailing Wages** — For contracted public works projects in excess of \$1,000, prevailing wages shall be paid in accordance with section 1771 of the California Labor Code.
9. **Conflict of Interest** — No person shall recommend, participate in, or authorize a purchase or lease which would constitute a conflict of interest as defined in the District Conflict of Interest resolution or applicable state law.



For the Meeting of: 09/20/2022  
Agenda Item No.: G-1

**CALWA RECREATION & PARK DISTRICT  
REPORT TO THE BOARD**

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**TO:** Board of Directors

**FROM:** District Administrator, Adam Ramos

**SUBJECT:**

Update on perimeter fencing repairs.

**RECOMMENDATION:**

That Board receive report on fencing repairs discuss, and provide direction, if any.

**SUMMARY:**

At the last meeting it was directed by Board members to seek bidding on the perimeter fencing. After discussions with the Board on if they would want companies to bid for the entire fencing of the park they directed that the focus should be in pieces of the major areas that need priority repairs. Those priority areas are the front entrance fencing and the back entrance fence. Both front and back are in immediate need of repair and upgrades.

The work to be done is installation of fence gate in the BACK area of the park, approximately 16' wide with a 4' bearing post. Demo existing gate and hardware to put up approximately 12' of fence and labor costs. Project includes removal of old chain link fencing and any debris. The fencing door will not open outward towards the street, it will swing inward only and there are no obstructions to the functionality of the fence.

A bid opening was held on August 23, 2022. Three bids were received. The low bid of \$2,294.61, from MAS Unlimited Inc was the lowest of the three bids. A list of bidders and their respective bid amounts is shown below:

Bidder	Bid Amount
MAS Unlimited	\$2,294.61
Rodriguez Fence	\$3,296.50
J&D Fencing	\$3,950.00

**REASON FOR RECOMMENDATION:**

That Board consider approval of lowest bid for repairs on fencing.

**FISCAL IMPACT:**

The maximum amount of construction cost for the project, based on the low bid would be \$2,294.61. The project would be funded through Repairs and Maintenance budget line or



For the Meeting of: 09/20/2022  
Agenda Item No.: G-1

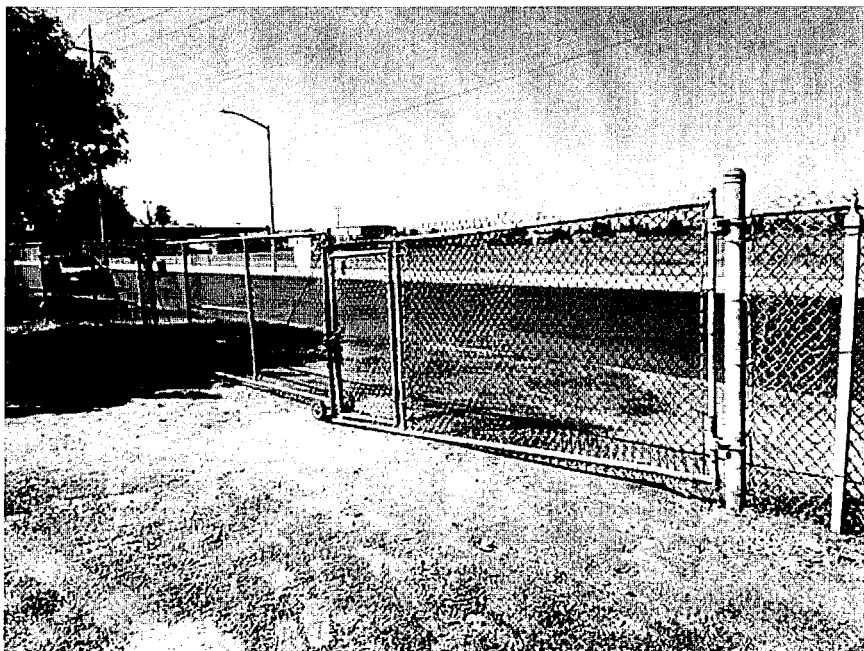
## **CALWA RECREATION & PARK DISTRICT REPORT TO THE BOARD**

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appropriated from County account.

Attachments:

- Photos of repair area.

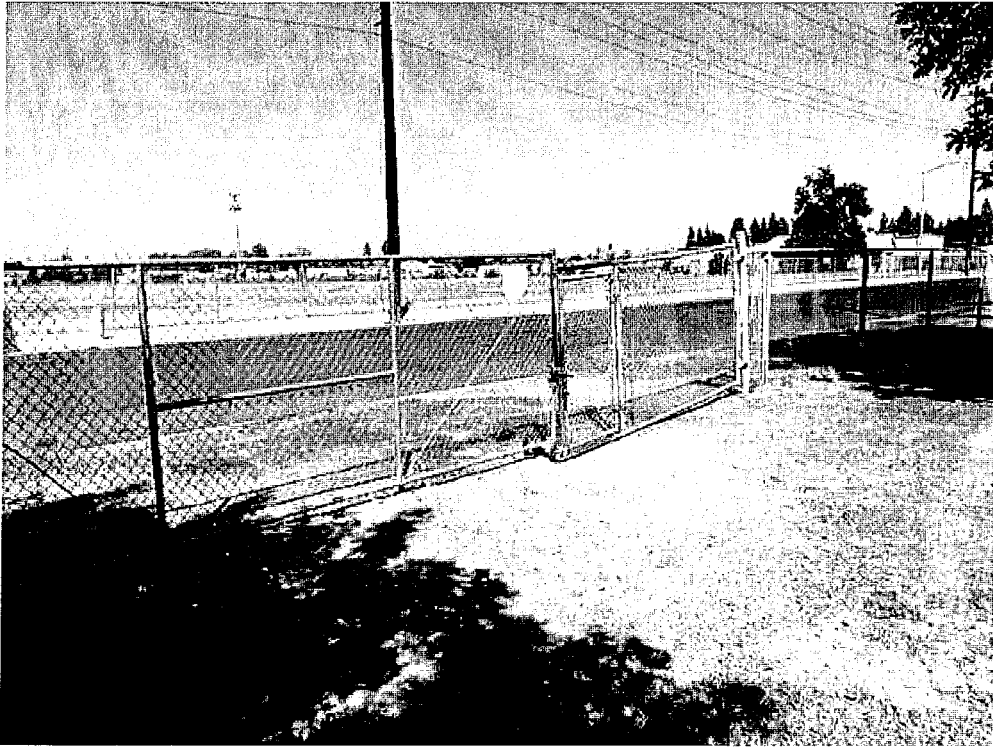




For the Meeting of: 09/20/2022  
Agenda Item No.: G-1

**CALWA RECREATION & PARK DISTRICT  
REPORT TO THE BOARD**

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FENCING REPAIRS (HIGH PRIORITY AREAS)



A

B

D

C



**CALWA RECREATION & PARK DISTRICT  
REPORT TO THE BOARD**

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**TO:** Board of Directors  
**FROM:** Adam J. Ramos, District Administrator  
**SUBJECT:** Review of Current District Vendors and Charges.

**RECOMMENDATION:**

That the Board receive report on current District vendors, discuss, provide direction, if any.

**SUMMARY:**

District hosts several individuals, organizations, businesses, and volunteers who provide a service to the community. We currently are contracted with the list below with all of their contracts expiring in the end of October, except for concessions and recycle their contracts expire November 16<sup>th</sup>, 2022.

Vendor	Business Type	Current Monthly Charges	Use Frequency
Concessions/Restaurant	Mexican Food Restaurant	\$600.00 plus utilities	Mon-Sun
Calwa Recycling	Recycle Center	\$600.00	Mon-Sat
Erika Lopez	Zumba Instructor	\$10/day/class	Mon-Fri
Johanna Albaniz	Zumba Instructor	\$10/day/class	Mon-Thurs
Elias Blajos	Calwa Boxing Club	\$180/month	Mon-Thurs
Frank Cruz	Karate	\$180/month	Wed, Sat

- \*Soccer excluded since their contracts were renewed in August
- \*Flag football excluded since their contract was approved in September Special Meeting.

DA hosted a meeting with vendors to inform on changes to agreements and that agreements will need renewal. DA provided what was discussed in the attachment with this report.

DA is seeking direction on what would be the new charges per month for each vendor. The costs have remained low for rent for the purpose of NOT having those costs put onto our community members who use the services, but vendors are aware that rent will increase.

DA is seeking direction on items that you wish to add to contracts. As mentioned the items the DA is seeking from vendors are security cameras for both concession and recycling stands, liability insurance, code of conduct for their staff, etc.





**CALWA RECREATION & PARK DISTRICT  
REPORT TO THE BOARD**

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**PROPOSED NEW RENT INCREASES**

Vendor	Business Type	Current Monthly Charges	Use Frequency
Concessions/Restaurant	Mexican Food Restaurant	\$700.00 plus utilities	Mon-Sun
Calwa Recycling	Recycle Center	\$725.00	Mon-Sat
Erika Lopez	Zumba Instructor	\$200/month/class	Mon-Fri
Johanna Albaniz	Zumba Instructor	\$200/month/class	Mon-Thurs
Elias Blajos	Calwa Boxing Club	\$300/month	Mon-Thurs
Frank Cruz	Karate	\$275/month	Wed, Sat

**REASON FOR RECOMMENDATION:**

Vendor contracts are expiring and will renew in October of 2022.

**FISCAL IMPACT:**

Increase District annual revenue in rent from current annual income from vendors at \$25,080 to \$31,200.

Attachments:

- Meeting outline from Vendor meeting with DA.

## CALWA RECREATION AND PARK DISTRICT

### VEDNOR MEETING

#### INTRODUCTIONS

Calwa Park-District Administrator Adam Ramos

Recycle

Karate

Concessions

Soccer

Zumba I

Flag Football

Zumba II

Boxing

*Please introduce yourself and what service you provide through Calwa Park.*

#### Highlights of your business/club/service

- Please go over the highlights of your business or program. The number of people you assist, a memorable success story, growth of the business.

#### Districts Highlights with your business/club/service

- DA's observations

#### Code of Conduct

- Healthy Work Environment-team orientated, creates success for your program and the park.
- Respect all Calwa Park staff, board of directors, and other vendors.
- Pass along the positive environment to your customers and members of your program
  - Please try to remind all participants that respect is mandatory when at the park.
- Do not plan any events, additional programming, or other events or services without the permission of the DA
  - No selling or promoting other businesses.

#### Social Media

- Do not state that you work for Calwa Park on social media posts
  - Can state that you hosting, providing a service through Calwa Park
- Make sure its okay with parents before taking pictures with children and posting

#### Selling Items

- You are only allowed to sell items that are associated with your program.
  - Promotional items, hardware items, etc.
    - Ex: if boxing wants to sell t-shirts or boxing equipment they are allowed.
- Do not sell any edible items
  - Dietary supplements

#### Cleaning of the Area

- Please have your areas cleaned up after everyday use or shift end
- Our staff is here to help but should not take on bulk of responsibility
- Have your staff upkeep area every 30 minutes or on slow hours

#### Security

- All vendors must have security cameras present
  - Board member requested
- For renewal of contract, cameras must be set up and prove to work to DA before final sign off
- Please look out for the park, let staff know if something is wrong, you are entitle to call the police for emergency situations.

#### Costs

- Costs are increasing due to inflation and cost of living costs: rent will increase, no numbers have been set up yet, this is your 30-day notice. Rent will not increase dramatically if at all, Board of Directors has yet to determine the increase.
- If your company or organization uses gas/electric that cost will pass to you, we will have language in the contract breaking down the percentage.

#### Volunteers/Employees

- If your organization works with children in any capacity and you are not personally providing the service to the children, then each one of your service providers needs to be background checked and a record needs to be provided to the District.
- No substitutes are allowed to lead your class if you host a class

#### Insurance

- Please make sure all business materials are up to date with District
  - Liability insurance, permitting, etc.
  - We want to ensure compliance for anyone who uses our park

#### Miscellaneous

- All of you are equal in the eyes of DA and our Board of Directors
- You all provide a vital service to the community

- District staff is here to assist with the success of your program, communicate effectively if you need something from District staff.
  - They are here to help, but must put District priorities before yours.

#### Your Staff/Customers/Etc.

- Anyone visiting the park associated with your business/service/org etc...is a direct extension of you.
  -
- Please try uphold the highest professionalism with your staff. They are an extension of you.
- Please have them announce themselves if they enter the hall building
  - Office staff is constantly monitoring the park for any suspicious activity and if your staff is new or ours, this can create an uneasy situation.

#### Questions and Answer Session

- Can present any questions to DA