

**REGULAR MEETING  
AGENDA  
BOARD OF DIRECTORS  
AGOURA HILLS/CALABASAS COMMUNITY CENTER  
JOINT POWERS AUTHORITY  
Agoura Hills/Calabasas Community Center  
27040 Malibu Hills Road  
Calabasas, CA 91301  
Remote Meeting  
July 23, 2020  
6:30 p.m.**

**Pursuant to Governor Newsom’s Executive Order N-25-20 and N-29-20, members of the Joint Powers Authority Board or staff may participate in this meeting via teleconference. In the interest of maintaining appropriate social distancing guidelines, Members of the public may observe and offer comment at this meeting telephonically or otherwise electronically by visiting the following ZOOM link <https://us02web.zoom.us/j/87264977484?pwd=VHh1U0ovQys0ZzhLbU96K2p0cGRWdz09>.**

**Meeting ID: 872 6497 7484. The Password is 798313. The call-in telephone number is 253-215- 8782. If you are an individual with a disability and need a reasonable modification or accommodation pursuant to the Americans with Disabilities Act (“ADA”) please contact Brianne Anderson, Executive Director at [brianne@ahccc.org](mailto:brianne@ahccc.org) prior to the meeting for assistance. Emails will be summarized at the meeting.**

**I. CALL TO ORDER**

**II. ROLL CALL**

Chair Deborah Klein Lopez, Vice-Chair James Bozajian, Authority Members Jim Bukowski, Matt Heller, Lucy Martin, Jeffrey Peldon and Brad Rosenheim, Alternate Members Fred Gaines (Calabasas City Council), Denis Weber (Agoura Hills City Council), Darlynn Childress, Penny Sylvester (Agoura Hills), Cameron Hashemi and Jerry Viner (Calabasas), and Student Members Ethan Pavone (Agoura Hills), Andres Concha (Calabasas) and Alternative Student Member Kearston Stepenosky (Calabasas).

**III. APPROVAL OF AGENDA**

**IV. ORAL COMMUNICATIONS**

Persons wishing to speak on items not listed on the agenda may speak. Please submit a request-to-speak slip.

**V. CONSENT CALENDAR**

Items on Consent Calendar may be approved by a single motion and vote. Unless otherwise requested in advance by a member of the JPA, staff or public, there will be no separate discussion of these items. If an item is removed by the JPA, or staff, the item is deferred to the end of the agenda. If a member of the audience wishes to testify, the item is not deferred.

- A. Approval of Minutes from June 25, 2020 Regular Meeting  
STAFF REFERENCE- Brianne Anderson, Executive Director
- B. Approval of Demand Register for June 2020  
STAFF REFERENCE – Brianne Anderson, Executive Director
- D. Approval of Treasurer’s Report for June 2020  
STAFF REFERENCE- Christy Pinuelas, Treasurer
- E. Approval of Financial Report for June 2020  
STAFF Reference- Part-Time Business Manager Vivien Avella

**VI. COMMUNITY ALLIANCE**

- A. Community Center Alliance Update  
STAFF REFERENCE – Brianne Anderson, Executive Director

**VII. COMMITTEE REPORTS**

None

**VIII. OLD BUSINESS**

- A. Community Center Restructure and Reopening Plan Update  
STAFF REFERENCE – Brianne Anderson, Executive Director

**IX. NEW BUSINESS**

- A. COVID-19 PPE Supplies and Potential FEMA Reimbursement  
STAFF REFERENCE – Brianne Anderson, Executive Director

**X. MATTERS FROM EXECUTIVE DIRECTOR**

- A. Recruitment for Student Members for 2020/21 Appointment  
STAFF REFERENCE – Brianne Anderson, Executive Director

**XI. MATTERS FROM DIRECTORS**

**XII. ADJOURN**

The next regular meeting is scheduled for August 27, 2020 at 6:30 pm.

Copies of the Staff Reports or other written documentation relating to each item of business described above are on file in the office of the Authority Clerk, Agoura Hills/Calabasas Community Center, 27040 Malibu Hills Rd., Calabasas, California, 91301, and are currently available online for public inspection during Coronavirus-19 closure.

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**MINUTES OF THE REGULAR MEETING  
REVISED AGENDA  
BOARD OF DIRECTORS  
AGOURA HILLS/CALABASAS COMMUNITY CENTER  
JOINT POWERS AUTHORITY  
Agoura Hills/Calabasas Community Center  
27040 Malibu Hills Road  
Calabasas, CA 91301  
Remote Meeting  
June 25, 2020  
6:30 p.m.**

**Pursuant to Governor Newsom’s Executive Order N-25-20 and N-29-20, members of the Joint Powers Authority Board or staff may participate in this meeting via teleconference. In the interest of maintaining appropriate social distancing guidelines, Members of the public may observe and offer comment at this meeting telephonically or otherwise electronically by visiting the following ZOOM link <https://us02web.zoom.us/j/84140041260?pwd=ZDJhOGYwWWhFZGZLaGpxRjhwZC9KZz09>. Meeting ID: 841-4004-1260. The Password is 790343. The call-in telephone number is 253-215- 8782. If you are an individual with a disability and need a reasonable modification or accommodation pursuant to the Americans with Disabilities Act (“ADA”) please contact Brianne Anderson, Executive Director at [brianne@ahccc.org](mailto:brianne@ahccc.org) prior to the meeting for assistance. Emails will be summarized at the meeting.**

**I. CALL TO ORDER** at 6:33 PM by Chair Klein Lopez.

**II. ROLL CALL**

**Present:**

Chair:	Deborah Klein Lopez
Vice-Chair:	James Bozajian
Authority Members:	Jim Bukowski Lucy Martin Jeffrey Peldon Brad Rosenheim
Alternate Members:	Fred Gaines Darlynn Childress Penny Sylvester Jerry Viner
Student Members:	Ethan Pavone Kearston Stepenosky
Staff:	Brianne Anderson

**Absent:**

Authority Member:	Matt Heller
Alternate Members:	Denis Weber Cameron Hashemi
Student Members:	Andres Concha

Two Members of the public also attended the meeting.

**III. APPROVAL OF AGENDA**

Motion to approve made by Member Martin and Seconded by Member Bukowski.  
Approved 6-0

**IV. ORAL COMMUNICATIONS**

Persons wishing to speak on items not listed on the agenda may speak. Please submit a request-to-speak slip.

No public comments.

**V. CONSENT CALENDAR**

Motion to approve made by Member Rosenheim and seconded by Member Martin.  
Approved 6-0

Items on Consent Calendar may be approved by a single motion and vote. Unless otherwise requested in advance by a member of the JPA, staff or public, there will be no separate discussion of these items. If an item is removed by the JPA, or staff, the item is deferred to the end of the agenda. If a member of the audience wishes to testify, the item is not deferred.

- A. Approval of Minutes from May 21, 2020 Emergency Meeting  
STAFF REFERENCE- Brianne Anderson, Executive Director
- B. Approval of Minutes from June 18, 2020 Special Meeting  
STAFF REFERENCE- Brianne Anderson, Executive Director
- C. Approval of Demand Register for May 2020  
STAFF REFERENCE – Brianne Anderson, Executive Director
- D. Approval of Treasurer’s Report for May 2020  
STAFF REFERENCE- Christy Pinuelas, Treasurer
- E. Approval of Financial Report for May 2020  
STAFF Reference- Part-Time Business Manager Vivien Avella
- F. Adoption of Resolution 2020-04, AHCCC Investment Policy  
STAFF REFERENCE – Brianne Anderson, Executive Director  
COMMITTEE REFERENCE – Finance

**VI. COMMUNITY ALLIANCE**

- A. None

**VII. COMMITTEE REPORTS**

- A. Finance – *See New Business Items*  
COMMITTEE REFERENCE: Member Klein-Lopez/ Member Rosenheim/ Alternate Member Viner

## **VIII. OLD BUSINESS**

- A. Community Center Restructure and Reopening Plan Update  
STAFF REFERENCE – Brianne Anderson, Executive Director  
Executive Director presented an update on the current process for the reopening plan and the public outreach that has occurred in the last week. Staff continues to reach out and work on potential public and private partnerships during the closure and upon reopening. A request was made for the map for the entire property to determine what can be rented.

## **IX. NEW BUSINESS**

- A. Adoption of Resolution No. 2020-05, Approving the Budget for Fiscal Year July 1, 2020 – June 30, 2021 and Authorizing Amendments to the Budget for Fiscal Year July 1, 2019 – June 30, 2020  
STAFF REFERENCE – Brianne Anderson, Executive Director  
COMMITTEE REFERENCE: Finance  
Staff reviewed budget highlights for the FY 2020/21 proposed budget including small amendments made per the Boards recommendations at the June 18, 2020 meeting. In addition, staff reviewed highlights of the amended FY 2019/20 budget.

Motion to approve by Member Rosenheim seconded by Chair Klein-Lopez  
Vote 6-0

- B. Adoption of Resolution 2020-06, Approving the Enrollment of the Agoura Hills/ Calabasas Community Center in the PARS OPEB 115 Trust  
STAFF REFERENCE – Brianne Anderson, Executive Director  
COMMITTEE REFERENCE: Finance  
Staff presented the report on the PARS system and why it is the best option for our JPA Board and the Community Center staff's OPEB. Board members discussed and approved the adoption of Resolution 2020-06.

Motion to approve by Member Rosenheim seconded by Member Bukowski.  
Vote 6-0

## **X. MATTERS FROM EXECUTIVE DIRECTOR**

Executive Director Anderson reviewed an update on the facility during shut down and update on the bee removal.

## **XI. MATTERS FROM DIRECTORS**

Vice-Chair Bozajian discussed the movement of the annual California JPIA meeting date and format to a virtual one. It was confirmed that Vice-Chair Bozajian, Member Bukowski, and Alternate Member Sylvester will attend on behalf of the authority. The Board members also recommended that before any large rentals are approved that the JPA Board holds a special meeting to review and approve the uses and rates to make sure the Community Center is covering the additional costs needed to operate during the rentals.

## **XII. ADJOURN**

Meeting was adjourned at 7:12 pm by Member Martin and Seconded by Member Rosenheim.

The next regular meeting is scheduled for July 23, 2020 at 6:30pm.

Copies of the Staff Reports or other written documentation relating to each item of business described above are on file in the office of the Authority Clerk, Agoura Hills/Calabasas Community Center, 27040 Malibu Hills Rd., Calabasas, California, 91301, and are currently available online for public inspection during Coronavirus-19 closure.

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**AGOORA HILLS CALABASAS COMMUNITY CENTER**

**CHECK REGISTER REPORT**

**Month of June 2020**

<u>Check #</u>	<u>Issue Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
23916	06/05/2020	ANIMAL & INSECT PEST MANAGEMEN	2X Monthly Service, May	227.00
23917	06/05/2020	AT&T CALNET3	Phone Service, May	272.70
23918	06/05/2020	JESUS AVINA	Event Cancellation, COVID19	2,700.00
23919	06/05/2020	AYBA	Security Deposit Refund	175.00
23920	06/05/2020	BASC	Event and Sec Deposit Refund	670.00
23921	06/05/2020	CHETAN BELAPURKAR	RAD RUN Refund	45.00
23922	06/05/2020	DAVID CANUL	Event Cancellation COVID19	500.00
23923	06/05/2020	CITY OF AGOURA HILLS	Life Insurance, Q1 2020	299.16
23924	06/05/2020	COCHLEAR AMERICAS	Security Deposit Refund	200.00
23925	06/05/2020	CROHN'S & COLITIS FOUNDATION	Event Cancellation COVID19	535.00
23926	06/05/2020	ASHLEY CROSNER	Security Deposit Refund	200.00
23927	06/05/2020	BETSSA DIAZ	Refund, COVID19	500.00
23928	06/05/2020	AHMAD HEYDAR	VBall Cancellation COVID19	3,550.00
23929	06/05/2020	DAVID HUANG	RAD RUN Refund	45.00
23930	06/05/2020	WESLEY IDOL	Security Deposit Refund	175.00
23931	06/05/2020	JASMIN KING	RAD RUN Refund	45.00
23932	06/05/2020	LAS VIRGENES MUNICIPAL WATER	Water, 4/14-5/12	587.40
23933	06/05/2020	CHRISTINA MCDONOUGH	Refund, COVID19	175.00
23934	06/05/2020	YASH MISTRY	RAD RUN Refund	40.00
23935	06/05/2020	NATIONAL CHARITY LEAGUE	Event Cancellation COVID19	300.00
23936	06/05/2020	GALIT PELED	Security Deposit Refund	175.00
23937	06/05/2020	PLAYNETWORK	May Service	29.95
23938	06/05/2020	JANET RICH	Security Deposit Refund	400.00
23939	06/05/2020	RICHARDS, WATSON & GERSHON	Legal Fees, April 2020	10,889.75
23940	06/05/2020	RIVER WAY RANCH CAMP	Security Deposit	500.00
23941	06/05/2020	IRA ROSENFELD	Security Deposit Refund	700.00
23942	06/05/2020	SANTA MONICA MOUNTAIN	Security Deposit Refund	300.00
23943	06/05/2020	STEFANIE SIXTOS	RAD RUN Refund	50.00
23944	06/05/2020	NELLY SMITH	Event Cancellation COVID19	2,521.00
23945	06/05/2020	SOUTHERN CALIFORNIA EDISON	Service, 4/16-5/18	925.43
23946	06/05/2020	THE MANAGEMENT TRUST **CHECK VOIDED**	Security Deposit Refund	***0
23947	06/05/2020	SHIRA TITEN	Event Cancellation COVID19	750.00
23948	06/05/2020	US BANK	Credit Card Charges, April/May	748.48
23949	06/05/2020	VANTAGE TRANSFER AGENTS 304998	PPE:5/23/2020, Plan 304998	320.00
23950	06/05/2020	VANTAGE TRANSFER AGENTS 306770	PPE: 5/23/20, Plan 306770	86.44
23951	06/19/2020	AZTECA LANDSCAPE	June 2020 Landscaping	750.00
23952	06/19/2020	RAN BIGELMAN	Security Deposit Refund	175.00
23953	06/19/2020	BRYAN'S BEES	Bee Removal Service	350.00
23954	06/19/2020	TIM BUCHANAN	Security Deposit Refund	200.00
23955	06/19/2020	CANON FINANCIAL SERVICES	Contract Charge, June	245.44
23956	06/19/2020	CHARTER COMMUNICATIONS	TV/Internet Service, June 2020	239.24
23957	06/19/2020	COMMERCIAL BUILDINGS MAINTENAN	Porter Service, 5/18	84.00
23958	06/19/2020	JACKY GAER	Refund for Cool Club Charges	590.00
23959	06/19/2020	GRAHAM COMPANY	50%, Annual Maint. Contract	1,020.00
23960	06/19/2020	YUWEN HUANG	Refund for Cool Club Charges	240.00
23961	06/19/2020	KELLER WILLIAMS	Security Deposit Refund	175.00
23962	06/19/2020	DEDEEPIYA KODURI	Security Deposit Refund	140.00
23963	06/19/2020	LAS VIRGENES MUNICIPAL WATER	Water, 4/28-5/27	135.61

**AGOURA HILLS CALABASAS COMMUNITY CENTER**  
**CHECK REGISTER REPORT**  
**Month of June 2020**

<u>Check #</u>	<u>Issue Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
23964	06/19/2020	MARICELA MARCOS	Event Cancellation Refund	650.00
23965	06/19/2020	NATALIE PALATIN	Security Deposit Refund	200.00
23966	06/19/2020	CLAYTON PRISKORN	Membership Refund	26.71
23967	06/19/2020	PROVIDENCE FINANCIAL AND	Security Deposit Refund	200.00
23968	06/19/2020	QUENCH USA, INC.	Service, 6/12-7/11	76.66
23969	06/19/2020	ANDREW RAH	Membership Refund	45.87
23970	06/19/2020	RICHARDS, WATSON & GERSHON	Legal Fees, May 2020	700.40
23971	06/19/2020	DONALD ROACHE	RAD RUN Refund	45.00
23972	06/19/2020	HAFEEZ SHEIKH	Security Deposit Refund	300.00
23973	06/19/2020	SO CAL GAS COMPANY	Service, 5/5-6/4/20	14.79
23974	06/19/2020	DAEWEON SONG	Mahjong Refund	96.00
23975	06/19/2020	JUDITH STALK **CHECK VOIDED**	Event Cancellation Refund	***0
23976	06/19/2020	TERRACES AT AGOURA HILLS INC	Security Deposit Refund	200.00
23977	06/19/2020	VANTAGE TRANSFER AGENTS 304998	PPE: 6/6/20, Plan: 304998	320.00
23978	06/19/2020	VANTAGE TRANSFER AGENTS 306770	PPE: 6/6/20, Plan 306770	103.73
23979	06/19/2020	MELISSA ANDREWS	Replacement Check	96.00
23980	06/24/2020	BRYAN'S BEES	Bee Removal	675.00
23981	06/24/2020	COLLEGE PLANNING EXPERTS	Security Deposit Refund, 2015	200.00
23982	06/24/2020	COMMERCIAL BUILDINGS MAINTENANAN	Porter Service, 6/1,6/14	252.00
23983	06/24/2020	LAS VIRGENES MUNICIPAL WATER	Fire Protection	140.35
23984	06/24/2020	SOUTHERN CALIFORNIA EDISON	Charges, 5/18-6/17	1,144.77
23985	06/24/2020	US BANK	Credit card charges, 6/22/2020	168.78
23986	06/24/2020	VANTAGE TRANSFER AGENTS 304998	PPE: 6/20/20, Plan 304998	320.00
23987	06/24/2020	VANTAGE TRANSFER AGENTS 306770	PPE: 6/20/20, Plan: 306770	103.03
EFT - 43	06/05/2020	CAL PERS RETIREMENT	PPE: 5/23/2020, Retirement	1,086.81
EFT - 44	06/19/2020	ADP	Payroll Processing	798.17
EFT - 45	06/19/2020	CAL PERS RETIREMENT	PPE: 6/06/20, Retirement	1,086.81
EFT - 46	06/24/2020	CAL PERS RETIREMENT	PPE: 6/20/20, Retirement	<u>1,086.81</u>
			<b>TOTAL CHECKS/EFTs:</b>	<b>\$ 44,119.29</b>
			<b>#:</b>	<b>76</b>



**Investment Report  
For the Month of June 2020**

Type	Issuer	Maturity Date	Interest Rate	Cost	Percent	Fair Value
Local Agency Investment Fund	California State Treasurer's Office	On Demand	1.217%	\$ 177,959.11	57%	\$ 177,959.11
Checking Account	Bank of America	On Demand	0%	\$ 136,019.68	43%	N/A
Petty Cash				\$0.00	0%	N/A
<b>TOTAL COMMUNITY CENTER CASH AND INVESTMENT</b>				<b>\$ 313,978.79</b>	<b>100%</b>	

Note: Petty cash was deposited to the checking account in June, 2020

Notes:

1. The portfolio complies with the Agoura Hills/Calabasas Community Center Investment Policy.
2. The AHCCC does not have sufficient cash to operate for the next 6 months, due to a mandatory shut-down during the COVID 19 global pandem

*Christy Pinuelas*

Christy Pinuelas, Finance Director

July 15, 2020

**AGOURA HILLS CALABASAS COMMUNITY CENTER  
 FY 19-20 -- FINANCIAL SUMMARY  
 TWELVE MONTHS YTD THRU 6/30/2020**

\*\*\*\*\*Figures are unaudited, approximate, unadjusted numbers, and timing differences may exist.\*\*\*\*\*

\*\*\*\*\*These figures do not include accrued unemployment expense for FY19/20, additional expense accruals tbd, depreciation, etc.

REVENUE AND EXPENSE SUMMARY	2019-20 ANNUAL BUDGET	2019-20 YTD EST 6/30/2020	2019-20 YTD VARIANCE 6/30/2020
Revenues			
Operating	1,453,200.00	792,468.28	(660,731.72)
Non-Operating	202,000.00	131,568.37	(70,431.63)
Total Revenues	<u>1,655,200.00</u>	<u>924,036.65</u>	<u>(731,163.35)</u>
Expenditures			
FT Salaries	356,822.00	330,531.02	26,290.98
PT Payroll	163,750.00	122,813.89	40,936.11
PERS Retirement	79,911.65	70,580.61	9,331.04
OPEB Retirement	90,000.00	-	90,000.00
Employee Benefits and Related	83,243.74	68,321.50	14,922.24
Total Payroll and Related	<u>773,727.39</u>	<u>592,247.02</u>	<u>181,480.37</u>
Instructor Fees/Costs	405,600.00	276,811.73	128,788.27
Facility Maintenance	124,000.00	71,821.98	52,178.02
Utilities	101,000.00	76,132.81	24,867.19
JPIA Insurance	80,290.00	79,750.00	540.00
Fitness/Rental/Event Operating Costs	60,372.00	41,969.88	18,402.12
General & Administrative	53,140.00	23,985.85	29,154.15
Merchant/Payroll Processing Fees	52,100.00	45,697.90	6,402.10
Admin Professional Services	25,000.00	49,754.50	(24,754.50)
Spec Events-Supplies/Serv/Mktg	20,000.00	30,524.84	(10,524.84)
Total Operating Expenses	<u>921,502.00</u>	<u>696,449.49</u>	<u>225,052.51</u>
Total Expenses	1,895,229.39	1,288,696.51	406,532.88
Total Income/(Loss)	(40,029.39)	(364,659.86)	(324,630.47)

**CASH SNAPSHOT @ 6/30/2020**

Net Bank of America Checking	136,019.68
Petty Cash	-
LAIF Investment Account	<u>177,959.11</u>
Total Cash & Investments	313,978.79

AGOURA HILLS CALABASAS COMMUNITY CENTER  
 FY 19-20 -- FINANCIAL DETAIL  
 TWELVE MONTHS YTD THRU 6/30/2020

\*\*\*\*\*Figures are unaudited, approximate, unadjusted numbers, and timing differences may exist.\*\*\*\*\*

	2019-20 ANNUAL BUDGET	2019-20 YTD EST. 6/30/2020	2019-20 YTD VARIANCE 6/30/2020
<b>Revenues</b>			
Operating	1,453,200.00	792,468.28	(660,731.72)
Non-Operating	202,000.00	131,568.37	(70,431.63)
<b>Total Revenues</b>	<b>1,655,200.00</b>	<b>924,036.65</b>	<b>(731,163.35)</b>
<b>Expenses</b>			
<b>FT Salaries</b>			
4700 5101.00 Regular Salaries	105,000.00	80,423.15	24,576.85
4810 5101.00 Regular Salaries	82,642.00	81,370.82	1,271.18
4820 5101.00 Regular Salaries	67,090.00	75,257.04	(8,167.04)
4825 5101.00 Regular Salaries	67,090.00	62,650.40	4,439.60
4850 5101.00 Regular Salaries	35,000.00	30,829.61	4,170.39
<b>Total FT Salaries</b>	<b>356,822.00</b>	<b>330,531.02</b>	<b>26,290.98</b>
<b>PT Payroll</b>			
4700 5102.00 Part-Time Salaries	38,750.00	31,991.59	6,758.41
4810 5102.00 Part-Time Salaries	105,000.00	83,238.03	21,761.97
4850 5102.00 Part-Time Salaries	20,000.00	7,584.27	12,415.73
<b>Total PT Salaries</b>	<b>163,750.00</b>	<b>122,813.89</b>	<b>40,936.11</b>
<b>Employee Benefits and Related</b>			
4700 5103.00 Auto Allowance	3,600.00	2,665.53	934.47
4700 5107.00 Pers Retirement	24,514.00	21,180.19	3,333.81
4700 5108.00 Group Health/Vision	18,420.00	13,958.73	4,461.27
4700 5109.00 Group Dental Insurance	2,112.00	1,578.69	533.31
4700 5110.00 Group Life Insurance	500.00	241.92	258.08
4700 5111.00 Disability	1,249.50	775.20	474.30
4700 5200.00 OPEB Obligation	90,000.00	-	90,000.00
4810 5107.00 Pers Retirement	18,572.43	16,133.77	2,438.66
4810 5108.00 Group Health/Vision	10,572.00	9,764.28	807.72
4810 5109.00 Group Dental Insurance	660.00	639.24	20.76
4810 5110.00 Group Life Insurance	240.00	112.32	127.68
4810 5111.00 Disability	983.44	913.79	69.65
4820 5107.00 Pers Retirement	14,690.61	14,725.54	(34.93)
4820 5108.00 Group Health/Vision	10,512.00	10,477.52	34.48
4820 5109.00 Group Dental Insurance	1,260.00	1,207.20	52.80
4820 5110.00 Group Life Insurance	210.00	133.89	76.11
4820 5111.00 Disability	1,249.50	765.12	484.38
4825 5107.00 Pers Retirement	14,690.61	12,572.64	2,117.97
4825 5108.00 Group Health/Vision	10,512.00	7,903.74	2,608.26
4825 5109.00 Group Dental Insurance	660.00	639.24	20.76
4825 5110.00 Group Life Insurance	210.00	133.89	76.11
4825 5111.00 Disability	798.37	765.12	33.25
4850 5107.00 Pers Retirement	7,444.00	5,968.47	1,475.53
4850 5108.00 Group Health/Vision	10,572.00	7,982.10	2,589.90
4850 5109.00 Group Dental Insurance	660.00	639.24	20.76
4850 5110.00 Group Life Insurance	150.00	63.99	86.01
4850 5111.00 Disability	416.50	338.89	77.61
4700 5112.00 Medicare Taxes	1,522.50	1,669.16	(146.66)
4810 5112.00 Medicare Taxes	2,720.81	2,410.38	310.43
4820 5112.00 Medicare Taxes	972.81	1,091.55	(118.74)
4825 5112.00 Medicare Taxes	972.81	856.12	116.69
4850 5112.00 Medicare Taxes	507.50	594.65	(87.15)
4700 5438.00 Unemployment Claims	1,000.00	-	1,000.00
<b>Total Employment Benefits and Related</b>	<b>253,155.39</b>	<b>138,902.11</b>	<b>114,253.28</b>
<b>Total Payroll and Benefits</b>	<b>773,727.39</b>	<b>592,247.02</b>	<b>181,480.37</b>

AGOURA HILLS CALABASAS COMMUNITY CENTER

FY 19-20 – FINANCIAL DETAIL

TWELVE MONTHS YTD THRU 6/30/2020

\*\*\*\*\*Figures are unaudited, approximate, unadjusted numbers, and timing differences may exist.\*\*\*\*\*

	2019-20 ANNUAL BUDGET	2019-20 YTD EST. 6/30/2020	2019-20 YTD VARIANCE 6/30/2020
JPIA Insurance			
4700 5437.00 JPIA Insurance	80,290.00	79,750.00	540.00
Utilities			
4850 5427.00 Communications	6,000.00	6,609.97	(609.97)
4850 5428.00 Utilities	95,000.00	69,522.84	25,477.16
Utilities	101,000.00	76,132.81	24,867.19
Instructor Fees/Costs			
4810 5513.00 Fitness Services	82,500.00	56,110.75	26,389.25
4825 5520.00 Contract Instructors	161,000.00	86,137.10	74,862.90
4825 5520.01 Ms. Amy's Enrichment	152,600.00	127,878.50	24,721.50
4825 5429.01 Ms. Amy's Enrichment Rent	9,500.00	6,685.38	2,814.62
Instructor Fees/Costs	405,600.00	276,811.73	128,788.27
Merchant/Payroll Processing Fees			
4700 5440.00 Merchant Fees	40,000.00	32,513.13	7,486.87
4700 5441.00 Bank Charges	100.00	9.00	91.00
4700 5442.00 Payroll Processing	12,000.00	13,175.77	(1,175.77)
Merchant/Payroll Processing Fees	52,100.00	45,697.90	6,402.10
Fitness/Rental/Event Operating Costs			
4810 5422.00 Fitness Supplies	3,000.00	504.00	2,496.00
4810 5424.00 Supplies	3,500.00	1,466.61	2,033.39
4810 5429.00 Rents	16,272.00	16,272.00	-
4810 5510.00 Professional Services	3,500.00	3,578.50	(78.50)
4810 5683.00 Equipment	20,100.00	15,731.30	4,368.70
4820 5424.00 Special Supplies	2,000.00	397.73	1,602.27
4820 5514.00 Security Guard	7,500.00	3,789.50	3,710.50
4820 5683.00 Equipment	4,500.00	230.24	4,269.76
Fitness/Rental/Event Operating Costs	60,372.00	41,969.88	18,402.12
Spec Events-Supplies/Serv/Mktg			
4820 5510.00 Professional Services	2,000.00	518.70	1,481.30
4825 5424.00 Supplies	15,000.00	24,474.43	(9,474.43)
4825 5510.00 Professional Services	3,000.00	5,531.71	(2,531.71)
Spec Events-Supplies/Serv/Mktg	20,000.00	30,524.84	(10,524.84)
Facility Maintenance			
4850 5425.00 Custodial Supplies	26,000.00	13,348.20	12,651.80
4850 5430.00 Maintenance Repairs	18,000.00	5,060.79	12,939.21
4850 5683.00 Building Repairs	2,500.00	4,661.30	(2,161.30)
4850 5510.00 Professional Services	35,000.00	40,632.13	(5,632.13)
4850 5424.00 Special supplies	-	-	-
4850 5512.00 Landscaping	12,500.00	6,170.00	6,330.00
500 5682.00 Equipment	30,000.00	1,949.56	28,050.44
Facility Maintenance	124,000.00	71,821.98	52,178.02

AGOURA HILLS CALABASAS COMMUNITY CENTER  
 FY 19-20 -- FINANCIAL DETAIL  
 TWELVE MONTHS YTD THRU 6/30/2020

\*\*\*\*\*Figures are unaudited, approximate, unadjusted numbers, and timing differences may exist.\*\*\*\*\*

	2019-20 ANNUAL BUDGET	2019-20 YTD EST. 6/30/2020	2019-20 YTD VARIANCE 6/30/2020
General & Administrative			
4700 5415.00 Travel/Conferences/Meetings	500.00	1,045.66	(545.66)
4700 5416.00 Membership/Dues Organizations	500.00	191.99	308.01
4700 5417.00 Training	750.00	325.00	425.00
4700 5420.00 Office Supplies	5,000.00	2,854.99	2,145.01
4700 5421.00 Postage/Shipping	7,500.00	825.64	6,674.36
4700 5424.00 Special supplies	8,000.00	5,710.86	2,289.14
4700 5429.00 Rents/Leases	10,000.00	7,271.36	2,728.64
4700 5431.00 Mileage	100.00	326.72	(226.72)
4700 5450.00 Bad Debt Expense	-	472.00	(472.00)
4700 5511.00 Marketing	15,000.00	1,731.20	13,268.80
4700 5683.00 Equipment	2,000.00	191.14	1,808.86
4810 5415.00 Travel/Conferences/Meetings	200.00	-	200.00
4810 5416.00 Membership/Dues Organizations	180.00	170.00	10.00
4810 5417.00 Training	500.00	325.00	175.00
4810 5421.00 Postage/Shipping	100.00	-	100.00
4810 5431.00 Mileage	250.00	376.86	(126.86)
4820 5415.00 Travel/Conferences/Meetings	200.00	-	200.00
4820 5416.00 Membership/Dues Organizations	180.00	170.00	10.00
4820 5417.00 Training	500.00	700.00	(200.00)
4820 5431.00 Mileage	500.00	372.60	127.40
4825 5415.00 Travel/Conferences/Meetings	200.00	15.00	185.00
4825 5416.00 Membership/Dues Organizations	180.00	170.00	10.00
4825 5417.00 Training	500.00	500.00	-
4825 5431.00 Mileage	250.00	239.83	10.17
4850 5431.00 Mileage	50.00	-	50.00
General & Administrative	53,140.00	23,985.85	29,154.15
Administrative Professional Services			
4700 5510.00 Professional Services	25,000.00	49,754.50	(24,754.50)
TOTAL EXPENSES:	1,695,229.39	1,288,696.51	406,532.88
NET INCOME/(LOSS):	(40,029.39)	(364,659.86)	(324,630.47)



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**AGOURA HILLS / CALABASAS COMMUNITY CENTER**  
**JPA BOARD AGENDA REPORT**

**DATE:** JULY 15, 2020

**TO:** HONORABLE CHAIR AND JPA BOARD MEMBERS

**FROM:** BRIANNE ANDERSON, EXECUTIVE DIRECTOR

**SUBJECT:** COMMUNITY CENTER ALLIANCE UPDATE

**MEETING DATE:** JULY 23, 2020

The Community Center Alliance President Matt Heller virtually met with the JPA Board Chair and Vice-Chair and the Community Center Executive Director on July 13. The group discussed the potential for adding and obtaining new members, updating the website to create a page specifically for the CCA, how to process potential donations, and scheduling a meeting with the two volunteers who are interested in assisting or participating with the CCA during this time.

While the execution of a fundraiser or donation button is still to be determined, the group wanted the Board to be aware that any donations made during this time would be tied to language about the reality of the Community Center's situation, that this is a non-profit donation, and not promise that they are paying for anything that we cannot guarantee.

In addition, the group is looking at a naming opportunity for members or others that are interested in supporting the Community Center. This could be through engraved plates, leaves, bricks, or so forth. Staff is working on collecting pricing information to share with the CCA and once they recommend a selection, this will be shared with the Board as well.

The CCA is working on preparing an informational meeting that will be open to the public in the next few weeks with a time that works for the two current members and the two new interested members of the community. The meeting will be conducted through Zoom and the Executive Director will be in attendance.



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**AGOURA HILLS / CALABASAS COMMUNITY CENTER**  
**JPA BOARD AGENDA REPORT**

**DATE:** JULY 15, 2020

**TO:** HONORABLE CHAIR AND JPA BOARD MEMBERS

**FROM:** BRIANNE ANDERSON, EXECUTIVE DIRECTOR

**SUBJECT:** CENTER RESTRUCTURE AND REOPENING PLAN UPDATE

**MEETING DATE:** JULY 23, 2020

At our last meeting on June 25, the restructure plan and reinvention of the Community Center process was underway and staff was working with City representatives, community input, and JPA Board member input on identity, branding, and cost analysis to be able to operate the center more efficiently and beginning to prepare an updated model to be as cost neutral as possible. Numbers of deaths from and positive cases of COVID-19 have increased exponentially since our discussions began. As the state was beginning to reopen, there was hope and excitement for working on this new plan and where the center could best fit in with new regulations and ways to operate.

As restrictions began to tighten again, LA County Health, LA County Parks, and the Governor's Office have made some major changes to pretty much all operations that the Community Center once offered. The opening date and phase for Community Centers, indoor rentals for groups, indoor fitness, locker rooms, leagues, recreation classes, and group sports in our region are currently either not in discussion, being shut down again, or have no approved standards or procedures to offer them yet in our region. With these things in mind, it is staff's recommendation that we look at a two-tiered plan approach during these ever-changing times.

The first tier would look at keeping the Community Center going for this fiscal year by establishing an emergency plan during the pandemic to raise funds and offer needed services in the community. This tier would allow the Community Center to fight another day once more regulations and the newer normal has been established (which may take until next fiscal year). This could include the opportunity to engage in private rentals during this time to offer potential essential childcare services to those in the community who are working or teaching during the pandemic. Once filming does resume, we would also have the option to rent out the parking lot to assist with cashflow for the Community Center. Staff is working with our legal team to rewrite conditions for private types of rentals during our closure and new standards for business regarding pandemic language in agreements. These agreements would also be reviewed by our California JPIA risk management firm for approval.

The second tier would be the process of rebranding and creating the new business model. Currently, nearly all recreation type businesses/ community services departments are experiencing severe losses during this time due to closures, reduction in numbers of attendees and programs offered, additional staffing, PPE, and

sanitizing costs (multiple times a day). To create a new plan and to look at reopening in January would result in a loss for the facility due to the aforementioned conditions and the additional costs needed for resuming business operations (staffing, increased utilities, supplies, and maintenance). As you know, this format would not work for the long-term sustainability of the Community Center or what the two cities were desiring for additional consideration of support. While it was not the intention of the team working on the plan to postpone it; the reality of what is going on in our state, county, and community services/ recreation has changed what we can do and changing the short term plan for at least the next six- twelve months.

Staff continues to work with a few local companies for potential private rentals for a current desire and need in the community of a distant learning and childcare service. In the past week, these needs have been discussed a lot with the two local school districts coming up with options for on campus hybrid approach and an online learning format only. As of this week, the two largest districts in the state and Oak Park have changed their models to only online for the first half of the school year. As of the writing of this report, LVUSD and CVUSD have not changed their formats. Currently, there is a great need for a safe childcare/ tutoring for working parents, essential workers, and the staff of the school district for the upcoming school year. The Community Center does not currently have the staff or capability to run this type of program itself, but could definitely work on a rental agreement with established companies in the community who operate these types of services to be able to allow for a site local to both cities.

Filming has not resumed to its full level yet and when it does, we will be happy to look at the use of part of our parking lot for rentals and potential use of the center if it is not already being rented out.

We have received feedback from the community on what they would like to see and most comments and suggestions revolves around the fitness component and memberships. People are anxious for things to return to normal, unfortunately for our field, normal is going to be different for longer than any of us would like and is almost changing daily. Staff will continue to update the Board and if needed host special meetings in regard to these potential special uses for the Community Center.





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**AGOURA HILLS / CALABASAS COMMUNITY CENTER**  
**JPA BOARD AGENDA REPORT**

**DATE:** JULY 16, 2020

**TO:** HONORABLE CHAIR AND JPA BOARD MEMBERS

**FROM:** BRIANNE ANDERSON, EXECUTIVE DIRECTOR

**SUBJECT:** COVID-19 PPE SUPPLIES AND POTENTIAL FEMA REIMBURSEMENT

**MEETING DATE:** JULY 23, 2020

In order for businesses to reopen in any capacity (once allowed by state and local health regulations), the business must have certain PPE (Personal Protective Equipment) supplies to protect their own employees and to help keep minimum contact for customers and the facility and equipment itself. For most businesses this includes masks, gloves, hand sanitizer, and sanitizing wipes at a bare minimum. Heavily used facilities such as gyms and fitness centers also require multiple cleanings a day or for fitness equipment after each use. Recommendations are for products like a electrostatic cleaning device to be able to clean equipment quickly and efficiently multiple times a day. In addition, you may have seen plexiglass or plastic wrapped stations to prevent interaction with an employee at front desks or counters (these are to be provided by the business itself). Being a large facility and being a public facility open to numerous age groups and people, we will be required to be held to a higher standard and to have more potential supplies on hand in order to reopen. This includes touchless hand sanitizer stations, the backpack or a rolling sanitizer cart in order to It is important to notify the Board that these items can be costly due to high demand and have long waiting lists to be able to receive them.

Staff began to obtain a small supply of PPE beginning in March. However, due to the very small staff, being closed to the public, and our financial situation we have been limiting our purchases. Staff has been able to secure masks, gloves, handheld forehead thermometer, sanitizer for hands, a limited amount of wipes, and a few sanitizer sprays for surfaces. Some of these items are being currently used by the staff on site or for any other people that need to be working in the building at this time. Staff also submitted to FEMA a request for some free PPE supplies of which we have received 1 case of liquid hand sanitizer. The orders are still pending for some face shields, additional 3-ply masks, and additional sanitizing liquid. A local company in Calabasas just donated 1,000 free masks to the Center as well and the staff is grateful.

In order to obtain potential reimbursement for CAL OES or FEMA, there is a minimum amount (\$3,000) that must be spent in order to be eligible for partial reimbursement. The Community Center may qualify for deep cleaning and sanitizing of the facility that occurred before our complete shut down and PPE supplies. The total amount that the Community Center has spent so far is about \$1900. Staff is recommending that the Board authorize the Executive Director to begin ordering additional items that the Community Center

will need in order to reopen and also order in time to receive them. By doing this now, the Community Center may also submit these expenses to FEMA for reimbursement. Attached is the chart of the costs for some of these more expensive items and current wait time (6-8 weeks). If we wait to order until later this year, we may not receive the supplies in time in order to reopen and we may lose the opportunity to submit for reimbursement.

Product Name	Product Cost	Quantity
Professional Cordless Electrostatic Backpack Sprayer	\$1,800 to \$2,500 each	6-8 weeks
Professional Cordless Electrostatic Handheld Sprayer	\$800-\$1,500 each	6-8 weeks
Supplies for the sprayers (Have to match the units and be approved to use or the warranties go away)	\$100 to \$600 for a month supply	6-8 weeks
5 Gallon Disinfectant Solution (Approved for disinfectant 99.99%)	\$80-\$150 each	10-12 weeks
Hands Free Sanitizing Stations	\$150 to \$600 each	Currently Back ordered
Nitrile Gloves	\$30 to \$100 a box depending on size	Currently back ordered



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**AGOURA HILLS / CALABASAS COMMUNITY CENTER**  
**JPA BOARD AGENDA REPORT**

**DATE:** JULY 16, 2020

**TO:** HONORABLE CHAIR AND JPA BOARD MEMBERS

**FROM:** BRIANNE ANDERSON, EXECUTIVE DIRECTOR

**SUBJECT:** STUDENT MEMBER RECRUITMENT FOR THE 2020/21 YEAR

**MEETING DATE:** JULY 23, 2020

**BACKGROUND:**

The Joint Powers Authority Board of Directors includes two non-voting student members and as of last year one alternate student member. Last year, the Student Committee consisted of Member Bukowski, Member Martin, and Alternate Member Viner and the Executive Director.

It is now time again to begin the recruitment for the 2020/21 Student Board Member Positions. The current three members terms expire at the end of August 2020.

The Executive Director would like to confirm that the Board would like to open the application process again. If so, notices inviting qualified students to apply for the 2020/2021 Student Board Member position will be distributed to local media outlets, City of Calabasas, City of Agoura Hills, and local schools for distribution. Current members still enrolled in high school are welcome to reapply if they are interested in re-appointment.

In addition, staff would like to confirm the members of the committee. Staff would like to do a quick recruitment to have the new potential members be appointed by the meeting in September. If possible, staff would encourage the new applicants to view the August meeting as well.