

**SPECIAL MEETING
BOARD OF DIRECTORS
AGOURA HILLS/CALABASAS COMMUNITY CENTER
JOINT POWERS AUTHORITY
Agoura Hills/Calabasas Community Center
27040 Malibu Hills Road,
Online Meeting
Calabasas, CA 91301
June 18, 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/84923390942?pwd=UDhwcFVleFhHeTIIaHdVN2hLbnk4QT09>. Meeting ID: 849-2339-0942. Passcode is 048401. 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 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 via e-mail to brianne@ahccc.org.

V. COMMUNITY ALLIANCE

A. None

VI. COMMITTEE REPORTS

A. Finance – *See New Business Items*

COMMITTEE REFERENCE: Member Klein-Lopez/ Member
Rosenheim/ Alternate Member Viner

VII. NEW BUSINESS

- A. Finance Committee Report and Recommendation on Preliminary Draft FY 2020-21
Budget
STAFF REFERENCE – Brianne Anderson, Executive Director

VIII. MATTERS FROM EXECUTIVE DIRECTOR

- A. Executive Director Comments Report- Center Update
STAFF REFERENCE – Brianne Anderson, Executive Director

IX. MATTERS FROM DIRECTORS

X. ADJOURN

The next regular meeting is scheduled for June 25, 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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AGOURA HILLS / CALABASAS COMMUNITY CENTER
BOARD REPORT

DATE: JUNE 15, 2020

TO: HONORABLE CHAIR AND JPA BOARD MEMBERS

FROM: BRIANNE ANDERSON, EXECUTIVE DIRECTOR

**SUBJECT: REPORT AND RECOMMENDATION ON PRELIMINARY DRAFT
FY 2020-2021 BUDGET**

MEETING

DATE: June 18, 2020

SUMMARY RECOMMENDATION:

Staff recommends the JPA Board of Directors review and makes recommendations on the Preliminary Draft Budget for FY 2020-21. Board recommendations/comments will be discussed at the June 18 special meeting and staff will edit and present a final budget for adoption and approval at the June 25, 2020 JPA Board meeting.

The AHCCC Finance Committee has reviewed the Preliminary Draft Budget. Committee members include Christy Pinuelas, Finance Director City of Agoura Hills, JPA Board Chair Deborah Klein Lopez, JPA Board Members Brad Rosenheim and Jerry Viner, and Brianne Anderson, AHCCC.

OVERVIEW:

The JPA budget year operates from July 1 through June 30. Staff has prepared a draft FY 2020-2021 budget. This year's draft budget looks very different than in the past. This year's budget includes a recommendation for the bare minimum for staffing and bills through June 30, 2021. As the plan for reopening is not finalized and costs are unknown, this preliminary budget will allow for the Board to approve and adopt a balanced budget with the knowledge that a budget amendment can be made once the reopening plan is complete and approved.

Some other key factors in reviewing this year's preliminary budget:

- The Finance Committee has recommended that all employee related costs be combined into one account for ease of understanding and a better picture of the real costs, thus, all salary and benefit information is now under the Administration account.

- As no programs are in operation, there is no anticipated revenue. The exception to this is the anticipated annual City contributions and an additional contribution amount that will allow for a balanced budget.
- This budget does include the use of all remaining funds in the LAIF savings account to get the Center through the FY 2020-21.
- There is no COLA being recommended for any employees at this time.
- The first attachment is the monthly chart which presents the real costs that are needed to be paid each month, quarterly, and annual fees as well as the breakdown for the months in which they are spent and a rolling total at the bottom on how long we can proceed with these bare minimum bills with our current cashflow and savings. Staff has been working tirelessly to reduce fees as much as they can within lease parameters and proper equipment maintenance and support levels. The * has been added to companies that staff continues to negotiate with for potential reductions. The fees listed are what we currently owe.
- The second attachment is the Preliminary Budget with the proposal for the amount and the limited accounts needed to support the bare minimum monthly, quarterly, and required large one-time payments.
- The third attachment is the description of each account up for approval and what items and costs are covered under each category.

As a reminder, the budget is divided into two major funds:

- Fund 100 – Operating
 - Admin, Fitness, and Maintenance
- Fund 500 – Building
 - Expenditures include building repair projects and capital replacement and improvements

In addition to the above funds, Fund 400 is included in attachment number 3.

- Fund 400 – Special Needs
 - This fund received revenue generated from a Community Center Alliance fundraiser with John Wooden. Monies are used to pay for staff costs associated with special needs activities. Staff is currently evaluating therapeutic recreation program and activities to offer at the facility, or building improvements such as auto door mechanisms.

ATTACHMENTS:

Attachment 1: Monthly Bill Chart through Fall 2020

Attachment 2: Preliminary Draft Operating Budget Detail FY 2020/21

Attachment 3: Description of Accounts for Preliminary Budget FY 2020/21

Attachment 1: Type of account	July	August	September	October	November	December
Payroll						
Executive Director	\$7,850	\$7,850	\$7,850	\$7,850	\$7,850	
Part Time Business Manager	\$2,800	\$2,800	\$2,800	\$2,800	\$2,800	
PERS Retirement	\$1,397.08	\$1,397.08	\$1,397.08	\$1,397.08	\$1,397.08	
Auto Allowance	\$253.86	\$253.86	\$253.86	\$253.86	\$253.86	
Health and Vision	\$1,577.27	\$1,577.27	\$1,577.27	\$1,577.27	\$1,577.27	
Dental	\$180.80	\$180.80	\$180.80	\$180.80	\$180.80	
Life	\$24.92	\$24.92	\$24.92	\$24.92	\$24.92	
Disability	\$99.87	\$99.87	\$99.87	\$99.87	\$99.87	
Medicare	\$170.00	\$170.00	\$170.00	\$170.00	\$170.00	
Sub-Total	\$14,354	\$14,354	\$14,354	\$14,354	\$14,354	
Monthly Bills						
Edison	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	
So Cal Gas	\$50	\$50	\$50	\$50	\$50	
LVMWD	\$950	\$950	\$950	\$950	\$950	
Pest Control	\$233.97	\$233.97	\$233.97	\$233.97	\$233.97	
Landscaping	\$450	\$450	\$450	\$450	\$450	
Maintenance (Bare Minimum)	\$275	\$275	\$275	\$275	\$275	
Water Bottle Unit	\$79.01	\$79.01	\$79.01	\$79.01	\$79.01	
ATT*	\$285	\$285	\$285	\$285	\$285	
Charter/Spectrum	\$124.98	\$124.98	\$124.98	\$124.98	\$124.98	
Merchant Fees Carroll Woottry Copier** (Six month reduction and monthly cost increase upon	\$25	\$25	\$25	\$25	\$25	
Canon Copier Usage	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	
TGF Lease Equipment Monthly*	\$375	\$375	\$375	\$375	\$375	
Legal	\$1,356	\$1,356	\$1,356	\$1,356	\$1,356	
Postage	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
Office Supplies	\$75	\$75	\$75	\$75	\$75	
Custodial Supplies	\$100	\$100	\$100	\$100	\$100	
Maintenance Repairs	\$150	\$150	\$150	\$150	\$150	
Building Repairs	\$500	\$500	\$500	\$500	\$500	
Mileage for PTBM	\$500	\$500	\$500	\$500	\$500	
ADP Payroll Processing*	\$10	\$10	\$10	\$10	\$10	
Special Supplies	\$800	\$800	\$800	\$800	\$800	
Sub-Total	\$50	\$50	\$50	\$50	\$50	
	\$11,039	\$11,039	\$11,039	\$11,039	\$11,039	
Quarterly Payments						
Global Security	\$108.22					
Fire Alarm Testing and Maintenance	\$1,167.78					
Pyro Comm Fire Monitoring	\$108.22					
Ontario Refrigeration	\$1,389.38					
Canon Base Charge	\$82.59					
Pronto Gym	\$494.74					
California Fitness Source	\$206.14					
AED Maintenance	\$154.59					
Sub-total	\$3,711.66					
Unemployment						
Full Time (4)	\$46,800					
Part Time (16)	\$37,200					
Sub-Total	\$84,000					
Large One Time Payments						
Cal JPIA Crime Insurance	\$788.00					
Cal JPIA Property Insurance	\$12,497.50					

Cal JPIA Liability and WC	\$12,904							\$12,903
PERS Unfunded Liability	\$19,414.00							\$5,800
Financial Audit								
Cal PERS GASB Report				\$721.49				
Fund Balance Software				\$3,374.58				
Active Annual Subscription Fee							\$5,400	
GASB 68 Report								\$3,000
State Controller Report								\$1,000
Graham Company Emergency Lighting 2nd payment								\$1,020
Gash 75								\$2,500
Sub-Total	\$45,603.50	0	4096.07		0	5400		23723
Grand Total	\$158,707.92	\$25,393	\$29,489	\$29,104	5400	23723		
Amount in LAIF account	177,959.11							
Cities 2019/2020 Contribution	\$100,000							
Total Remaining in Account	119,251.19	\$93,858.43	\$64,369.60	\$35,265.18	\$29,865.18	\$6,142.18		

Attachment 2: Admin 4700		FY 2019/20 Adopted	FY/2019/20 Projection	FY 2020/21	Notes/ Account Breakdowns
100-4700-5101	Regular Salaries	105,000	82,385	94,200	
100-4700-5102	PT Salaries	38,750	34,734.20	33,600	
100-4700-5103	Auto Allowance	3,600	2792.46	3,046.32	
100-4700-5107	PERS	24,514	21,834.56	37,576	
100-4700-5108	Health/VSP	18,420	15,534	20,419	
100-4700-5109	Dental	2,112	1754.1	2,169.60	
100-4700-5110	Life Insurance	500	290.04	299.04	
100-4700-5111	Disability	1,249.50	969	1,198.44	
100-4700-5112	Medicare	1,522.50	1,785.90	2,210	
100-4700-5200	OPeB Obligation	90,000	0	0	
100-4700-5420	Office Supplies	5,000	2800	1,200	
100-4700-5421	Postage	7,500	900	900	
100-4700-5424	Special Supplies	8,000	5700	600	
100-4700-5429	Rents/Leases	10,000	8200	8,768.92	
100-4700-5431	Mileage	100	326.72	120	
100-4700-5437	JPA Insurance	80,920	79750	39,093	
100-4700-5438	Unemployment Insurance	1,000	34,000	50,000	
100-4700-5442	Payroll Services	12,000	12600	9,600	
100-4700-5510	Professional Services	25,000	52,000	45,796	
		435,188	358,356	350,796	
Fitness 4810					
100-4810-5429	Rents/Leases	16,272	16272	12,204	
100-4810-5510	Professional Services	3,500	4080	3,421.88	
		19,772	20,352.00		
Maintenance					
100-4850-5425	Custodial Supplies	26000.00	13330.21	1800	
100-4850-5427	Communications	6000.00	6504.8	4,919.76	
100-4850-5428	Utilities	95000.00	70,000	42,000	
100-4850-5430	Maintenance Repairs	18000.00	\$5,061	\$6,000	
100-4850-5510	Professional Services	35000.00	40,000	20,262	
100-4850-5512	Landscape Services	12500.00	6170	5400	
		192500.00	141,066	80,382	
Building Repair Fund					
500-4880	Building Repairs		1949.56	1000	
Grand Totals		647,460	521,724	432,177	
Income					

100-0000-3500	City Agoura Hills/ Calabasas C	100,000	100,000	100,000	6,000	\$50,000 from each City
	Legal Fees		4,747.90			
	OPER	90,000	0			
	Additional Contributions				85,000	
	Bank Account				100,000	
	Savings Account				177,959.11	
Grand Totals					468,959	
Revenue- Expenses					36,782	(Does not include the \$34,000 unemployment that will need to come out for FY 2019/20)
Year End Total					2,782	

Attachment 3:

ADMIN 4700

5101 Regular Salaries	The base salary of the Executive Director
5102 Part-Time Salaries	The base salary of the Part Time Business Manager
5103 Auto Allowance	The auto allowance for the Executive Director
5107 PERS Retirement	Retirement payments for all full-time employees including unfunded liability payments.
5108 Group Health/ Vision	Payments for CAL PERS Health and VSP premiums for all full-time employees.
5109 Group Dental Insurance	Payments for the Delta Dental premium for all full-time employees.
5110 Life Insurance	Payments for the life insurance premium for all full-time employees.
5111 Disability	The disability premium payments for all full-time employees.
5112 Medicare Taxes	For all employees, full time and part-time.
5200 OPEB Obligation	Payments to help pre-fund the OPEB account for the Center's employees.
5420 Office Supplies	Paper, stationary, envelopes, tape, pencils, pens, highlighters, markers, laminating items, post its, paper clips, fans, and similar items.
5421 Postage and Shipping	Postage for all mail, bills, certified and mass mailings.
5424 Special Supplies	Employment labor posters, name badges, plaques, business cards, specialty clerk paper and books.
5429 Rents/Leases	Monthly and quarterly charges for water filtration system, printer, scanner and photocopy machine lease.
5431 Mileage	Part-time business manager mileage.
5438 JPA Insurance	The fees for the annual contributions for our risk management service including worker's comp and liability, crime insurance, and property insurance coverage.
5438 Unemployment	Claims for all employees.
5442 Payroll Processing Fees	Payroll Processing Monthly Service and Fingerprinting/ Time Clock scanner.
5510 Professional Services	Legal fees, financial audit and reports, financial software and license, active software and license, and state controller reports.

FITNESS 4810

5429 Rents/Leases	Fitness equipment lease.
5510 Professional Services	Fitness equipment and AED maintenance and service.
MAINTENANCE 4850	
5425 Custodial Supplies	PPE supplies, toilet paper, cleaning supplies, paper towels, trash bags, and other supplies as needed.
5427 Communications	Internet, telephone, and cable services.
5428 Utilities	Gas, Electric, and Potable and Recycled Water services.
5430 Maintenance Repairs	Supplies and services to fix different equipment at the center including air, water, tile, office, and rental equipment.
5510 Professional Services	Contracted maintenance/handyman services, specialty repair service, air conditioning, pest control, security systems, fire control systems, and additional large repair services as needed.
5512 Landscaping	Monthly contracted maintenance service for the parking lot, hillside, and plants on the property.
SPECIAL NEEDS FUND 400-2900	
SPECIAL NEEDS	Special account reserved for Therapeutics programming or Special Needs Repairs and Upgrades to the building.
BUILDING REPAIR 500-4880	
Building Repairs	Repairs to the building structure, parking lot, and other large-scale projects.



AGOURA HILLS / CALABASAS COMMUNITY CENTER
JPA BOARD AGENDA REPORT

DATE: JUNE 15, 2020

TO: HONORABLE CHAIR AND JPA BOARD MEMBERS

FROM: BRIANNE ANDERSON, EXECUTIVE DIRECTOR

SUBJECT: EXECUTIVE DIRECTOR COMMENTS REPORT- CENTER UPDATE

MEETING DATE: JUNE 18, 2020

On April 10, 2020, the County of Los Angeles Department of Health, issued a revised order on Temporary Prohibition of all Events and Gatherings/Closures of Non-Essential Businesses. In addition, the “Stay at Home” Public Health Order was extended until May 15, 2020. On May 13, 2020, L.A. County Department of Health announced that while they would be entering into the first part of Phase 2, the “Safer at Home” Ordinance. On June 12, 2020, the state moved in Phase 3, which does allow for gyms to reopen with many restrictions. This phase still requires certain activities and age groups to not be allowed at community centers and rental facilities to remain closed to the public.

At this time, there are only 3 staff remaining as employees at the center and the Facility Coordinator’s last day is June 19, 2020. We are working on finalizing all refunds and making sure that our Active payments are aligned with our G/L per the recommendation of our auditor.

Staff has begun meeting with the two Community Services Directors, the two City Managers, and the JPA Chair and Vice- Chair to begin the process of creating the Center Restructure and Reopening Plan. The Board will be updated and continue to be involved in the process. The public have been encouraged to share their thoughts with the Executive Director so that she may share their input with the staff, cities, and the JPA Board. At this time, they are looking into Private/Public partnerships, City partnerships, and revenue generating opportunities. During this process, the JPA Board and the two cities will need to answer the important question of “What is the Community Center?” a question that has been in debate for many years. The staff will continue to put together information to assist in reducing the operational costs of the center, offsetting the majority of the operational costs, and increasing and seeking sponsorship, donation, and revenues for the center for 2021 and beyond.

Staff is seeking input from the Board and the public regarding the future of the AHCCC. The cities have requested a plan by September to discuss with the two cities regarding potential additional support in order to reopen. The plan will come back to the Board at each monthly meeting and may require additional special meetings during the process. This will be the main focus for the Executive Director in the next few months.