



Play Up. Live Up.

**TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT
490 WEST "D" STREET, TEHACHAPI, CA 93561**

**SPECIAL BOARD MEETING (In Place of 11/20/12 Regular Board Meeting)
TUESDAY, NOVEMBER 27, 2012, 5:30 P.M.**

BOARD OF DIRECTORS

GAYLE STEWART, CHAIRPERSON
PAUL PRESS, VICE-CHAIRPERSON
PAULETTE RUSH, SECRETARY
NICK CYR, DIRECTOR
BRIAN DUHART, DIRECTOR

A G E N D A

1. FLAG SALUTE

2. ROLL CALL

3. PUBLIC COMMENTS

The Tehachapi Valley Recreation and Parks District Board of Directors welcome public comments on any items within the subject matter jurisdiction of the District. We respectfully request that this public forum be utilized in a positive and constructive manner. Items addressed during Public Comment section are generally matters not included on the posted agenda and therefore the Board will take no action at this meeting. Such items, however, may be added to future meeting's agenda. Speakers are limited to two (2) minutes. Please state your name or organization represented, if any, before making presentation. Thank you!

4. CONSENT CALENDAR

All items listed on the Consent Calendar shall be considered routine and will be enacted by one vote. There will be no separate discussion of these items unless a member of the Board or a member of the audience request specific items to be removed from the Consent Calendar for separate action.

A. Approval of Minutes

- (1) Minutes: Regular Board Meeting, September 18, 2012 (Pages 1–3)
- (2) Minutes: Regular Board Meeting, October 16, 2012 (Pages 4–8)
- (3) Minutes: Special Board Meeting, November 7, 2012 (Pages 9–10)

B. Approval of Financial Reports (Pages 11–17)

5. CORRESPONDENCE

A. Quimby Payment confirmation (Pages 18–24)

- B. CAPRI request for District Safety Committee (Pages 25–26)
- C. CAPRI dividend share (Pages 27–28)

6. INTERIM DISTRICT MANAGER REPORT (Page 29)

7. PROGRAM REPORT (Page 30–32)

8. FACILITY REPORT (Pages 33–34)

9. AGENDA ITEMS

A. Master Plan Update—Discussion

- (1) District Boundaries map confirmation (Page 35)
- (2) Population/projected population confirmation

B. Mid-Year Proposed Budget Revision—Discussion/Approval (Pages 36–51)

C. District Manager Hiring Update—Discussion/Approval

10. BOARD OF DIRECTORS' TIME

11. OTHER BUSINESS

12. ADJOURNMENT

Next board meeting: Tuesday, December 18, 2012, 5:30 P.M.

**MINUTES OF THE REGULAR BOARD MEETING OF THE TEHACHAPI
VALLEY RECREATION AND PARKS DISTRICT
TEHACHAPI, CALIFORNIA 93561**

AMENDED

SEPTEMBER 18, 2012

5:30 P.M.

BOARD MEMBERS PRESENT

Gayle Stewart, Chairperson
Paulette Rush, Director
Nick Cyr, Director
Paul Press, Director
Brian Duhart, Director

ALSO PRESENT

Debbie Williams, Interim District Manager
Greg Garrett, City of Tehachapi
Laura Lynne Wyatt
Susan Wiggans
Glenn Baumann
Matt Martz from The Tehachapi News
Pat Osborn, Clifford and Brown Law
Bob LeRude, Kern County Parks
Carrie Champlin, Secretary/Facility Supervisor

FLAG SALUTE

Director Cyr led the flag salute.

ROLL CALL

All Present

PUBLIC COMMENTS

Linda Carhart from Main Street Tehachapi asked the Board to consider waiving the fee at the West Park Activity Center for the Starlight Ball event. Chairperson Stewart directed Interim Manager Williams to talk to Linda Carhart regarding this matter.

Pam Pousson stated that her and her husband are supportive of the pool and have helped solve some electrical challenges at the pool facility in the past. Mrs. Pousson had some constructive criticism regarding the pool facility operations and made a suggestion to close the showers during programs or have the showers monitored to reduce vandalism.

Mary Moreno from the Field Institute asked if Tehachapi Valley Recreation and Parks District would participate in putting their students to work with wages being paid with shared funding from Field and the District. Director Rush referred Field Institute opportunities to Interim Manager Williams. Interim Manager Williams stated that we did not have any projects at the moment but that the District is sensitive to opportunities to enlist Field's services.

CONSENT CALENDAR

MOTION: Cyr/Stewart approve Minutes for the August 30, 2012 Special Board Meeting. Approve Salaries and Wages, Claims, Budget of Revue and Expenditures and Financial Statement for the month of August 2012.

CORRESPONDENCE

None

INTERIM MANAGER REPORT

Williams reported that the District Manager job posting was placed in the Tehachapi News, National Recreation and Parks Association, and California Parks and Recreation Society.

Williams stated that we continue to work on everything from turning this into a profit center to the daily challenges that occur at pool and other facilities. We have moved offices. We continue to get things in professional working order. Williams thanked staff for their diligence and open mindedness during this time of change.

Williams also reported that she had met with Mrs. Morris and that she wants to bring the undeveloped Morris Park site to the forefront and get it onto the maintenance schedule and cleaned up. Chairperson Stewart requested that a board member adopt Morris Park, just as other board members have adopted and taken on other properties in the District. Williams thanked Bob Lerude, Greg Garrett, and Chris Kirk for their continued support.

PROGRAM REPORT

Sandy Chavez reported that Fall Swim Lessons will start September 24. We are coming into our busiest time for programs. Youth Basketball is just around the corner and we are looking for coaches, scorekeepers, and referees.

Chavez reported on the fall brochures new look, and that 5000 brochures had been distributed to various schools and businesses around town.

Director Press inquired as to what the biggest expense that is incurred during Youth Basketball. Chavez stated that the jerseys were the biggest expense. Chavez also stated that the basketballs were also going to be a large expense this year. Chavez said that she is working on sponsorships for the balls to help offset the expense.

Director Press suggested acquiring sponsors for the jerseys and having volunteer scorekeepers to keep costs down.

FACILITY REPORT

Carrie Champlin reported that the tree trimming is complete at the Skate Park. Tree trimming is in progress at West Park. The wood chips from the tree trimming are being repurposed and used at several properties. Refurbishment of the pump shed at Meadowbrook Park is in progress.

Champlin also reported that there had been vandalism at several properties and that we are looking into motion sensitive lighting to combat those challenges.

Champlin thanked Greg Garrett and John Curry from the City for their assistance at the Pool Facility. Champlin also acknowledged Supervisor Scrivner and Michelle Vance for introducing us to the "Friends of District 2 Illegal Dump Clean Up Program".

AGENDA ITEMS

A. MASTER PLAN UPDATE- DISCUSSION

Interim District Manager Williams reported that we had approximately forty members of our community participate in the second community workshop. The workshop was very well run and we received great feed back. We are excited to move forward with the master plan process.

Chairperson Stewart also stated that the workshop was successful and that some interesting ideas came out of the process that we had not considered before, such as a driving range and covered play areas.

B. INTERIM DISTRICT MANAGER PURCHASING LIMIT – DISCUSSION/APPROVAL

There was discussion regarding the spending limit to be approved. Director Press suggested a spending limit of \$3000.00. Director Cyr agreed with that amount.

MOTION: Press/Cyr approval of the \$3000.00 purchasing limit for the Interim District Manager. Ayes All

C. INTERIM DISTRICT MANAGER RETROACTIVE AGREEMENT- DISCUSSION/APPROVAL

D. PROPOSED EXPENDITURES – DISCUSSION/APPROVAL

BOARD OF DIRECTOR'S TIME

Director Cyr welcomed the new board members. Director Press stated that the programs the District provides are appreciated and also stated that the parks are looking good. Director Duhart stated that he is looking forward to getting to know everyone.

ADJOURNMENT

MOTION: Rush/Press Having no further business to adjourn meeting at 6:15pm.
Ayes All

Respectfully submitted,

Carrie Champlin, Secretary

**MINUTES OF THE REGULAR BOARD MEETING OF THE TEHACHAPI
VALLEY RECREATION AND PARKS DISTRICT
TEHACHAPI, CALIFORNIA 93561**

OCTOBER 16, 2012

5:30P.M.

BOARD MEMBERS PRESENT

Gayle Stewart, Chairperson
Paul Press, Director
Nick Cyr, Director
Brian Duhart, Director

ALSO PRESENT

Debbie Williams, Interim District Manager
Greg Garrett, City of Tehachapi Manager
Bill Fisher, GHCSO Manager
Laura Lynn Wyatt, GHCSO Board Member
Michelle Vance, Field Representative
Matt Martz from the Tehachapi News
Pat Osborn, Clifford and Brown Law
Carrie Champlin, Secretary/Facility Supervisor

FLAG SALUTE

Director Nick Cyr led the flag salute.

ROLL CALL

Director Paulette Rush was absent.

PUBLIC COMMENTS

None

CONSENT CALENDAR

- A. The minutes from the regular board meeting, September 18, 2012 were pulled in order to amend them in regards to who led the flag salute and additional attendance.
 - B. Approval of Financial Reports
- MOTION:** Press/Cyr to approve financial reports.
Ayes All.

CORRESPONDENCE

None

INTERIM MANAGER REPORT

Interim District Manager Debbie Williams reported that on September seventeenth Burkey, Cox & Bradford submitted a draft of the audit for the Districts review, and at that time they requested a Management Discussion Analysis. Interim District Manager Williams completed the analysis with help from Michelle Vance, and the analysis was

submitted on October fifteenth. Williams also approved Burkey, Cox and Bradford to complete the State Controllers Report. This report was submitted to the State along with the supplement to the Annual Report of Special Districts.

Williams requested that everyone sign up on our website with their email. We are working at building our email contacts to better inform the public of our programs and events.

Williams reported that the District Manager hiring posting was withdrawn. Williams requested that the Ad Hoc Committee consider including the administrative staff of the District to introduce the final candidates for the District Manager position.

Williams gave a brief update regarding FIELD. FIELD has scheduled three additional meetings to discuss the mapping of Star Thistle at Brite Lake. Williams stated that the District's budget is not in the position to spend anymore money than we have spent in the past on Star Thistle eradication. The District is happy to support FIELD, but we have to be fiscally responsible.

Director Press agreed with Interim Manager Williams.

Director Press stated time line concerns and hire date for new District Manager and that the contract with the Interim Manager expires on October 31, 2012.

Chairperson Stewart stated that the Ad Hoc Committee has addressed these concerns.

Director Press suggested that we work with the City in trying to obtain a couple of radios to improve the field to office communication.

Williams stated that the communication between the maintenance staff and the office is a priority and she is working on solutions to the problem.

PROGRAM REPORT

Sandy Chavez reported that the Instructional Basketball program has suffered do a needed staff change. She now has new staff overseeing the program and has received positive feedback.

Chavez stated that Instructional Basketball and Co-Ed Softball are the only programs running at this time; however right around the corner is our largest program, Youth Basketball.

We have our sponsorship program in place for Youth Basketball. We are going out and getting sponsors to offset the cost of the new basketballs. For \$400.00 a sponsor can get their logo on four basketballs. Chavez stated that we put out ten requests for sponsors and we have seven sponsors so far.

Chavez reported that the Pumpkin Run will be this Saturday. Pulford Apple Orchard will be donating apples for the run. Albertsons will be donating water, oranges and bananas. We also have several volunteers that will be helping out with the run, including a group from FIELD and the Titans travel ball team.

Chavez stated that the District will not be participating in the Trunk or Treat event this year.

Chavez explained that we have a new marketing tool for advertising programs and events. It is a business card that staff and Board members can pass out to people so they can try our programs.

Director Press suggested that we give the areas welcome hostess these new cards and all of our advertising brochures and information.

Director Press commended Chavez for the 70% return on the basketball sponsorships. Director Press also suggested that we ask the Rotary and Kiwanis to be sponsors. Chavez thanked the sponsors we have so far; RST Cranes, City of Tehachapi, Alta One Bank, MacDonald's, and Cal Portland Cement.

FACILITY REPORT

Carrie Champlin reported that wood chip from the tree trimming is being used at several properties, tree trimming is complete at West Park, and good progress is being made in the maintenance yard clean up. Champlin also stated that the storage shed has been moved from the skate park to the maintenance yard. Champlin thanked Rick Torres and RST Cranes for their help in moving the storage shed.

Champlin reported that Cub Scout Pac Mania campout will be at the lake this Friday, Saturday and Sunday. We will have approximately 400 people at this event.

Champlin reported that the Meadowbrook Park pump shed refurbishment is complete. A brief discussion took place regarding the installation of the doggie water stations. It was recommended that the installation of the water stations move forward.

Director Press recommended that when the master plan is complete that we properly promote the dog park and put a good plan for the dog park in place.

Champlin stated that United Rodent & Pest Control will start rodent eradication at Meadowbrook Park.

Champlin reported that David Coopridier is now our certified AFO for the pool facility. Chairperson Stewart thanked the City for their help the pool.

Director Press stated that the City of Tehachapi had a grant for recycling and he suggested that the District should approach the City regarding this and put a recycling program in place.

Director Press requested an estimate for the painting of the outside of the pool facility.

Director Press asked that Morris Park be included in the Facilities Report.

AGENDA ITEMS

A. MASTER PLAN UPDATE- DISCUSSION

Chairperson Stewart stated that the Master Plan Ad Hoc Committee will be reviewing the existing conditions report on Thursday October 18, 2012 at 4pm.

B. ELECTION OF OFFICERS

MOTION: Director Press nominated Director Rush for Secretary of the Board of Directors for the Tehachapi Valley Recreation and Parks District.
Director Cyr seconded the motion. Ayes All

MOTION: Director Cyr nominated Director Press for Vice Chair of the Board of Directors for the Tehachapi Valley Recreation and Parks District.
Chairperson Stewart seconded the motion. Ayes All.

C. PROPOSED OVERTIME AND COMPENSATORY TIME OFF POLICY CHANGES – DISCUSSION/APPROVAL

Interim District Manager Williams proposed capping the compensatory time off at 40 hours and stated that any compensatory time over 40 hours not used by June 30, 2013 is to be paid out and not carried over as a continuing liability.

Legal council Pat Osborn stated that there is an interest to not pay seasonal employees overtime.

Williams stated that the compensatory time off and overtime policy was edited.

Legal council Osborn stated that there are a couple of changes needed in paragraph one:

All overtime will be paid by the next regularly scheduled payday following the pay period in which it was worked, unless employee and supervisor agree, in advance of commencing that work that overtime will be taken as compensatory time; the supervisor will make a written record of that agreement.

Legal council Osborn and Interim Manager Williams discussed the compensatory time policy; clarifying that no employee will accumulate more than 40 hours of compensatory time off, and any time worked over the 40 hours will be paid as overtime at time and a half.

Legal council Osborn suggested starting the new policy at the next pay period, which would be October 20, 2012.

MOTION: Director Duhart made the motion to adopt the new compensatory time off and overtime policy, subject to the edits of the first paragraph.
Director Press seconded the motion.
Ayes All.

D. INTERIM DISTRICT MANAGER RETROACTIVE AGREEMENT – DISCUSSION/APPROVAL

Director Cyr stated that the Ad Hoc Committee recommended that the notification to terminate be changed from 30 days to 15 days.

MOTION: Director Press made a motion to accept the Interim District Manager Retroactive Agreement with the notation of the change of the notification of termination to be 15 days. Director Duhart seconded the motion.
Ayes All.

BOARD OF DIRECTOR'S TIME

Vice Chair Paul Press thanked Interim District Manager Debbie Williams for taking him on a tour of the TVRPD facilities and that he liked what he saw.

OTHER BUSINESS

None

MOTION: Press/Cyr to Adjourn to Closed Session at 6:20pm
Ayes All

CLOSED SESSION

- A. Interim District Manager performance review per GOVERNMENT CODE SECTION 54657(b) (1)

Closed session was concluded; no action was taken. Board returned to open session.

ADJOURNMENT

MOTION: Cyr/Press having no further business adjourned the meeting at 7:45pm.
Ayes All

Respectfully submitted,

Carrie Champlin, Secretary

**MINUTES OF THE SPECIAL BOARD MEETING OF THE
TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT
TEHACHAPI, CALIFORNIA 93561**

NOVEMBER 7, 2012

5:30 P.M.

BOARD MEMBERS PRESENT

Gayle Stewart, Chairperson
Paul Press, Vice Chairperson
Paulette Rush, Secretary
Nick Cyr, Director
Brian Duhart, Director

ALSO PRESENT

Pat Osborn, Legal Counsel
Carrie Champlin, Facility Coordinator
Sandy Chavez, Recreation Coordinator
David Coopridier, TVRPD Maintenance
Claudia Elliott, *Tehachapi News*
Matt Martz, *Tehachapi News*
Clayton Strahan

1. FLAG SALUTE

Paul Press led the flag salute.

2. ROLL CALL

All Board Members were present.

3. PUBLIC COMMENTS

Claudia Elliott from the *Tehachapi News* stated that she appreciates the service of the Board and that she really likes the District. Elliot stated that she believes that the District and what it has to offer the community is important. Elliot also stated that transparency and being certain that you follow the Brown Act is also very important. Elliot stated that she has been watching this process and it was her understanding that the Stakeholder Group and the Ad Hoc Committee were going to screen applicants for the District Manager position. Elliot stated that she thought the Board would be interviewing applicants at this special board meeting. Elliot stated her concerns regarding the announcement Monday by City Manager Greg Garrett that a very qualified gentleman had been chosen for the District Manager position. Elliot stated that it is her understanding that one applicant is being brought to the Board during closed session this evening. Elliot stated that out of respect for this Board, it concerns her that a decision expected to be made tonight has already been announced by someone who is not on this Board.

4. **CONSENT CALENDAR** - None
5. **CORRESPONDENCE** – None
6. **BOARD OF DIRECTORS' TIME** – None
7. **OTHER BUSINESS** – None

MOTION: Duhart/Rush to open closed session at 7:00pm

8. **CLOSED SESSION**

A. Interview and consideration of appointment of District Manager

GOVERNMENT CODE SECTION 54957 (b)(1)

Board discussion regarding Tehachapi Valley Recreation and Parks Districts' District Manager Ad Hoc Committee-

In the interest of full disclosure and transparency, the Ad Hoc Committee was made aware at the onset that Mr. Strahan is the son of Tehachapi City Council person Susan Wiggins. It was also made known that Susan Wiggins was a former Tehachapi Valley Recreation and Parks District board member. This was addressed with Mr. Strahan and the Tehachapi Valley Recreation and Parks District Board of Directors does not see this as an issue.

Tehachapi Valley Recreation and Parks District Board of Directors unanimously voted to make an offer to Mr. Strahan, contingent on clearing the necessary back ground checks. The offer for Mr. Strahan is a salary of \$80,000.00 per year, District vehicle, health insurance and two weeks vacation a year. Mr Strahans' start date will be November 21, 2012.

Mr. Strahan stated that he would like to discuss the start date with his wife, but accepts the offer.

ADJOURNMENT

MOTION: Press/Duhart having no further business to adjourn meeting at 7:20 p.m.
Ayes All

Respectfully Submitted,

Carrie Champlin

Tehachapi Valley Recreation and Park District
Balance Sheet
As of October 31 2012

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash in County Treasury Special Revenue Fund	
1001 Cash in County Treasury-General Fund	193,417.35
1002 Cash in County Treasury-Master Plan	4,456.92
1003 Cash in County Treasury-Quimby	92,402.86
Total 1000 Cash in County Treasury Special Revenue Fund	<u>290,277.13</u>
1005 County Treasury Capital Projects Fund	430,676.45
1010 Checkign BOTS Transfer Account	41,797.44
1020 Checking BOTS Revolving Account	28,493.14
1030 Checking BOTS Umpire Account	387.15
1100 Petty Cash Fund	33.00
Total Bank Accounts	<u>\$791,664.31</u>
Accounts Receivable	
1200 Accounts Receivable	2,464.00
Total Accounts Receivable	<u>\$2,464.00</u>
Other current assets	
1070 Prepaid Expenses	3,550.67
1092 Credit Card Receivables	1,365.00
Total Other current assets	<u>\$4,915.67</u>
Total Current Assets	<u>\$799,043.98</u>
Fixed Assets	
1150 Land	166,734.76
1161 Building	556,453.52
1162 Improvements	1,446,433.41
1163 Equipment	524,638.40
1164 Swimming Pool & Building	265,383.67
1165 Lake	412,294.78
1170 Accumulated Depreciation	-2,238,610.00
Total Fixed Assets	<u>\$1,133,328.54</u>
TOTAL ASSETS	<u><u>\$1,932,372.52</u></u>
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	32,900.84
Total Accounts Payable	<u>\$32,900.84</u>
Credit Cards	
2010 Cardmember Services Payable	610.61
2014 Home Depot Payable	468.35
Total Credit Cards	<u>\$1,078.96</u>

	Total
Other Current Liabilities	
2021 Accrued Salaries & Wages	-2,243.56
2022 Accrued Vacation	0.00
2022.1 Accrued Vacation/Admin/Sick Knowles	21,863.02
2022.2 Accrued Vacation Other Employees	5,965.94
Total 2022 Accrued Vacation	27,828.96
2023 Accrued FICA	-157.59
2208 Kern County Loan Payable	194,929.09
Total Other Current Liabilities	\$220,356.90
Total Current Liabilities	\$254,336.70
Long-Term Liabilities	
2300 Capital Lease - John Deere	1,074.53
Total Long-Term Liabilities	\$1,074.53
Total Liabilities	\$255,411.23
Equity	
3010 Net Investment In Capital Assets	
3012 Investment in Fixed Assets	1,132,680.57
3014 Needed for Debt	-1,074.53
Total 3010 Net Investment In Capital Assets	1,131,606.04
3020 Restricted Funds	
3022 Capital Projects	427,925.19
3024 Master Plan	39,257.00
Total 3020 Restricted Funds	467,182.19
3030 Unrestricted Funds	383,378.29
3110 Retained Earnings	0.00
Net Income	-305,205.23
Total Equity	\$1,676,961.29
TOTAL LIABILITIES AND EQUITY	\$1,932,372.52

Tuesday, Nov 13, 2012 07:41:52 PM PST GMT-8 - Accrual Basis

Tehachapi Valley Recreation and Park District
Profit & Loss
October 2012

	Total		
	Oct 2012	Jul - Oct, 2012 (YTD)	% of Income
Income			
4010 Property Taxes	7,578.56	40,155.50	19.60 %
4020 Interest Income	659.39	718.23	1.71 %
4030 Adult Program Revenues	4,144.00	13,180.32	10.72 %
4050 Facility Revenue	10,817.72	55,861.90	27.97 %
4200 Contracted Classes Revenues	1,007.50	2,960.50	2.61 %
4210 Events Revenues	1,105.00	8,470.52	2.86 %
4300 Youth Program Revenues	13,358.05	63,513.53	34.54 %
Total Income	\$38,670.22	\$184,860.50	100.00 %
Cost of Goods Sold			
5001 Adult Program Costs	349.47	484.34	0.90 %
5004 Contracted Classes Costs	1,032.30	6,362.23	2.67 %
5005 Events Costs	942.45	4,034.54	2.44 %
5008 Youth Program Costs	3,072.30	10,426.19	7.94 %
Total Cost of Goods Sold	\$5,396.52	\$21,307.30	13.96 %
Gross Profit	\$33,273.70	\$163,553.20	86.04 %
Expenses			
6000 Employee Costs	40,290.16	198,673.97	104.19 %
7010 Advertising & Marketing	3,991.69	7,004.22	10.32 %
7020 Bank Service Charges	189.70	915.40	0.49 %
7025 Cash Short/Over	5.79	-179.37	0.01 %
7030 Dues & Subscriptions		170.00	
7035 Equipment Rents & Leases	472.14	1,162.53	1.22 %
7050 Insurance-Liability	-126.02	9,648.67	-0.33 %
7060 Licenses & Fees	32.00	645.00	0.08 %
7070 Maintenance	6,324.04	48,862.94	16.35 %
7080 Master Plan Expenses	23,060.87	34,800.08	59.63 %
7085 Misc Prior Year Adjustments		3,539.65	
7090 Office Supplies	1,163.48	3,340.88	3.01 %
7110 Payroll Voucher Service		1,480.22	
7120 Professional Development	27.31	938.31	0.07 %
7150 Professional Fees	19,312.81	39,041.77	49.94 %
7180 Security	144.00	508.00	0.37 %
7210 Telephone	1,027.61	3,926.91	2.66 %
7250 Utilities	17,475.28	52,115.53	45.19 %
Total Expenses	\$113,390.86	\$406,594.71	293.23 %
Net Operating Income	\$ -80,117.16	\$ -243,041.51	-207.18 %
Other Income			
8040 TVRPD Development Fee Revenues	2,137.00	2,091.87	5.53 %
Total Other Income	\$2,137.00	\$2,091.87	5.53 %
Other Expenses			
8505 Quimby Expense		64,255.59	

	Total		
	Oct 2012	Jul - Oct, 2012 (YTD)	% of Income
Total Other Expenses	\$0.00	\$64,255.59	0.00%
Net Other Income	\$2,137.00	\$ -62,163.72	5.53 %
Net Income	\$ -77,980.16	\$ -305,205.23	-201.65 %

Tuesday, Nov 13, 2012 07:42:49 PM PST GMT-8 - Accrual Basis

Tehachapi Valley Recreation and Park District
Statement of Cash Flows
July - October, 2012

	Total
OPERATING ACTIVITIES	
Net Income	-305,205.23
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	-2,464.00
1040 Taxes Receivable	226.58
1070 Prepaid Expenses	3,270.33
1085 Interest Receivable	2,701.18
1092 Credit Card Receivables	-1,365.00
2000 Accounts Payable	9,269.01
2010 Cardmember Services Payable	532.44
2014 Home Depot Payable	468.35
2021 Accrued Salaries & Wages	-25,437.11
2022 Accrued Vacation	-37,443.64
2022.1 Accrued Vacation:Accrued Vacation/Admin/Sick Knowles	21,863.02
2022.2 Accrued Vacation:Accrued Vacation Other Employees	5,965.94
2023 Accrued FICA	-1,537.05
2208 Kern County Loan Payable	194,929.09
Net cash provided by operating activities	\$ -134,226.09
INVESTING ACTIVITIES	
1163 Equipment	-647.97
Net cash provided by investing activities	\$ -647.97
FINANCING ACTIVITIES	
3030 Unrestricted Funds	-16,797.91
3110 Retained Earnings	16,797.91
Net cash provided by financing activities	\$0.00
Net cash increase for period	\$ -134,874.06
Cash at beginning of period	926,538.37
Cash at end of period	\$791,664.31

Tuesday, Nov 13, 2012 07:45:19 PM PST GMT-8

Tehachapi Valley Recreation and Park District
Budget vs. Actuals: Budget - FY13 P&L
 July - October, 2012

	Total			
	Actual	Budget	Remaining	% of Budget
Income				
4010 Property Taxes	40,155.50	537,235.00	497,079.50	7.47 %
4020 Interest Income	718.23	4,000.00	3,281.77	17.96 %
4030 Adult Program Revenues	13,180.32	13,560.00	379.68	97.20 %
4050 Facility Revenue	55,861.90	166,290.00	110,428.10	33.59 %
4110 Miscellaneous Income (deleted)		40,000.00	40,000.00	
4200 Contracted Classes Revenues	2,960.50	39,700.00	36,739.50	7.46 %
4210 Events Revenues	8,470.52	21,200.00	12,729.48	39.96 %
4211 Grant Income		100,000.00	100,000.00	
4300 Youth Program Revenues	63,513.53	69,350.00	5,836.47	91.58 %
Total Income	\$184,860.50	\$991,335.00	\$806,474.50	18.65 %
Cost of Goods Sold				
5001 Adult Program Costs	484.34	1,548.00	1,063.66	31.29 %
5004 Contracted Classes Costs	6,362.23	0.00	-6,362.23	
5005 Events Costs	4,034.54	12,464.00	8,429.46	32.37 %
5006 Programs & Services (deleted)		115,500.00	115,500.00	
5008 Youth Program Costs	10,426.19	46,890.00	36,463.81	22.24 %
Total Cost of Goods Sold	\$21,307.30	\$176,402.00	\$155,094.70	12.08 %
Gross Profit	\$163,553.20	\$814,933.00	\$651,379.80	20.07 %
Expenses				
6000 Employee Costs				
6010 Salaries & Wages				
6012 Administrative Wages	34,401.04	157,648.00	123,246.96	21.82 %
6013 Adult Program Wages	8,451.70		-8,451.70	
6014 Maintenance Wages	49,522.02	108,034.00	58,511.98	45.84 %
6015 Facility Supervisor	3,458.40	20,000.00	16,541.60	17.29 %
6016 Youth Program Wages	48,540.37		-48,540.37	
Total 6010 Salaries & Wages	144,373.53	285,682.00	141,308.47	50.54 %
6050 Benefits		154,471.00	154,471.00	
6051 Employee Group Insurance (Med.)	23,115.15		-23,115.15	
6053 Employee Grp. Ins. (Vision)	390.82		-390.82	
6055 Employee Retirement-PERS	4,778.41		-4,778.41	
6057 EPS & Dental	889.20		-889.20	
6058 FICA	11,962.15		-11,962.15	
6059 Unemployment Insurance	6,063.38		-6,063.38	
Total 6050 Benefits	47,199.11	154,471.00	107,271.89	30.56 %
6090 Worker's Compensation Insurance	7,101.33		-7,101.33	
Total 6000 Employee Costs	198,673.97	440,153.00	241,479.03	45.14 %
7010 Advertising & Marketing	7,004.22		-7,004.22	
7015 Special Dept. Expense (deleted)		11,000.00	11,000.00	
7020 Bank Service Charges	915.40	2,000.00	1,084.60	45.77 %
7025 Cash Short/Over	-179.37		179.37	

	Total			
	Actual	Budget	Remaining	% of Budget
7030 Dues & Subscriptions	170.00	2,200.00	2,030.00	7.73 %
7035 Equipment Rents & Leases	1,162.53	1,000.00	-162.53	116.25 %
7050 Insurance-Liability	9,648.67	18,000.00	8,351.33	53.60 %
7060 Licenses & Fees	645.00		-645.00	
7070 Maintenance				
7072 Building Maintenance	3,257.28	2,400.00	-857.28	135.72 %
7074 Equipment Maintenance	2,195.35	5,000.00	2,804.65	43.91 %
7075 Fuel	6,872.75		-6,872.75	
7076 Janitorial Supplies	5,677.47	7,000.00	1,322.53	81.11 %
7078 Materials & Supplies	29,469.09	56,800.00	27,330.91	51.88 %
7079 Fleet Maintenance	1,391.00	18,000.00	16,609.00	7.73 %
Total 7070 Maintenance	48,862.94	89,200.00	40,337.06	54.78 %
7080 Master Plan Expenses	34,800.08		-34,800.08	
7085 Misc Prior Year Adjustments	3,539.65		-3,539.65	
7090 Office Supplies	3,340.88	5,000.00	1,659.12	66.82 %
7110 Payroll Voucher Service	1,480.22	5,500.00	4,019.78	26.91 %
7120 Professional Development	938.31	3,500.00	2,561.69	26.81 %
7150 Professional Fees		22,000.00	22,000.00	
7152 Accounting	10,450.00		-10,450.00	
7155 Legal	7,285.95		-7,285.95	
7158 Other	21,305.82		-21,305.82	
Total 7150 Professional Fees	39,041.77	22,000.00	-17,041.77	177.46 %
7160 Property Tax Collection Fee		7,500.00	7,500.00	
7170 Publications & Legal		1,000.00	1,000.00	
7180 Security	508.00		-508.00	
7210 Telephone	3,926.91	7,800.00	3,873.09	50.35 %
7250 Utilities		59,176.00	59,176.00	
7252 Electric Service	29,881.39		-29,881.39	
7254 Gas Service	4,080.79		-4,080.79	
7256 Sanitation Services	7,088.52		-7,088.52	
7258 Water Service	11,064.83	15,824.00	4,759.17	69.92 %
Total 7250 Utilities	52,115.53	75,000.00	22,884.47	69.49 %
Total Expenses	\$406,594.71	\$690,853.00	\$284,258.29	58.85 %
Net Operating Income	\$ -243,041.51	\$124,080.00	\$367,121.51	-195.87 %
Other Income				
8040 TVRPD Development Fee Revenues	2,091.87		-2,091.87	
Total Other Income	\$2,091.87	\$0.00	\$ -2,091.87	0.00%
Other Expenses				
8501 Fixed Asset Purchases		10,000.00	10,000.00	
8502 Capital Improvements		10,000.00	10,000.00	
8505 Quimby Expense	64,255.59		-64,255.59	
8506 Waterway Grant Expense		100,000.00	100,000.00	
Total Other Expenses	\$64,255.59	\$120,000.00	\$55,744.41	53.55 %
Net Other Income	\$ -62,163.72	\$ -120,000.00	\$ -57,836.28	51.80 %
Net Income	\$ -305,205.23	\$4,080.00	\$309,285.23	-7,480.52 %



Play Up. Live Up.

P.O. Box 373
490 West D Street
Tehachapi, CA 93561

www.tvrpd.org

p 661-822-3228
f 661-823-8529

To: Jon Koehne
From: Debbie Williams, interim district manager
Date: 10/22/12
Re: Quimby payment for Parcel Map #11845, Baker

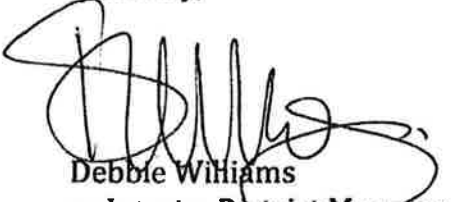
Good afternoon, Mr. Koehne:

This memo is to **confirm receipt of payment** in the amount of \$154.38 from Robert and Nancy Baker relating to Parcel Map #11845 (Assessor #37821203).

Please clear the Baker account of any encumbrance related to Tehachapi Valley Recreation and Parks District.

If I can be of further assistance or you need more information, please do not hesitate to contact me.

Sincerely,



Debbie Williams
as Interim District Manager

PO Box 684, Tehachapi, CA. 93581
Office: 661-821-4054
Fax: 661-821-1303
E-mail: rghsurvey@mindspring.com

Robert G. Hogue, L.S.

Fax

To:	TVRPD/DEBBIE WILLIAMS	From:	RGH
Fax:	661-822-8529	Pages:	7
Phone:	661-3228 EXT 14	Date:	10/22/2012
Re:	QUIMBY FEES TPM 11845	CC:	

☒ Urgent ☐ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

• **Comments:** DEBBIE,

ATTACHED FIND PAPER TRAIL (INCLUDING COPY OF CLEARED CHECK #7125 FROM THE BANK) OF PAYMENT OF QUIMBY FEES FOR PARCEL MAP 11845 (BAKER LIVING TRUST).

THE MAP RECORDATION IS AWAITING SATISFACTION OF THE THIS PAYMENT, SO THE MATTER IS URGENT.

PLEASE REVIEW AND IF YOU ARE ABLE, CONTACT JON KOEHNE AT KERN CO. ENGINEERING (8625014) AND ACKNOWLEDGE PAYMENT.

FOR YOUR INFORMATION, MY CELL # IS 342-9449 AND LET ME KNOW THE STATUS AS AVAILABLE.

RESPECTFULLY REQUESTED,


ROBERT G. HOGUE, L.S. 47444

10.22.12



KERNDATA.COM



DATA

Property Description for 378-212-03-9 - Secured		Map
Parcel Number 378-212-03-9	Mailing Address P O BOX 542 TEHACHAPI CA 93581	
Tax Number 378-212-03-01-7		
Owner Name BAKER LIVING TRUST	Situs Address No Situs Available	
Tax Rate Area 125-014 - TEHACHAPI UNIFIED	Legal Description TRACT MAP 3038 , TRACT BLOCK , TRACT LOT 13	
Use Code 0080 - VAC 7-20 AC NO R2 3 4 COMM IND	Unformatted Legal *TRACT 3038 LOT 13 EXCL OF 50% INT MR	
Roll Type 1 - Secured	Ag Preserve No	
Legal Acres - Lot Sq. Ft. 9.08 acres - 400,384.41 sq. ft. (approx.)	Prop. 8 Date No Prop. 8	
Width x Length - Lat/Long 1,248.00 x 348.75 - 35.0978/-118.4884	Supervisory District 2 - Zack Scrivner	

Assessed Value	
Anticipated Assessment for Lien Date 2011	
Land	104,531
Improvement	0
Other Improvements	0
Personal Property	0
Mineral	0
Total Assessed Value	104,531
Exemption	(0)
Net Assessed Value	104,531

Transfer Information				
Recorded 01/23/2007	Transferred 01/23/2007	Document # 207016142	Type Deed	Amount \$98,000
Buyer BAKER LIVING TRUST		Seller CUSTER MICHAEL & JANE		
Recorded 12/08/2004	Transferred 12/08/2004	Document # 204301633	Type Deed	Amount \$85,000
Buyer CUSTER MICHAEL & JANE		Seller BEHNKE EDITH L & WILLIAM H		
Recorded 10/09/1997	Transferred 10/09/1997	Document # 197135196	Type Deed	Amount \$21,700
Buyer BEHNKE EDITH L & WILLIAM H		Seller BEHNKE HAROLD E & EDITH L		

Residential Property Characteristics			
Year Built/Effective	0/0	Sq. Ft. 1st Floor	
Quality Class	0 0.0 A	Sq. Ft. 2nd Floor	
Stories	0	Sq. Ft. Above 2nd	
Bedrooms	0	Sq. Ft. Basement	

P.O. BOX 664
TEHACHAPI, CA. 93581
OFFICE: 661-821-4054
FAX: 661-821-1303
E-MAIL: rghsurvey@mindspring.com

ROBERT G. HOGUE, L.S.

TRANSMITTAL

To: TVRFD/JIM WOODS/TPM 11845QUINBY FEES/U.S. MAIL
From: ROBERT G. HOGUE, L.S.
CC:
Date: 11-17-11

JIM,

AS PER MY PREVIOUS SUBMITTAL OF FEE CALCS, ENCLOSED FIND THE OWNER'S CHECK #7125 IN THE AMOUNT OF \$154.38.

PLEASE NOTIFY KC PLANNING/CAMERON WELCH/2600 "M" STREET/SUITE 100/BFL 93301 THAT THE CONDITION HAS BEEN SATISFIED.

THANKS FOR YOUR ASSISTANCE IN THIS MATTER.

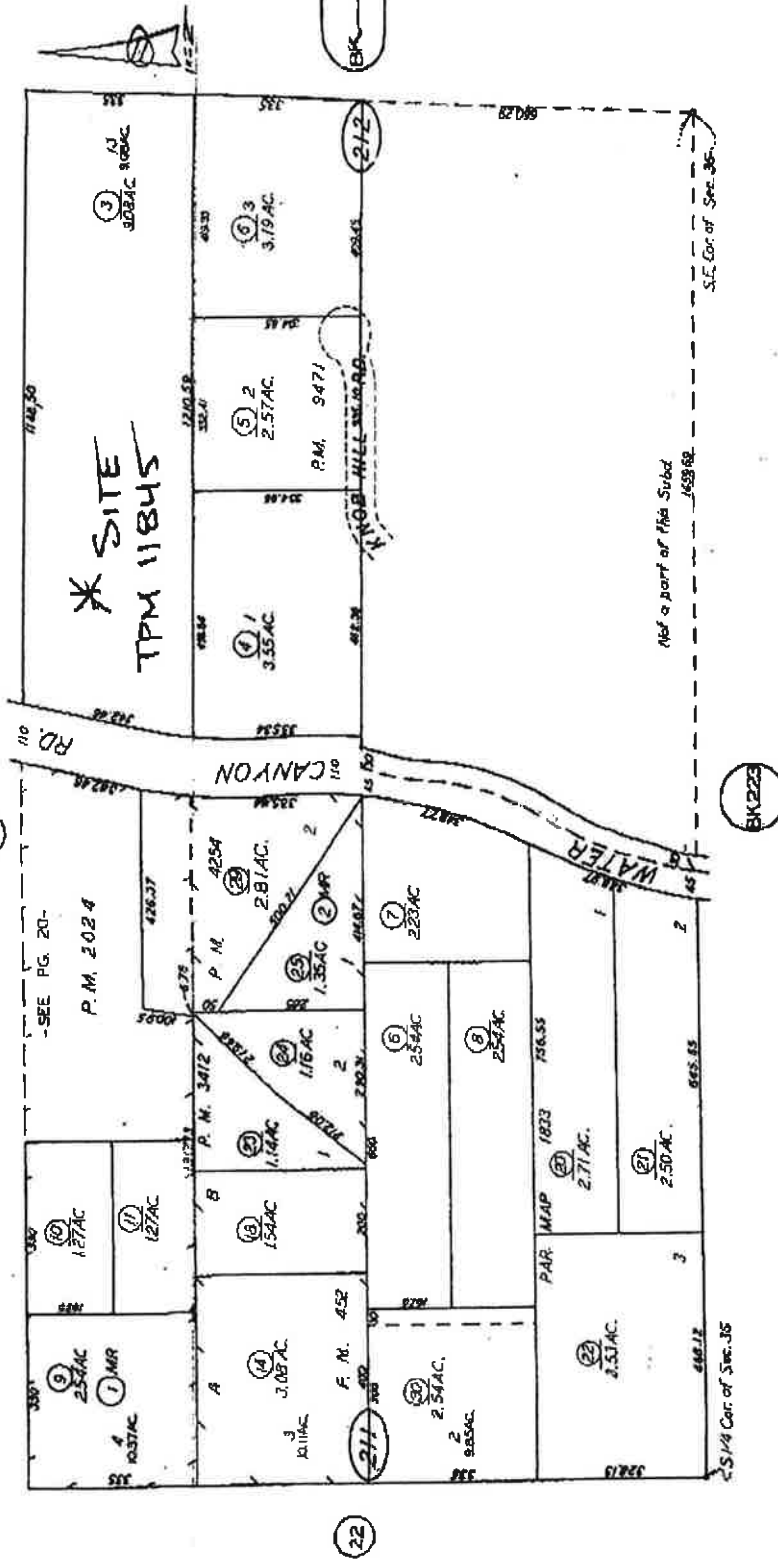
RESPECTFULLY,

BOB

TRACT 3038 SCHOOL DIST. 125-14 378-21

TRACT 3038 (20)

378-21



NOTE: This map is for assessment purposes only. It is not to be construed as a legal document or evidence of title for purposes of selling or otherwise disposing of land.

ASSESSORS MAP NO. 378-21
COUNTY OF KERN

TIMBER LINE ROBERT & NANCY BAKER PO BOX 842 TEHACHAPI, CA 93581-0542 (805) 822-6246		7125 <small>94-37081251</small>
PAY TO THE ORDER OF TVRPD	DATE <u>11-15-11</u>	\$ <u>154.38</u>
one hundred fifty four + 38/100	DOLLARS	0
BANK OF THE SIERRA TEHACHAPI MAIN OFFICE 224 WEST F STREET TEHACHAPI, CA 93581	FOR CONDITION # <u>25</u>	2100209000
MICR LINE: ⑈007125⑈ ⑈121137027⑈		2100209000

*These are not.
Koelmej@co.kern.ca.us*

CC:

Date: 11-05-11

HELLO GARY,

FOR YOUR REVIEW AND COMMENT ATTACHED FIND THE SUPPORT DOCS FOR OUR
CALCULATION OF QUIMBY FEES HEREON.

AVG. NO. PERSONS/DWELLING UNIT.....	2.682
NO. OF ADDITIONAL DWELLING UNITS PROPOSED.....	2
FACTOR PER LAND DIVISION ORDINANCE.....	0.0025
LAND VALUE PER K.C. ASSESSOR (COPY ATTACHED).....	\$104,531
NO. OF ACRES/GROSS PER K.C. ASSESSOR (COPY ATTACHED).....	9.08
TOTAL DUE.....	$2.682 \times 2 \times 0.0025 \times \$104,531 / 9.08 = \$154.38$

RESPECTFULLY,

ROBERT G. HOGUE, L.S.4744



CALIFORNIA ASSOCIATION FOR PARK AND RECREATION INDEMNITY

RECEIVED

NOV 13 REC'D

6341 Auburn Boulevard, Suite A
Citrus Heights, CA 95621-5203
(916) 722-5550 • (916) 722-5715 Fax

November 13, 2012

CAPRI MEMBER DISTRICT

CAPRI's success can be directly attributed to the aggressive safety and risk management efforts of its member districts. An effective safety committee is an essential part of any employer's loss prevention program, and has been a CAPRI requirement for the past twenty-six years.

To reemphasize the importance of a District Safety Committee, the CAPRI Board of Directors has included safety committee criteria as part of the CAPRI Safety Credit Program. The safety credit provides an opportunity for each member to earn up to ten (10) points. Each point is worth a 1½% discount on the District's general liability contribution. Attached is a chart identifying the safety credits available to your district.

In reviewing our District Safety Committee minutes log, we noticed that your District is missing safety committee minutes that equate to the safety credits and valuable liability contribution savings. Please take the time to review your District Safety Committee minutes and verify whether they are being forwarded to the CAPRI office in a timely manner. If not, please do so right away. Please feel free to contact me if you have any questions regarding your outstanding safety committee minutes.

In order to receive credit for having your quarterly District Safety Committee meetings for this calendar year, copies of your minutes must be received in the CAPRI office **no later than December 31, 2012.**

If I can be of any assistance to your District, please give me a call.

Sincerely,

Robert Miller
Risk Manager

RM: rm

SAFETY CREDIT CRITERIA

ITEM	Points	Percentage
District maintains a functioning safety committee.	1	1 ½
Safety committee meets at least on a quarterly basis during the calendar year and forwards copies of the committee minutes to the CAPRI office within 60 days of the meeting.	1	1 ½
Evidence that safety committee conducts post-loss analysis of patron and employee accidents.	1	1 ½
Evidence that safety committee includes safety training and planning.	1	1 ½
Attending one CAPRI workshop.	3	4 ½
Attending a second CAPRI workshop.	<u>3</u>	<u>4 ½</u>
Total	10 points	15 %

NOTES:

TVRPD General Liability Annual Premium: \$5,859.80

Potential 15% Savings: \$878.97



CALIFORNIA ASSOCIATION FOR PARK AND RECREATION INDEMNITY

6341 Auburn Boulevard, Suite A
Citrus Heights, CA 95621-5203
(916) 722-5550 • (916) 722-5715 Fax

RECEIVED

NOV 19 REC'D

November 14, 2012

Debbie Williams
Tehachapi Valley Recreation and Parks District
P. O. Box 373
Tehachapi, CA 93581

RE: Liability & Property Dividend - FY 2000 - 2001

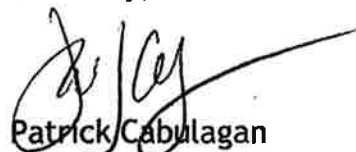
Dear Debbie Williams:

The Board of Directors voted to declare a dividend of \$200,000 for those Districts who are current members of CAPRI and participated in the Liability & Property program during fiscal year 2000 - 2001.

Enclosed you will find a dividend check for your participation in the Liability & Property Program for fiscal year 2000 - 2001.

Thank you for your participation in our Liability & Property Program. If you have any questions, please feel free to call me.

Sincerely,



Patrick Cabulagan
Administrator

Enclosure

**CALIFORNIA ASSOCIATION FOR PARK
AND RECREATION INDEMNITY (CAPRI)**

PHONE 918-722-5550
6341 AUBURN BLVD STE A
CITRUS HEIGHTS, CA 95621

BANK OF THE WEST
CITRUS HEIGHTS, CA 95621
90-78/1211

6405

11/14/2012

PAY TO THE
ORDER OF Tehachapi Valley Recreation & Park Dist.

\$ **1,753.00

One Thousand Seven Hundred Fifty-Three and 00/100*****

DOLLARS

Tehachapi Valley Recreation & Park Dist.
PO Box 373
Tehachapi, CA 93581

MEMO

Liability Dividend - FY 2000 - 2001

⑈006405⑈ ⑆121100782⑆ 169006020⑈


AUTHORIZED SIGNATURE

CALIFORNIA ASSOCIATION FOR PARK AND RECREATION INDEMNITY (CAPRI)

Tehachapi Valley Recreation & Park Dist.

Liability Dividend - FY 2000 - 2001

11/14/2012

6405

1,753.00

Bank of West - Master Liability Dividend - FY 2000 - 2001

1,753.00



TVRPD Board Meeting
490 West D Street
Tehachapi, CA 93561

Regular Board Meeting
November 27, 2012; 5:30 P.M.

Interim District Manager Report

1. Administration

- a. Continued work on bookkeeping including but not limited to: retrieving information from past records; correcting and defining information; detailing distribution accounts and classes; defining processes for checks-and-balances; honing cash systems; petty cash; AP; AR; etc.
- b. Remedy district-boundary map error for Master Plan; confirm related population numbers.
- c. Pool management reorganization.
- d. Review medical coverage for current employees for renewal; investigate comparative benefits at other departments; investigate coverage options with other providers/potential group plans.
- e. Telephones for maintenance crew; FCC license renewal investigation.
- f. Weekly column for *Tehachapi News*
- g. Debbie Knowles retirement/final payout audit

2. In Progress

- a. Benefit revision recommendation
- b. 1099/W9 preparation
- c. DMV record review
- d. Bank account consolidation



Play Up. Live Up.

TVRPD Board Meeting
490 West D Street
Tehachapi, CA 93561

November 27, 2012

Program Report

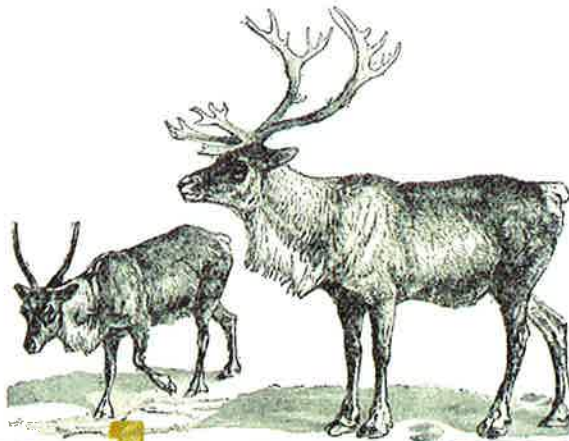
1. Recap of Events since last board meeting
 - a. On October 15, 2012, we had 49 runners and 20 volunteers for our annual 5k/10k Pumpkin Run. A huge thank you to both Albertsons' for the granola bars and water and Pluford Apple Farm for the refreshing local apples. The morning was beautiful and cool, perfect for a run.
 - b. Upcoming Events Breakfast with Santa Dec. 1, 2012. We'll be kicking off the off the holiday Season with a delicious breakfast, Arts and Crafts activities will be available for the children and they will have the opportunity to meet and take a picture with Santa Claus. Various local vendors will be on display throughout the gym with their goodies on hand. Thank you to our Sponsors and volunteers: Alta One, Albertsons', Henrys' Café, Starbucks, Tehachapi Hospital, Applegate Florist and the TUSD Central Kitchen.
 - c. Reindeer Run December 8, currently we have 12 runners registered.
2. Recap of Programs since last board meeting
 - a. Instructional Youth Basketball for ages 4-8 was a success with 22 young participants and 8 volunteers to help out. The season ended on October 25. The program started off a little shaky but quickly got on track and the children learned the fundamentals of dribbling, passing and shooting as well as what it means to work as a team. The children and parents alike had a wonderful time.
 - b. Our Youth Recreational Basketball League (Grades 3-12) is still in the process of taking registrations, possibly due to conflicts with sporting events within the school district, holidays, and tryouts for our program. As of Nov. 20, we have a total of 256 kids registered. I'm looking forward to a great basketball season.
 - c. Pool Manager Bridgette Dalmas has enlisted into the U.S. Air Force; she will step down from the manager position and into a lifeguard position effective December 1. Caroline Moore has accepted the promotion to manager. We are preparing a small celebration to acknowledge Bridgette's long service with TVRPD.

- 3. Marketing
 - a. Youth Competitive Basketball
 - i. \$400/sponsor
 - ii. Banner
 - iii. Ball with logo
 - b. Yoga
 - i. December 12 workshop
 - ii. Beginning January 9, Wednesdays at 5:30 in District office
 - c. Newspaper column
 - i. Weekly column to promote programs and events
 - ii. Trade with *The Loop* to promote
 - iii. Continued support from KERO, Chamber, etc.
 - d. Have developed logos for events that can be used in perpetuity rather than creating new identities every year.



pumpkin run '12

TEHACHAPI, CALIFORNIA



reindeer run '12

December 8, 2012 | www.tvrpd.org



breakfast with santa

December 1, 2012 | www.tvrpd.org



Play Up. Live Up.

TVRPD Board Meeting
490 West D Street
Tehachapi, CA 93561

Board Meeting
November 27, 2012, 5:30 P.M.

Facility Report

1. Central Park
 - a. Installation of the slide at the tot play equipment is complete.
 - b. The veterans' memorial monument was vandalized and I have received a quote from M&M Sports for the replacement of the brass plaque for \$193.96. We are also looking into other material options for the plate, due to people wanting to steal brass.
2. West Park/West Park Activity Center
 - a. New LED security lights were installed at the maintenance yard on October 20, 2012.
 - b. Several of the gym lights have been replaced at West Park Activity Center. TVRPD Thanks Kirk Gilbert and the Tehachapi Unified School District for the use of their lift. The gym is now ready for our basketball season.
3. Ollie Mountain Skate Park—Nothing to report
4. Morris Park—Nothing to report
5. Brite Lake
 - a. The horseshoe pits Eagle Scout project is now complete.
 - b. The serving area Eagle Scout project is now complete.
 - c. The chaining down of the picnic tables at pavilion one, two and three are complete.
 - d. The Cub Scout Pac Mania campout was a success and we have received positive feedback.
 - e. The on demand hot water heater was ordered November 16.
6. Meadowbrook/Meadowbrook Dog Park
 - a. The trimming of the suckers on all of the trees are complete.
 - b. All the trashcans have been moved off the grass and reinstalled on concrete.
 - c. The dog water station installation project was delayed do to other pending projects that took president due to safety and or security.

- d. United Rodent and Pest Services performed rodent abatement on October 17 & November 1, 2012. I have requested a quote for spring and summer rodent control.
- e. The large tires are at the dog park and ready to be installed. GHCSO has offered their help with this project by using their backhoe. We are waiting for the availability of the backhoe to complete this project. The leach line for the dog water stations will be dug using the backhoe at the same time as we install the tires.

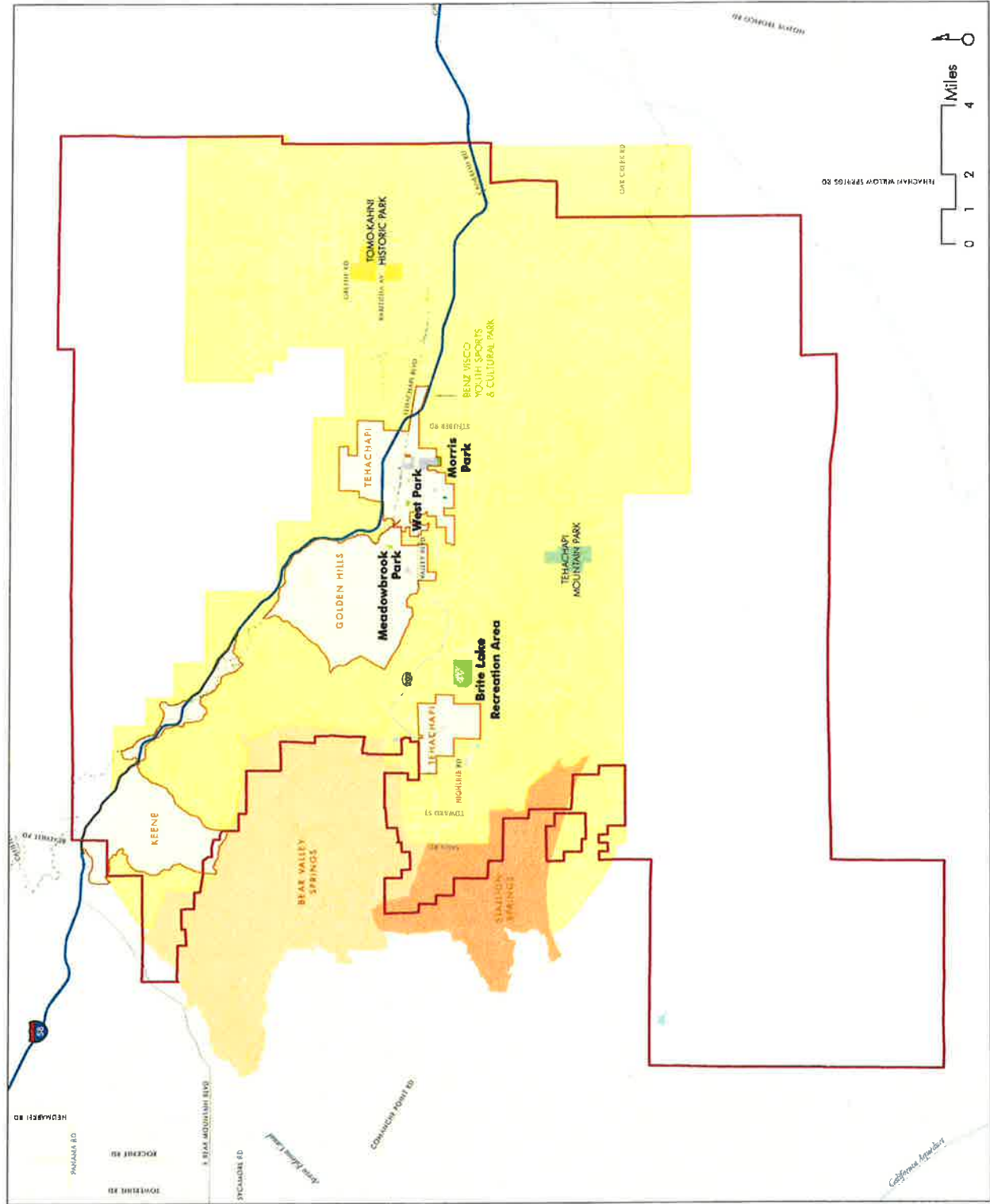
7. Dye Natatorium

- a. The effluent gauge has been replaced in the pool pump room.
- b. The flow switch connected to the pool heater has been replaced.
- c. The barbwire has been replaced on the pool yard fence.
- d. We have received a quote from Steve Humphries to paint the outside of the pool building and we will obtain two more quotes for the project.

We have completed a lighting evaluation at all of the District properties. We will be fixing existing light fixtures and or adding additional light fixtures as needed at each property. We started with the maintenance yard and will do the pool facility next.

We have one CalWorks person working with us on the weekends.

TVRPD would like to thank Greg Garrett and the City of Tehachapi for accepting our proposal for recycling bins. The City of Tehachapi will use their grant on our behalf to pay for recycling bins and liners for the Scout Hall, West Park Activity Center, and District office facilities, as well as six portable containers for special events throughout the year.



- District Park
- City Park
- Kern County Park
- State Park
- Other
- School
- Tehachapi City Limits
- Tehachapi Valley PRD
- Bear Valley
- Stallion Springs
- Water Feature
- Airport
- Freeway
- Highway
- Major Road
- Local Road
- Railroad
- Old TVRPD boundary

Boundary Changes TVRPD

November 2012 | Data Sources: Kern County GIS, Calif. Spatial Data Library and ESRI USA

**TVRPD
2012-13 PROPOSED Revised Budget**

	Income	Cost	Expenses
District Revenue			
Property Tax	732,272		
Facility Rental	113,890		
Interest	2,500		
Misc Income	40,000		
Master Plan - City of Tehachapi Portion	35,000		
Events	23,200		
Contracted Activities	23,000		
Adult Programs	29,360		
Youth Programs	147,410		

Total District Revenue 1,146,632

Recreation Activities Cost of Goods Sold			
Events		10,664	
Contracted Activities		15,345	
Adult Programs		1,333	
Youth Programs		29,490	

Recreation Activities COGS 56,832

Employee Compensation			
Administration Wages			125,768
Recreation Wages			64,500
Maintenance Wages			121,891
Employee Benefits			167,740
Adult Programs Wages			7,300
Youth Programs Wages			111,308

Employee Compensation Total 598,507

Maintenance & Operation Expenses			
Advertising & Marketing			8,000
Bank Service Charges			2,700
Dues & Subscriptions			2,200
Equipment Rent & Lease			3,700
Fuel			16,000
Insurance Liability			19,000
Licensees & Fees			2,500
Maintenance - Facilities			7,400
Maintenance - Equipment			6,000
Maintenance - Janitorial supplies			7,500
Maintenance - Materials & Supplies			57,600
Maintenance - Fleet			5,000
Master Plan			102,047
Office Supplies			10,000
Payroll Voucher Service			5,600
Phone			7,800
Professional Development			3,500
Professional Services			71,800
Property Tax Collection Fee			7,500
Public/Legal Notices			1,000
Security			1,200
Utilities			82,882

Maintenance & Operations Expense Total 430,929

Reserves			
Reserves			60,364

Total District Revenue 1,146,632
Total District Expenses & Reserves 1,146,632
Net Total 0

Special Funds & Allocations	
Quimby Fund	156,658
Recreation & Parks Development Fees - County Area Only	427,198
Property Tax Advance	200,000

TVRPD

Cash Reserves - Special Funds

PROPOSED REVISED BUDGET
Back-Up

Cash Reserves			
Description	Balance	Income	Expenses
Reserve Balance	44,364		
Fixed Assets	8,000		
Capital Improvements	8,000		
			Net Total
Total	60,364		60,364

Quimby Fund			
Description	Balance	Income	Expenses
Quimby Fund	156,658		
Quimby Revenue		600	
Tree Rehab			55,000
Playground Equipment			7,500
Skate Park			4,500
			Net Total
Total	156,658	600	67,000
			90,258

Development Fee - County Areas Only			
Description	Balance	Income	Expenses
Recreation & Parks Development Fees	427,198		
			Net Total
Total	427,198		427,198

Property Tax Allocation By Area			
Description	Balance	Income	Expenses
Golden Hills CSD Area			
City of Tehachapi Area			
County Area			
			Net Total

TVRPD

Employee Compensation

PROPOSED REVISED BUDGET
Back-Up

Administration		Payroll	
District Manager - 6 Months		42,500	
Administrative Secretary		15,000	Share with Maintenance
Office Assistant - Part Time		10,000	
Previous Manager Pay-out		27,750	
Previous Administrative Secretary Pay-out		30,518	
			Net Total
			125,768

Recreation		Payroll	
Recreation Supervisor - 6 Months		22,500	
Recreation Coordinator		27,000	
Gym Supervisor		15,000	
			Net Total
			64,500

Maintenance		Payroll	
Maintenance & Park Planner		15,000	Share with Admin
Maintenance Forman - 6 Months		22,500	
Groundsman II		28,000	
Groundsman I		22,651	
Groundsman		18,740	
Janitorial		15,000	
			Net Total
			121,891

Employee Benefits			
FICA 1 & 2			31,500
Employee Ret (PERS)			15,000
Employee Group Medical			89,340
Employee Group Vision			1,900
Employee Group Dental			3,000
Unemployment Comp Ins			12,000
Life Insurance			
Workers Comp Ins Fund			15,000
			Net Total
			167,740

Grand Net Total
312,159

Professional Services		
Description	Contract Payroll	
Legal	22,000	
Interim District Manager	42,000	
Bookkeeper	7,800	
		Net Total
Total	71,800	71,800

TVRPD Recreation Activities by Type

Description	Facility	Type	Income	TVRPD Payroll	Contract Payroll	Supplies	Net
Events							
Fishing Derby	Brite Lake	Event	5,500	0	0	2,200	3,300
4th of July Parade	Event	Event				75	-75
Breakfast with Santa	WPAC	Event	1,600			475	1,125
Bun Run	Event	Event	4,000			1,000	3,000
Cinco De Mayo	WPAC	Event	3,200			1,700	1,500
Easter Chick Race	WPAC	Event	250			419	-169
Old Timers Picnic	WPAC	Event	2,750			2,700	50
Partner Events	Event	Event					0
Pumpkin Run	Event	Event	1,200			625	575
Reindeer Run	Event	Event	1,100			470	630
Summer Fun Run	Event	Event	3,600			1,000	2,600
Trial Event	Event	Event					0
Net Total							
			23,200	0	0	10,664	12,536
Contract Activities							
Ballroom Dance	WPAC	Contract	1,400	0	980		420
Jazz-Camp	WPAC	Contract	1,100		770		330
Jazzercise	WPAC	Contract	4,500		3,150		1,350
Spring Volleyball	WPAC	Contract	2,700		1,920	300	480
Summer Volleyball	WPAC	Contract	1,300		800	300	200
Tai Chi	District Office	Contract					0
THS Basketball Camp	Event	Contract	3,300		3,300		0
Water Workout	Pool	Contract	2,200		425	600	1,175
Zumba	WPAC	Contract	6,500		4,000		2,500
Instructor Pay for Zumba & Bball Camp	Event	Contract					0
Trial Program	Contract	Contract					0
Net Total							
			23,000	0	15,345	1,200	6,455
Adult Programs							
Co-Ed Softball	Meadowbrook Park	Adult	3,100		0	145	2,955
Adult Lap Swim	Pool	Adult	11,000				11,000
Adult Recreation Swim	Pool	Adult	4,000				4,000
Men's Softball	Meadowbrook Park	Adult	4,300			405	3,895
Men's Spring Basketball	WPAC	Adult	4,200			500	3,700
Night Recreation Swim	Pool	Adult	2,100				2,100
Trial Adult Program		Adult					0
Women's Softball	Meadowbrook Park	Adult	660			283	377
Officials	Meadowbrook Park	Adult		7,300			-7,300
Net Total							
			29,360	7,300	0	1,333	20,727
Youth Programs							
T-Ball	Meadowbrook Park	Youth	19,000		0	11,400	7,600
Adventure Camp	Scout Hall	Youth	14,300	10,200		1,200	2,900
Barracuda Swim Team	Pool	Youth	26,000			6,190	19,810
Basketball Training Camp	WPAC	Youth					0
Big Tots	Scout Hall	Youth	6,340	3,740		200	2,400
Fall Instructional Basketball	WPAC	Youth	1,230			250	980
Fall Swim Lessons	Pool	Youth					0
L'Ill Warriors	West Park	Youth	4,800	2,600		1,200	1,000
Lifeguard Payroll 2012-13 Budget	Pool	Youth		64,848			-64,848
Martial Arts	WPAC	Youth	9,700			2,000	7,700
Open Gym Basketball	WPAC	Youth	500				500
Private Swim Lessons	Pool	Youth	2,700				2,700
Summer Youth Recreation Swim	Pool	Youth	8,300				8,300
Summer Instructional Basketball	WPAC	Youth	1,200			-250	1,450
Summer Swim Lessons	Pool	Youth	28,000				28,000
Tiny Tots	Scout Hall	Youth	6,340	3,740		200	2,400
Youth Competitive Basketball	WPAC	Youth	19,000			7,100	11,900
Youth Lap Swim	Pool	Youth					0
Officials, Scorekeepers & Instructors	WPAC	Youth		26,180			-26,180
Trial Youth Program	Youth	Youth					0
Net Total							
			147,410	111,308	0	29,490	6,612
Grand Net Total							
			222,970	118,608	15,345	42,687	46,330

TVRPD
Recreation Activities by Facility

PROPOSED REVISED BUDGET
Back-Up

Description	Facility	Type	Income	TVRPD Payroll	Contract Payroll	Supplies	Net
Events							
THS Basketball Camp	Event	Contract	3,300	0	3,300		0
4th of July Parade	Event	Event				75	-75
Bun Run	Event	Event	4,000			1,000	3,000
Partner Events	Event	Event					0
Pumpkin Run	Event	Event	1,200			625	575
Reindeer Run	Event	Event	1,100			470	630
Summer Fun Run	Event	Event	3,600			1,000	2,600
Net Total							
			13,200	0	3,300	3,170	6,730
Brite Lake							
Fishing Derby	Brite Lake	Event	5,500	0	0	2,200	3,300
District Office							
Tai Chi	District Office	Contract					0
Meadowbrook Park							
Co-Ed Softball	Meadowbrook Park	Adult	3,100		0	145	2,955
Men's Softball	Meadowbrook Park	Adult	4,300			405	3,895
Women's Softball	Meadowbrook Park	Adult	660			283	377
Officials	Meadowbrook Park	Adult		7,300			-7,300
T-Ball	Meadowbrook Park	Youth	19,000			11,400	7,600
Net Total							
			27,060	7,300	0	12,233	7,527
Pool							
Adult Lap Swim	Pool	Adult	11,000				11,000
Adult Recreation Swim	Pool	Adult	4,000				4,000
Night Recreation Swim	Pool	Adult	2,100				2,100
Water Workout	Pool	Contract	2,200		425	600	1,175
Barracuda Swim Team	Pool	Youth	26,000			6,190	19,810
Fall Swim Lessons	Pool	Youth					0
Lifeguard Payroll 2012-13 Budget	Pool	Youth		64,848			-64,848
Private Swim Lessons	Pool	Youth	2,700				2,700
Summer Youth Recreation Swim	Pool	Youth	8,300				8,300
Summer Swim Lessons	Pool	Youth	28,000				28,000
Youth Lap Swim	Pool	Youth					0
Net Total							
			84,300	64,848	425	6,790	12,237
Scout Hall							
Adventure Camp	Scout Hall	Youth	14,300	10,200	0	1,200	2,900
Big Tots	Scout Hall	Youth	6,340	3,740		200	2,400
Tiny Tots	Scout Hall	Youth	6,340	3,740		200	2,400
Net Total							
			26,980	17,680	0	1,600	7,700
West Park							
L'll Warriors	West Park	Youth	4,800	2,600	0	1,200	1,000
West Park Activity Center							
Men's Spring Basketball	WPAC	Adult	4,200	0		500	3,700
Ballroom Dance	WPAC	Contract	1,400		980		420
Jazz-Camp	WPAC	Contract	1,100		770		330
Jazzercise	WPAC	Contract	4,500		3,150		1,350
Spring Volleyball	WPAC	Contract	2,700		1,920	300	480
Summer Volleyball	WPAC	Contract	1,300		800	300	200
Zumba	WPAC	Contract	6,500		4,000		2,500
Breakfast with Santa	WPAC	Event	1,600			475	1,125
Cinco De Mayo	WPAC	Event	3,200			1,700	1,500
Easter Chick Race	WPAC	Event	250			419	-169
Old Timers Picnic	WPAC	Event	2,750			2,700	50
Basketball Training Camp	WPAC	Youth					0
Fall Instructional Basketball	WPAC	Youth	1,230			250	980
Martial Arts	WPAC	Youth	9,700			2,000	7,700
Open Gym Basketball	WPAC	Youth	500				500
Summer Instructional Basketball	WPAC	Youth	1,200			250	950
Youth Competitive Basketball	WPAC	Youth	19,000			7,100	11,900
Officials, Scorekeepers & Instructors	WPAC	Youth		26,180			-26,180
Net Total							
			61,130	26,180	11,620	15,994	7,336
Grand Net Total							
			222,970	118,608	15,345	43,187	45,830

TVRPD
Facility Summary

PROPOSED REVISED BUDGET
Back-Up

Facility					
District Office	0	0	3,781	11,415	-15,196
Maintenance Yard	0	0	0	25,600	-25,600
Brite Lake	88,895	3,300	7,563	23,507	61,125
Central Park	1,700	0	19,852	16,235	-34,387
Meadowbrook Park	275	7,527	20,797	27,575	-40,570
Pool	6,220	19,122	7,710	52,245	-34,613
Scout Hall	200	7,700	5,526	5,935	-3,561
West Park	4,800	1,000	17,961	29,120	-41,281
West Park Activity Center	11,800	7,026	11,344	22,750	-15,268
Skate Park					0
Morris Park					0
Capital Hills Park					0
	113,890	45,675	94,534	214,382	-149,351

TVRPD
Facility Summary
(District Office)

PROPOSED REVISED BUDGET
Back-Up

Description	Income	Contract Payroll	Payroll	Expenses	
Facility Rental	0				
Maintenance Wages			3,781		
Maintenance - Facilities				2,400	
Maintenance - Janitorial Supplies				875	
Phone				4,600	
Electric Service				2,340	
Gas Service				1,200	
					Facility Net Total
					-15,196

Activities	Income	Contract Payroll	Payroll	Expenses	
Tai Chi					
					Activities Net Total
					0

Grand Net Total
-15,196

Dedicated Facility Reserves			
Description	Balance		Expenses
Reserve Balance			
			Net Total
Total	0		0

TVRPD
Facility Summary
(Maintenance Yard)

PROPOSED REVISED BUDGET
Back-Up

Maintenance Yard			
Description	Income	Payroll	Expenses
Facility Rental	0	0	
Fuel			1,600
Maintenance - Facility			5,000
Maintenance - Equipment			6,000
Maintenance - Fleet			5,000
Improvements			8,000
			Facility Net Total
	0	0	25,600
			-25,600

Dedicated Facility Reserves		
Description	Balance	Expenses
Reserve Balance		
		Net Total
Total	0	0

TVRPD
Facility Summary
(Brite Lake)

PROPOSED REVISED BUDGET
Back-Up

Brite Lake			
Description	Income	Payroll	Expenses
Facility Rental/Misc	2,395		
Day Use/Fishing	17,900		
Camping	61,200		
Season Passes	7,400		
Maintenance Wages		7,563	
Fuel			2,880
Maintenance Janitorial Supplies			875
Maintenance - Materials & Supplies			4,800
Phone			600
Electric Full Hook Up Campsites			6,750
Electric Hookups & Water Heater			5,240
Electric Camp Host & Storage Bldg			2,362
			Facility Net Total
			57,825
	88,895	7,563	23,507

Brite Lake Recreation Activities			
Description	Income	Payroll	Expenses
Fishing Derby	5,500		2,200
			Recreation Net Total
			3,300
	5,500	0	2,200

Grand Net Total
61,125

Dedicated Facility Reserves		
Description	Balance	Expenses
Reserve Balance		
		Net Total
Total	0	0

TVRPD
Facility Summary
(Central Park)

PROPOSED REVISED BUDGET
Back-Up

Central Park			
Description	Income	Payroll	Expenses
Facility Rental	1,700		
Maintenance Wages		19,852	
Fuel			2,880
Maintenance - Janitorial Supplies			875
Maintenance - Materials & Supplies			12,000
Electric Service			480
			Facility Net Total
	1,700	19,852	16,235
			-34,387

In-Kind Water - City of Tehachapi	19,663
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Dedicated Facility Reserves			
Description	Balance	Expenses	
Reserve Balance	0	0	
			Net Total
Total	0	0	0

TVRPD
Facility Summary
(Meadowbrook Park)

PROPOSED REVISED BUDGET
Back-Up

Description	Income	Payroll	Expenses	
Rental Income	65			
Maintenance Wages		20,797		
Fuel			3,200	
Maintenance Janitorial Supplies			875	
Maintenance - Materials & Supplies			12,000	
Electric for Pump House & Storage			280	
Electric for Restrooms			600	
Electric for Street Lights			420	
Electric Lights			10,200	Facility Net Total
	65	20,797	27,575	-48,307

Dog Park				
Description	Income	Payroll	Expenses	
Facility Income	210	0	0	
				Facility Net Total
	210	0	0	210

Meadowbrook Park Recreation Activities				
Description	Income	Payroll	Expenses	
T-Ball	19,000		11,400	
Men's Softball	4,300		405	
Women's Softball	660		283	
Co-Ed Softball	3,100		145	
Officials		7,300		
				Recreation Net Total
	27,060	7,300	12,233	7,527

Grand Net Total
-40,570

In-Kind Water - Golden Hills CSD		
Meter 08174047	27,408	
Meter 07258104	3,915	

Dedicated Facility Reserves		
Description	Balance	Expenses
Reserve Balance		
		Net Total
Total	0	0

PROPOSED REVISED BUDGET
Back-Up

Dedicated Facility Reserves			
Description	Balance	Expenses	
Reserve Balance			
			Net Total
Total	0		

TVRPD
Facility Summary
(Scout Hall)

PROPOSED REVISED BUDGET
Back-Up

Scout Hall			
Description	Income	Payroll	Expenses
Facility Rental	200		
Maintenance Wages		5,526	
Fuel			960
Maintenance Janitorial Supplies			875
Maintenance - Materials & Supplies			2,400
Phone			600
Electric Service			600
Gas Service			500
			Facility Net Total
	200	5,526	5,935
			-11,261

Scout Hall Recreation Activities			
Description	Income	Payroll	Expenses
Big Tots	6,340	3,740	200
Tiny Tots	6,340	3,740	200
Adventure Camp	14,300	10,200	1,200
			Recreation Net Total
	26,980	17,680	1,600
			7,700

Grand Net Total
-3,561

Dedicated Facility Reserves		
Description	Balance	Expenses
Reserve Balance		
		Net Total
Total	0	0

TVRPD Facility Summary (West Park)

PROPOSED REVISED BUDGET
Back-Up

West Park			
Description	Income	Payroll	Expenses
Facility Rental	800		
Little League Lease	4,000		
Maintenance Wages		17,961	
Fuel			1,600
Maintenance Janitorial Supplies			875
Maintenance - Materials & Supplies			10,800
Water			8,200
Electric for Read Field			6,000
Electric for Night Light over Snack Bar			120
Electric for Backes Field			1,525
			Facility Net Total
	4,800	17,961	29,120
			-42,281

West Park Recreation Activities			
Description	Income	Payroll	Expenses
L'il Warriors	4,800	2,600	1,200
			Recreation Net Total
	4,800	2,600	1,200
			1,000

Grand Net Total
-41,281

In-Kind Water - City of Tehachapi	22,150
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Dedicated Facility Reserves		
Description	Balance	Expenses
Reserve Balance		
		Net Total
Total	0	0

TVRPD
Facility Summary
(West Park Activity Center)

PROPOSED REVISED BUDGET
Back-Up

West Park Activity Center			
Description	Income	Payroll	Expenses
Facility Rental	11,800		
Maintenance Wages		11,344	
Fuel			1,920
Maintenance Janitorial Supplies			1,375
Maintenance - Materials & Supplies			6,000
Phone			1,000
Electric Service			9,000
Gas Service			3,455

				Facility Net Total
11,800	11,344	22,750		-22,294

West Park Activity Center Recreation Activities				
Description	Income	Contract Payroll	Payroll	Expenses
Men's Spring Basketball	4,200			500
Spring Volleyball	2,700	1,920		300
Summer Volleyball	1,300	800		300
Summer Instructional Basketball	1,200			250
Fall Instructional Basketball	1,250			250
Youth Competitive Basketball	19,000			7,100
Martial Arts	9,700			2,000
Jazzercise	4,500	3,150		
Ballroom Dance	1,400	980		
Easter/Chick Race	250			419
Cinco de Mayo	3,200			1,700
Old Timer's Picnic	2,750			2,700
Breakfast With Santa	1,600			475
Officials & Scorekeepers			26,180	
Zumba	6,500	4,000		
Open Gym	500			

				Recreation Net Total
60,050	10,850	26,180	15,994	7,026

Grand Net Total
-15,268

Dedicated Facility Reserves		
Description	Balance	Expenses

		Net Total
Total	0	

TVRPD

Facility Summary

(Skate Park, Morris Park, Capital Hills Park)

Skate Park			
Description	Income	Payroll	Expenses
			Facility Net Total
0			0

Morris Park			
Description	Income	Payroll	Expenses
			Facility Net Total
0			0

Capital Hills Park			
Description	Income	Payroll	Expenses
			Facility Net Total
0			0