



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

**REGULAR BOARD MEETING  
TUESDAY, JULY 16, 2013, 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. Clerk Declaration of Posting of Agenda 72 Hours in Advance of Meeting (Page 3 )
- B. Approval of Minutes from the Regular Board Meeting held June 18, 2013 (Pages 4-7 )
- C. Approval of the Preliminary Financial Reports for June (Pages 8-26 )

**5. MAINTENANCE FOREMAN REPORT (Page 27 )**

**6. RECREATION SUPERVISOR REPORT (Page 28 )**

**7. DISTRICT MANAGER REPORT (Page 29 )**

**8. REPORTS OF STANDING COMMITTEES**

- A. Personnel and Personnel Policies
- B. Budget and Finance
- C. Program and Program Policy
- D. Park and Facility Improvement and Development

**9. AGENDA ITEMS**

- A. Authorizing the Treasurer of the County of Kern to Transfer Funds in its Custody for Meeting the Obligations Incurred for the Maintenance and Operations of the District – Tehachapi Valley Recreation and Parks District is Requesting a Property Tax Advance in the Amount of \$350,000.00 - Discussion/Approval, Resolution #26-13 (Page 30-31 )
- B. Tehachapi Valley Recreation and Parks District FY 2013/2014 Final Budget --
  - 1. Public Hearing
  - 2. Adoption of Tehachapi Valley Recreation and Parks District Final Budget for FY 2013/2014 - Discussion/Approval, Resolution #27-13 (Page 32-46)
- C. Approval of the 2013 Mountain Festival Contract Between Tehachapi Valley Recreation and Parks District and the Greater Tehachapi Chamber of Commerce For Use of Central Park - Discussion/Approval, Resolution #28-13 (Pages 47-62)
- D. Approval of Revised Job Description for Recreation Coordinator - Discussion/Approval, Resolution #29-13 (Page 63-67)
- E. Approval of Job Description for Custodian- Discussion/Approval, Resolution #30-13 (Page 68-73)
- F. Tehachapi Valley Recreation and Parks District Logo – Discussion (Page 74 )

**10. BOARD OF DIRECTORS' TIME**

*Opportunity for the Board to comment on items not listed on the agenda.*

**11. OTHER BUSINESS**

**12. ADJOURNMENT**

*Adjourn to the next Regular Meeting of the Board of Directors of the Tehachapi Valley Recreation and Parks District scheduled on August 20, 2013.*



### **CERTIFICATE OF POSTING AGENDA**

I, the Clerk of the Tehachapi Valley Recreation and Parks District Board of Directors hereby certify that a copy of the July 16, 2013, Regular Board Meeting Agenda was posted at the following public places within the District on Friday, July 12, 2013, at 12:00 P.M. approximately:

- TVRPD District Office, 490 West D Street, Tehachapi, California 93561
- The TVRPD Web site at [www.tvrpd.org](http://www.tvrpd.org)

The agenda and related documents were also provided to the Tehachapi Valley Recreation and Parks District Board of directors on the 12<sup>th</sup> day of July 2013.

Dated this 12<sup>th</sup> day of July 2013

  
\_\_\_\_\_  
Carrie Champlin  
Clerk of the Board of Directors

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT  
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561  
TUESDAY JUNE 18, 2013, 5:30 P.M.**

**CALL TO ORDER:** Board Meeting Convened By Chairperson Stewart at 5:30 P.M.

**BOARD MEMBERS:**

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

**ALSO PRESENT:**

Matt Young, TVRPD District Manager  
Mike Walsh, TVRPD Maintenance Foreman  
LeAnn Williams, TVRPD Recreation Supervisor  
Laura Lynn Wyatt, GHCSO Board President  
Michelle Vance, Community Outreach Coordinator  
Debbie Williams  
Glenn Baumann  
Matt Martz, Tehachapi News  
Carolyn Anglin  
Doug Anglin

1. **FLAG SALUTE:** Director Duhart led the Flag Salute.

2. **ROLL CALL:** Secretary Rush was absent.

**3. PUBLIC COMMENTS**

- Mrs. Carolyn Anglin had questions regarding the progress of the pool refurbishment. District Manager Young reassured Mrs. Anglin that the District is using its full resources to accomplish the pool refurbishment as quickly as possible.
- Michelle Vance presented the board with a copy of the Kern Business Journal with the ad for the Economic Development Council and asked if TVRPD would like an advertising space for "Savor the Flavor" event.
- Mr. Glenn Baumann presented the board with a copy of his issues and concerns regarding the MIG master plan. Mr. Baumann stated that he wants to impress upon the board and the District Manager the importance of the document as well as make sure it is a correct and useful planning document specific to this District that will be used and followed in the years to come.

**4. CONSENT CALENDAR**

**A. Secretary Declaration of Posting of Agenda 72 hours in Advance of Meeting Held**

Declaration by the Clerk of the Board of Directors that the agenda was posted at least 72 hours in advance of meeting. **BOARD APPROVED SECRETARY DECLARATION.**

**Press - Cyr : Ayes: Stewart; Press; Cyr; Duhart.**

**Noes: None. Motion carried.**

**Absent: Secretary Rush.**

**B. Approval of Minutes from the Regular Board Meeting held May 21, 2013.**

Request by Clerk of the Board of Directors to approve the minutes from the April 16, 2013 Regular Board Meeting. BOARD APPROVES MINUTES.

**Press - Cyr : Ayes: Stewart; Press; Cyr; Duhart.**

**Noes: None. Motion carried.**

**Absent: Secretary Rush.**

**C. Approval of Financial Reports.**

Request by Clerk of the Board of Directors to approve the Financial Reports.  
BOARD APPROVED FINANCIAL REPORTS.

**Press - Cyr : Ayes: Stewart; Press; Cyr; Duhart.**

**Noes: None. Motion carried.**

**Absent: Secretary Rush.**

**5. CORRESPONDENCE: None.**

**6. MAINTENANCE FOREMAN REPORT**

Maintenance Foreman Mike Walsh gave the report.

- Job post for the full time custodian position. Taking applications for this position until July 19, 2013.
- IPM for gophers.
- Skate Park: Ramp repairs.
- Brite Lake: Electrical box maintenance.
- Dye Natatorium: Foam roofing complete. Repair of security lights.  
Three bids received for the demolition of the ceiling and mold remediation.
- District Office: Storage room conversion complete.

**7. RECREATION SUPERVISOR REPORT**

Recreation Supervisor LeAnn Williams gave the report.

- Hired one seasonal Recreational Specialist.
- Programs in progress: Adventure Camp.
- Event Report: Music in the Park first event will be at Meadowbrook Park will be June 22, 2013.  
Fourth of July Bun Run and Children's Parade.
- Summer Brochure is out and Fall Brochure will go to print by July 1, 2013.
- Marketing at Farmer's Market and Chili Cook Off.
- New server is in. RecTrac and WebTrac upgrades complete.

**8. DISTRICT MANAGER REPORT**

District Manager Matt Young gave the report.

- MIG Master Plan Meeting: Providing more documentation to MIG. Teleconference planned with MIG.
- Veteran's Memorial update: Raised close to \$5000.00 through private donors. District Manager Young thanked all the donors including the City of Tehachapi, Main Street, and the David A. and Amy A. Cates Foundation. Unveiling of the refurbished memorial will occur on July fourth.
- Solicitation of bids for the conceptual design for the refurbishment of Meadowbrook Park.
- Retirement announcement of Sandy Chavez, TVRPD Recreation Coordinator.
- TVRPD board thanked Sandy Chavez for her years of service to TVRPD.

## 9. AGENDA ITEMS

### **A. Adoption of the "Sylvia "Sandy" Chavez Children's Scholarship Fund" - Resolution #22-13.**

District Manager Young gave a brief explanation of the scholarship fund explaining that it will be available to qualifying children 12 years and under. The savings will be approximately fifty percent of the regular program registration fee. This scholarship is named after Sandy Chavez because of her dedication to children in the Tehachapi community.

It was recommended that the board adopt the "Sylvia "Sandy" Chavez Children's Scholarship Fund", Resolution #22-13.

**BOARD ADOPTS THE "SYLVIA "SANDY" CHAVEZ CHILDREN'S SCHOLARSHIP FUND", RESOLUTION #22-13.**

**Duhart - Press : Ayes: Stewart; Press; Cyr; Duhart.**

**Noes: None. Motion carried.**

**Absent: Secretary Rush.**

### **B. Adoption of the "Walter A. Dye Teen Scholarship Fund" - Resolution #23-13.**

District Manager Young gave a brief explanation of the scholarship fund explaining that it will be Available to qualifying teens age 13 to 17. The savings will be approximately fifty percent of the regular program registration fee. This scholarship is named after Walter Dye because of his dedicated work with teens during his time as District Manager with Tehachapi Valley Recreation and Parks District.

It was recommended that the board adopt the "Walter A. Dye Teen Scholarship Fund", Resolution #23-13.

**BOARD ADOPTS THE "WALTER A. DYE TEEN SCHOLARSHIP FUND", RESOLUTION #23-13.**

**Duhart - Cyr : Ayes: Stewart; Press; Cyr; Duhart.**

**Noes: None. Motion carried.**

**Absent: Secretary Rush.**

### **C. Award of Bid for Annual Audit to Fisher, Keathley & Ross, LLP., Resolution #24-13.**

District Manager Young explained that the certified public accountants at Fisher, Keathley & Ross, LLP are better suited for the needs of the District. The bid is in the amount of \$12,250.00 for FYE June 30, 2013, \$12,850.00 for FY 2013-14, and \$13,450.00 for FY 2014-15.

It was recommended that the board award the bid for annual audit to Fisher, Keathley, & Ross, LLP, Resolution #24-13.

**BOARD AWARDS THE BID FOR ANNUAL AUDIT TO FISHER, KEATHLEY, & ROSS LLP, RESOLUTION #24-13.**

**Duhart - Cyr : Ayes: Stewart; Press; Cyr; Duhart.**

**Noes: None. Motion carried.**

**Absent: Secretary Rush.**

**D. Award of Bid for the Ceiling and Interior Demolition and Abatement of the Dye Natatorium Facility- Discussion/Approval, Resolution#25-13.**

There was a brief discussion regarding the scope of work for the project.

It was recommended that the board award the bid in an amount not to exceed \$46,906.00 to Dresser Services Inc. for the ceiling and interior demolition and abatement of the Dye Natatorium facility.

**BOARD AWARDS THE BID FOR THE CEILING AND INTERIOR DEMOLITION AND ABATEMENT OF THE DYE NATATORIUM FACILITY TO DRESSER SERVICES INC. IN AN AMOUNT NOT TO EXCEED \$46,906.00.**

**Cyr - Press : Ayes: Stewart; Press; Cyr; Duhart.**

**Noes: None. Motion carried.**

**Absent: Secretary Rush.**

**E. FY 2013/2014 Draft Budget**

District Manager Young explained the changes that have been made to the budget document. Young expects to have the final budget ready for adoption at the July meeting.

Chairperson Stewart stated that the District has collected approximately \$11,000.00 more in property taxes than was expected.

Director Duhart explained some of the changes that he has been working on with staff. Duhart explained that he will be working on adding a contingency reserve and an operational reserve to the budget.

**10. REPORTS OF STANDING COMMITTEES: None.**

**11. BOARD OF DIRECTORS TIME**

Chairperson Stewart thanked the Master Plan Ad Hoc Committee for all the hard work.

Chairperson Stewart also complimented the Adventure Camp program.

**12. OTHER BUSINESS:**

District Manager Young thanked the community of Tehachapi, the greater Tehachapi area, and especially all the community partners for welcoming him and working with him to make TVPRD a great organization.

**13. ADJOURNMENT**

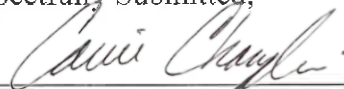
Having no further business the meeting was adjourned at 6:50 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Parks District scheduled on July 16, 2013.

**Press - Cyr : Ayes: Stewart; Press; Cyr; Duhart.**

**Noes: None. Motion carried.**

**Absent: Secretary Rush..**

Respectfully Submitted,

  
Carrie Champlin, Clerk of the Board

Tehachapi Valley Recreation & Parks  
District  
**Financials**  
June 2013

Pre-Audit report-first run 07/11/2013

Prepared without audit by Better Ledger Inc



## Tehachapi Valley Recreation and Park District Balance Sheet

As of June 30, 2013

	Total
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Cash in County Treasury Special Revenue Fund	
1001 Cash in County Treasury-General Fund	307,525.29
1003 Cash in County Treasury-Quimby	32,978.56
Total 1000 Cash in County Treasury Special Revenue Fund	<u>340,503.85</u>
1004 Check BOTS 4470	119,066.02
1005 County Treasury Capital Projects Fund	442,387.26
1050 Cash Box-Events	200.00
1051 Change Fund	800.00
1100 Petty Cash Fund	200.00
Total Bank Accounts	<u>\$903,157.13</u>
Accounts Receivable	
1200 Accounts Receivable	1,000.00
Total Accounts Receivable	<u>\$1,000.00</u>
Other current assets	
1070 Prepaid Expenses	3,790.25
1080 Accrued Employee PR Deductions	3,765.57
1092 Credit Card Receivables	1,130.00
Total Other current assets	<u>\$8,685.82</u>
Total Current Assets	<u>\$912,842.95</u>
Fixed Assets	
1150 Land	166,734.76
1161 Building	556,453.52
1162 Improvements	1,446,433.41
1163 Equipment	536,231.22
1164 Swimming Pool & Building	265,383.67
1165 Lake	412,294.78
1170 Accumulated Depreciation	-2,238,610.00
Total Fixed Assets	<u>\$1,144,921.36</u>
<b>TOTAL ASSETS</b>	<u><u>\$2,057,764.31</u></u>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	30,027.89
Total Accounts Payable	<u>\$30,027.89</u>
Credit Cards	
2010 Cardmember Services Payable	2,726.40

	Total
2014 Home Depot Payable	781.76
Total Credit Cards	<b>\$3,508.16</b>
Other Current Liabilities	
2021 Accrued Salaries & Wages	17,085.81
2022 Accrued Employer PR Taxes	4,451.20
2024 Accrued Vacation, Sick, & Comp Time	0.00
2024.2 Accrued Vacation	5,206.34
2024.3 Accrued Sick Leave	7,871.69
2024.5 Accrued Comp Time	1,592.54
Total 2024 Accrued Vacation, Sick, & Comp Time	<b>14,470.57</b>
2210 Payroll Liabilities	
2211 CalPERS Payable	729.87
2221 Garnishment Payable	134.68
2231 Health Plan Payable	1,482.82
Total 2210 Payroll Liabilities	<b>2,347.37</b>
2260 Veterans Memorial Fund Payable	1,854.95
Total Other Current Liabilities	<b>\$40,209.90</b>
Total Current Liabilities	<b>\$73,745.95</b>
Total Liabilities	<b>\$73,745.95</b>
Equity	
3010 Net Investment In Capital Assets	
3012 Investment In Fixed Assets	1,132,680.57
Total 3010 Net Investment In Capital Assets	<b>1,132,680.57</b>
3020 Restricted Funds	
3022 Capital Projects	442,387.26
Total 3020 Restricted Funds	<b>442,387.26</b>
3030 Unrestricted Funds	408,173.22
3110 Retained Earnings	-476.00
Net Income	1,253.31
Total Equity	<b>\$1,984,018.36</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,057,764.31</b>

Thursday, Jul 11, 2013 11:28:01 PM PDT GMT-7 - Accrual Basis

## Tehachapi Valley Recreation and Park District Profit & Loss

June 2013

	Total	
	Jun 2013	Jul 2012 - Jun 2013 (PY)
<b>Income</b>		
4010 Property Taxes	33,338.50	776,816.06
4020 Interest Income	87.57	2,327.30
4030 Adult Program Revenues	-133.00	35,234.68
4050 Facility Revenue	12,160.38	122,247.40
4170 Master Plan - Funding Income		35,000.00
4200 Contracted Classes Revenues	2,249.66	22,436.90
4210 Events Revenues	5,049.50	28,029.77
4300 Youth Program Revenues	2,540.94	117,183.79
<b>Total Income</b>	<b>\$55,293.55</b>	<b>\$1,139,275.90</b>
<b>Cost of Goods Sold</b>		
5001 Adult Program Costs	30.07	1,412.84
5004 Contracted Classes Costs	1,241.80	15,313.12
5005 Events Costs	4,624.06	18,907.85
5008 Youth Program Costs	666.97	35,991.71
<b>Total Cost of Goods Sold</b>	<b>\$6,562.90</b>	<b>\$71,625.52</b>
<b>Gross Profit</b>	<b>\$48,730.65</b>	<b>\$1,067,650.38</b>
<b>Expenses</b>		
6000 Employee Costs	56,439.85	496,576.76
7010 Advertising & Marketing	1,474.04	24,098.57
7020 Bank Service Charges	160.83	3,257.28
7025 Cash Short/Over		-230.04
7030 Dues & Subscriptions	1,500.00	2,805.00
7035 Equipment Rents & Leases		1,971.56
7050 Insurance	1,730.86	15,001.67
7056 Interest Expense	13.17	169.08
7060 Licenses & Fees	607.53	1,842.53
7070 Maintenance	5,134.31	83,225.08
7080 Master Plan Expenses	7,624.76	56,372.65
7085 Misc Prior Year Adjustments		8,864.65
7090 Office Supplies	2,436.28	14,327.33
7110 Payroll Preparation Service	377.00	6,702.11
7120 Professional Development		4,000.12
7150 Professional Fees	3,195.00	92,625.26
7160 Property Tax Collection Fee		10,142.99
7180 Security	72.00	1,441.18
7210 Telephone	1,225.32	13,402.42
7230 Uniforms & Apparel	476.35	1,524.50
7250 Utilities	8,517.91	117,418.48
<b>Total Expenses</b>	<b>\$90,985.21</b>	<b>\$955,539.18</b>
<b>Net Operating Income</b>	<b>\$ -42,254.56</b>	<b>\$112,111.20</b>

	Total	
	Jun 2013	Jul 2012 - Jun 2013 (PY)
Other Income		
8040 TVRPD Development Fee Revenues		12,822.00
Total Other Income	\$0.00	\$12,822.00
Other Expenses		
8505 Quimby Expense	36,720.00	123,679.89
Total Other Expenses	\$36,720.00	\$123,679.89
Net Other Income	\$ -36,720.00	\$ -110,857.89
Net Income	\$ -78,974.56	\$1,253.31

Thursday, Jul 11, 2013 11:29:14 PM PDT GMT-7 - Accrual Basis

## Tehachapi Valley Recreation and Park District Statement of Cash Flows

July 2012 - June 2013

	Total
<b>OPERATING ACTIVITIES</b>	
Net Income	1,253.31
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	-1,000.00
1040 Taxes Receivable	226.58
1070 Prepaid Expenses	8,355.75
1080 Accrued Employee PR Deductions	-3,765.57
1085 Interest Receivable	2,701.18
1092 Credit Card Receivables	-1,130.00
2000 Accounts Payable	595.06
2010 Cardmember Services Payable	2,648.23
2014 Home Depot Payable	781.76
2021 Accrued Salaries & Wages	-6,107.74
2022 Accrued Employer PR Taxes	3,071.74
2024 Accrued Vacation, Sick, & Comp Time	-37,443.54
2024.2 Accrued Vacation, Sick, & Comp Time:Accrued Vacation	5,206.34
2024.3 Accrued Vacation, Sick, & Comp Time:Accrued Sick Leave	7,671.69
2024.5 Accrued Vacation, Sick, & Comp Time:Accrued Comp Time	1,592.54
2211 Payroll Liabilities:CalPERS Payable	729.87
2221 Payroll Liabilities:Garnishment Payable	134.68
2231 Payroll Liabilities:Health Plan Payable	1,482.82
2260 Veterans Memorial Fund Payable	1,854.95
Net cash provided by operating activities	<b>\$ -11,140.45</b>
<b>INVESTING ACTIVITIES</b>	
1163 Equipment	-12,240.79
Net cash provided by investing activities	<b>\$ -12,240.79</b>
<b>FINANCING ACTIVITIES</b>	
2300 Capital Lease - John Deere	-1,074.53
3014 Net Investment In Capital Assets:Needed for Debt	1,074.53
3022 Restricted Funds:Capital Projects	14,462.07
3024 Restricted Funds:Master Plan	-39,257.00
3030 Unrestricted Funds	7,997.02
3110 Retained Earnings	16,797.91
Net cash provided by financing activities	<b>\$0.00</b>
Net cash increase for period	<b>\$ -23,381.24</b>
Cash at beginning of period	926,538.37
Cash at end of period	<b>\$903,157.13</b>

Thursday, Jul 11, 2013 11:30:22 PM PDT GMT-7

## Tehachapi Valley Recreation and Park District Budget vs. Actuals: Budget - FY13 P&L

July 2012 - June 2013

	Total			
	Actual	Budget	Remaining	% of Budget
<b>Income</b>				
4010 Property Taxes	776,816.06	732,272.00	-44,544.06	106.08 %
4020 Interest Income	2,327.30	2,500.00	172.70	93.09 %
4030 Adult Program Revenues	35,234.68	29,360.00	-5,874.68	120.01 %
4050 Facility Revenue	122,247.40	113,890.00	-8,357.40	107.34 %
4110 Miscellaneous Income (deleted)		40,000.00	40,000.00	
4170 Master Plan - Funding Income	35,000.00	35,000.00	0.00	100.00 %
4200 Contracted Classes Revenues	22,436.90	23,000.00	563.10	97.55 %
4210 Events Revenues	28,029.77	23,200.00	-4,829.77	120.82 %
4300 Youth Program Revenues	117,183.79	147,410.00	30,226.21	79.50 %
<b>Total Income</b>	<b>\$1,139,275.90</b>	<b>\$1,146,632.00</b>	<b>\$7,356.10</b>	<b>99.36 %</b>
<b>Cost of Goods Sold</b>				
5001 Adult Program Costs	1,412.84	1,333.00	-79.84	105.99 %
5004 Contracted Classes Costs	15,313.12	15,345.00	31.88	99.79 %
5005 Events Costs	18,907.85	10,664.00	-8,243.85	177.31 %
5008 Youth Program Costs	35,991.71	29,490.00	-6,501.71	122.05 %
<b>Total Cost of Goods Sold</b>	<b>\$71,625.52</b>	<b>\$56,832.00</b>	<b>\$ -14,793.52</b>	<b>126.03 %</b>
<b>Gross Profit</b>	<b>\$1,067,650.38</b>	<b>\$1,089,800.00</b>	<b>\$22,149.62</b>	<b>97.97 %</b>
<b>Expenses</b>				
6000 Employee Costs				
6010 Salaries & Wages				
6012 Administrative Wages	81,391.68	125,768.00	44,376.32	64.72 %
6013 Adult Program Wages	23,581.20	7,300.00	-16,281.20	323.03 %
6014 Maintenance Wages	117,448.06	121,891.00	4,442.94	96.35 %
6015 Gym Supervisor	10,744.30	15,000.00	4,255.70	71.63 %
6016 Recreation Supervisor	7,295.38	22,500.00	15,204.62	32.42 %
6017 Recreation Coordinator	33,851.73	27,000.00	-6,851.73	125.38 %
6019 Youth Program Wages	74,848.41	111,308.00	36,459.59	67.24 %
<b>Total 6010 Salaries &amp; Wages</b>	<b>349,160.76</b>	<b>430,767.00</b>	<b>81,606.24</b>	<b>81.06 %</b>
6050 Benefits				
6051 Employee Group Insurance (Med.)	43,019.62	89,340.00	46,320.38	48.15 %
6053 Employee Grp. Ins. (Vision)	560.18	1,900.00	1,339.82	29.48 %
6055 Employee Retirement-PERS	27,745.61	15,000.00	-12,745.61	184.97 %
6057 EPS & Dental	1,368.61	3,000.00	1,631.39	45.62 %
6058 Employer Tax Expense	45,243.07	43,500.00	-1,743.07	104.01 %
6060 Reimbursed Employee Expenses	2,144.11		-2,144.11	
6070 Vacation, Sick, & Admin Leave	9,658.97		-9,658.97	
6090 Worker's Compensation Insurance	17,675.83	15,000.00	-2,675.83	117.84 %
<b>Total 6050 Benefits</b>	<b>147,416.00</b>	<b>167,740.00</b>	<b>20,324.00</b>	<b>87.88 %</b>
<b>Total 6000 Employee Costs</b>	<b>496,576.76</b>	<b>598,507.00</b>	<b>101,930.24</b>	<b>82.97 %</b>

	Total			
	Actual	Budget	Remaining	% of Budget
7010 Advertising & Marketing	24,098.57	8,000.00	-16,098.57	301.23 %
7020 Bank Service Charges	3,257.28	2,700.00	-557.28	120.64 %
7025 Cash Short/Over	-230.04	0.00	230.04	
7030 Dues & Subscriptions	2,805.00	2,200.00	-605.00	127.50 %
7035 Equipment Rents & Leases	1,971.56	3,700.00	1,728.44	53.29 %
7050 Insurance				
7051 Auto Insurance	3,023.04	0.00	-3,023.04	
7052 HUB Insurance	22.50	0.00	-22.50	
7053 Property Insurance	8,229.96	0.00	-8,229.96	
7055 Liability Insurance	3,726.17	19,000.00	15,273.83	19.61 %
Total 7050 Insurance	15,001.67	19,000.00	3,998.33	78.96 %
7056 Interest Expense	169.08		-169.08	
7060 Licenses & Fees	1,842.53	2,500.00	657.47	73.70 %
7070 Maintenance				
7072 Building Maintenance	9,009.08	7,400.00	-1,609.08	121.74 %
7074 Equipment Maintenance	9,934.17	6,000.00	-3,934.17	165.57 %
7075 Fuel	14,168.62	16,000.00	1,831.38	88.55 %
7076 Janitorial Supplies	12,156.15	7,500.00	-4,656.15	162.08 %
7078 Materials & Supplies	36,703.49	57,600.00	20,896.51	63.72 %
7079 Fleet Maintenance	1,253.57	5,000.00	3,746.43	25.07 %
Total 7070 Maintenance	83,225.08	99,500.00	16,274.92	83.64 %
7080 Master Plan Expenses	7,614.82	102,047.00	94,432.18	7.46 %
7081 Master Plan-County	39,290.10		-39,290.10	
7082 Master Plan-TPRPD	9,467.73		-9,467.73	
Total 7080 Master Plan Expenses	56,372.65	102,047.00	45,674.35	55.24 %
7085 Misc Prior Year Adjustments	8,864.65	0.00	-8,864.65	
7090 Office Supplies	14,327.33	10,000.00	-4,327.33	143.27 %
7110 Payroll Preparation Service	5,702.11	5,600.00	-1,102.11	119.68 %
7120 Professional Development	4,000.12	3,500.00	-500.12	114.29 %
7150 Professional Fees				
7151 Annual Audit	6,250.00	0.00	-6,250.00	
7152 Accounting	11,739.81	7,800.00	-3,939.81	150.51 %
7155 Legal	18,509.63	22,000.00	3,490.37	84.13 %
7158 Interim District Manager	56,125.82	42,000.00	-14,125.82	133.63 %
Total 7150 Professional Fees	92,625.26	71,800.00	-20,825.26	129.00 %
7160 Property Tax Collection Fee	10,142.99	7,500.00	-2,642.99	135.24 %
7170 Publications & Legal		1,000.00	1,000.00	
7180 Security	1,441.18	1,200.00	-241.18	120.10 %
7210 Telephone	13,402.42	7,800.00	-5,602.42	171.83 %
7230 Uniforms & Apparel	1,524.50		-1,524.50	
7250 Utilities				
7252 Electric Service	63,525.28	56,542.00	-6,983.28	112.35 %
7254 Gas Service	20,589.39	18,140.00	-2,449.39	113.50 %
7256 Sanitation Services	17,194.85	0.00	-17,194.85	
7258 Water Service	16,108.96	8,200.00	-7,908.96	196.45 %
Total 7250 Utilities	117,418.48	82,882.00	-34,536.48	141.67 %

	Total			
	Actual	Budget	Remaining	% of Budget
Total Expenses	\$955,539.18	\$1,029,436.00	\$73,896.82	92.82 %
Net Operating Income	\$112,111.20	\$60,364.00	\$ -51,747.20	185.73 %
Other Income				
8040 TVRPD Development Fee Revenues	12,822.00	0.00	-12,822.00	
Total Other Income	\$12,822.00	\$0.00	\$ -12,822.00	0.00%
Other Expenses				
8505 Quimby Expense	123,679.89	0.00	-123,679.89	
Total Other Expenses	\$123,679.89	\$0.00	\$ -123,679.89	0.00%
Net Other Income	\$ -110,857.89	\$0.00	\$110,857.89	0.00%
Net Income	\$1,253.31	\$60,364.00	\$59,110.69	2.08 %

Thursday, Jul 11, 2013 11:32:19 PM PDT GMT-7 - Accrual Basis



#### TVRPD Profit and Loss by Class 2012/2013

[illegible]

## TVRPD Profit and Loss by Class 2012/2013

	Mens Softball	Mens Spring Basketball	Trial Program	Womens Softball	Total AP	CC	Ballroom Dance	Jazzercise	Jr Lifeguard Training	Karate	Lifeguard Training
<b>Income</b>											
4010 Property Taxes					0.00						
4020 Interest Income					0.00						
4030 Adult Program Revenues	2,110.04	2,025.00	582.00	949.76	35,234.69						
4050 Facility Revenue					0.00						
4170 Master Plan - Funding Income					0.00						
4200 Contracted Classes Revenues					0.00		1,766.66	2,630.00		170.00	4,090.00
4210 Events Revenues					0.00						
4300 Youth Program Revenues					665.00						
<b>Total Income</b>	<b>\$ 2,110.04</b>	<b>\$ 2,025.00</b>	<b>\$ 582.00</b>	<b>\$ 949.76</b>	<b>\$ 35,899.68</b>	<b>\$ 0.00</b>	<b>\$ 1,766.66</b>	<b>\$ 2,630.00</b>	<b>\$ 170.00</b>	<b>\$ 4,090.00</b>	<b>\$ 0.00</b>
<b>Cost of Goods Sold</b>											
5001 Adult Program Costs			180.50	149.91	1,057.43						
5004 Contracted Classes Costs			588.00		588.00		1,069.26	2,230.18		2,634.00	639.25
5005 Events Costs					0.00						
5008 Youth Program Costs					0.00						
<b>Total Cost of Goods Sold</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 768.50</b>	<b>\$ 149.91</b>	<b>\$ 1,645.43</b>	<b>\$ 0.00</b>	<b>\$ 1,069.26</b>	<b>\$ 2,230.18</b>	<b>\$ 0.00</b>	<b>\$ 2,634.00</b>	<b>\$ 639.25</b>
<b>Gross Profit</b>	<b>\$ 2,110.04</b>	<b>\$ 2,025.00</b>	<b>\$ 186.50</b>	<b>\$ 799.85</b>	<b>\$ 34,254.25</b>	<b>\$ 0.00</b>	<b>\$ 697.40</b>	<b>\$ 399.82</b>	<b>\$ 170.00</b>	<b>\$ 1,456.00</b>	<b>\$ 639.25</b>
<b>Expenses</b>											
6000 Employee Costs	2,799.00	3,669.06	267.50	200.00	28,650.36		163.58			2,096.98	
7010 Advertising & Marketing											
7020 Bank Service Charges					0.00						
7025 Cash Short/Over					0.00						
7030 Dues & Subscriptions					0.00						
7035 Equipment Rents & Leases					0.00						
7050 Insurance					0.00						
7055 Interest Expense					0.00						
7060 Licenses & Fees					17.07						
7070 Maintenance					0.00						
7080 Master Plan Expenses					0.00						
7085 Misc Prior Year Adjustments					0.00						
7090 Office Supplies					0.00						
7110 Payroll Preparation Service					0.00						
7120 Professional Development					0.00						
7150 Professional Fees					0.00						
7160 Property Tax Collection Fee					0.00						
7180 Security					0.00						
7210 Telephone					0.00						
7230 Uniforms & Apparel					0.00						
7250 Utilities					0.00						
<b>Total Expenses</b>	<b>\$ 2,799.00</b>	<b>\$ 3,669.06</b>	<b>\$ 267.50</b>	<b>\$ 200.00</b>	<b>\$ 28,934.95</b>	<b>\$ 0.00</b>	<b>\$ 163.58</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 2,096.88</b>	<b>\$ 0.00</b>
<b>Net Operating Income</b>	<b>\$ 688.96</b>	<b>\$ 1,644.08</b>	<b>\$ 454.00</b>	<b>\$ 599.85</b>	<b>\$ 5,319.30</b>	<b>\$ 0.00</b>	<b>\$ 513.82</b>	<b>\$ 399.82</b>	<b>\$ 170.00</b>	<b>\$ 640.88</b>	<b>\$ 639.25</b>
<b>Other Income</b>											
8040 TVRPD Development Fee Revenues					0.00						
<b>Total Other Income</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Other Expenses</b>											
8505 Quilby Expense					0.00						
<b>Total Other Expenses</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Net Other Income</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Net Income</b>	<b>\$ 688.96</b>	<b>\$ 1,644.08</b>	<b>\$ 454.00</b>	<b>\$ 599.85</b>	<b>\$ 5,319.30</b>	<b>\$ 0.00</b>	<b>\$ 513.82</b>	<b>\$ 399.82</b>	<b>\$ 170.00</b>	<b>\$ 640.88</b>	<b>\$ 639.25</b>

## TVRPD Profit and Loss by Class 2012/2013

	Spring Volleyball	Summer Volleyball	Tai Chi	THS Basketball Camp	Trial Programs	Yoga	Total Trial Programs	Water Workout	Zumba	Total CC	E
<b>Income</b>											
4010 Property Taxes					0.00		0.00			0.00	
4020 Interest Income					0.00		0.00			0.00	
4030 Adult Program Revenues					0.00		0.00			0.00	
4050 Facility Revenue					0.00		0.00			0.00	
4170 Master Plan - Funding Income					0.00		0.00			0.00	
4200 Contracted Classes Revenues					1,337.74	60.00	1,397.74	697.50	4,306.00	22,411.90	
4210 Events Revenues	1,985.00				0.00		0.00			0.00	
4300 Youth Program Revenues			140.00		0.00		0.00			140.00	
<b>Total Income</b>	<b>\$ 1,985.00</b>	<b>\$ 780.00</b>	<b>\$ 1,064.00</b>	<b>\$ 3,695.01</b>	<b>\$ 1,337.74</b>	<b>\$ 60.00</b>	<b>\$ 1,397.74</b>	<b>\$ 697.50</b>	<b>\$ 4,306.00</b>	<b>\$ 22,551.90</b>	<b>\$ 0.00</b>
<b>Cost of Goods Sold</b>											
5001 Adult Program Costs					0.00		0.00			0.00	
5004 Contracted Classes Costs	294.25		541.35	2,892.51	909.40		909.40	9.26	2,501.66	13,921.12	
5005 Events Costs					0.00		0.00			0.00	1,101.46
5008 Youth Program Costs		753.00					0.00			753.00	
<b>Total Cost of Goods Sold</b>	<b>\$ 294.25</b>	<b>\$ 753.00</b>	<b>\$ 541.35</b>	<b>\$ 2,892.51</b>	<b>\$ 909.40</b>	<b>\$ 0.00</b>	<b>\$ 909.40</b>	<b>\$ 9.26</b>	<b>\$ 2,501.66</b>	<b>\$ 14,274.12</b>	<b>\$ 1,101.46</b>
<b>Gross Profit</b>	<b>\$ 1,690.75</b>	<b>\$ 27.00</b>	<b>\$ 502.65</b>	<b>\$ 1,002.49</b>	<b>\$ 428.34</b>	<b>\$ 60.00</b>	<b>\$ 488.34</b>	<b>\$ 678.24</b>	<b>\$ 1,804.34</b>	<b>\$ 8,277.78</b>	<b>\$ 1,101.46</b>
<b>Expenses</b>											
6000 Employee Costs	6.97		124.17		0.00		0.00		526.66	2,940.26	
7010 Advertising & Marketing					0.00		0.00			0.00	
7020 Bank Service Charges					0.00		0.00			0.00	
7025 Cash ShortOver					0.00		0.00			0.00	
7030 Dues & Subscriptions					0.00		0.00			0.00	
7035 Equipment Rents & Leases					0.00		0.00			0.00	
7050 Insurance					0.00		0.00			0.00	
7056 Interest Expense					0.00		0.00			0.00	
7060 Licenses & Fees					0.00		0.00			0.00	
7070 Maintenance					0.00		0.00			0.00	
7080 Master Plan Expenses					0.00		0.00			0.00	
7085 Misc Prior Year Adjustments					0.00		0.00			0.00	
7090 Office Supplies					0.00		0.00			0.00	
7110 Payroll Preparation Service					0.00		0.00			0.00	
7120 Professional Development					0.00		0.00			0.00	
7150 Professional Fees					0.00		0.00			0.00	
7160 Property Tax Collection Fee					0.00		0.00			0.00	
7180 Security					0.00		0.00			0.00	
7210 Telephone					0.00		0.00			0.00	
7230 Uniforms & Apparel					0.00		0.00			0.00	
7250 Utilities					0.00		0.00			0.00	
<b>Total Expenses</b>	<b>\$ 6.97</b>	<b>\$ 0.00</b>	<b>\$ 124.17</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 526.66</b>	<b>\$ 2,940.26</b>	<b>\$ 0.00</b>
<b>Net Operating Income</b>	<b>\$ 1,683.78</b>	<b>\$ 27.00</b>	<b>\$ 378.48</b>	<b>\$ 1,002.49</b>	<b>\$ 428.34</b>	<b>\$ 60.00</b>	<b>\$ 488.34</b>	<b>\$ 678.24</b>	<b>\$ 1,276.68</b>	<b>\$ 5,337.52</b>	<b>\$ 1,101.46</b>
<b>Other Income</b>											
8040 TVRPD Development Fee Revenues					0.00		0.00			0.00	
<b>Total Other Income</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Other Expenses</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
8505 Quimby Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Other Expenses</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Net Other Income</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Net Income</b>	<b>\$ 1,683.78</b>	<b>\$ 27.00</b>	<b>\$ 378.48</b>	<b>\$ 1,002.49</b>	<b>\$ 428.34</b>	<b>\$ 60.00</b>	<b>\$ 488.34</b>	<b>\$ 678.24</b>	<b>\$ 1,276.68</b>	<b>\$ 5,337.52</b>	<b>\$ 1,101.46</b>

## TVRPD Profit and Loss by Class 2012/2013

IVRPD Profit and Loss by Class 2012/2013								
	Breakfast with Santa	Bun Run	Cinco De Mayo	Easter Chick Race	Fishing Derby	Fourth of July Parade	Movies in the Park	Music in the Park Old Times Picnic
<b>Income</b>								
4010 Property Taxes								
4020 Interest Income								
4038 Adult Program Revenues								
4050 Facility Revenue								
4170 Master Plan - Funding Income								
4200 Contracted Classes Revenues								
4210 Events Revenues								
4300 Youth Program Revenues								
Total Income	\$	1,553.00 \$	5,161.50 \$	2,775.00 \$	0.00 \$	3,956.75 \$	0.00 \$	1,550.00 \$
Cost of Goods Sold								
5001 Adult Program Costs								
5004 Contracted Classes Costs								
5005 Events Costs								
5008 Youth Program Costs								
Total Cost of Goods Sold	\$	563.08 \$	1,290.07 \$	2,321.91 \$	808.28 \$	2,674.82 \$	14.81 \$	1,300.00 \$
Gross Profit	\$	989.92 \$	3,871.43 \$	453.09 \$	808.28 \$	1,182.13 \$	14.81 \$	250.00 \$
Expenses								
6000 Employee Costs								
7010 Advertising & Marketing								
7020 Bank Service Charges								
7023 Cash Short/Over								
7030 Dues & Subscriptions								
7035 Equipment Rents & Leases								
7050 Insurance								
7055 Interest Expense								
7060 Licenses & Fees								
7070 Maintenance								
7080 Master Plan Expenses								
7085 Misc Prior Year Adjustments								
7090 Office Supplies								
7110 Payroll Preparation Service								
7120 Professional Development								
7150 Professional Fees								
7160 Property Tax Collection Fee								
7180 Security								
7210 Telephone								
7230 Uniforms & Apparel								
7250 Utilities								
Total Expenses	\$	225.00 \$	0.00 \$	308.96 \$	150.00 \$	150.00 \$	0.00 \$	340.00 \$
Net Operating Income	\$	744.92 \$	3,871.43 \$	144.13 \$	958.28 \$	1,032.13 \$	14.81 \$	90.00 \$
Other Income								
8040 IVRPD Development Fee Revenues	\$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$
Other Expenses								
8505 Quilting Expense	\$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$
Total Other Expenses	\$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$
Net Other Income	\$	744.92 \$	3,871.43 \$	144.13 \$	958.28 \$	1,032.13 \$	14.81 \$	90.00 \$
Net Income	\$	1,489.84 \$	7,742.86 \$	288.26 \$	1,916.56 \$	2,064.26 \$	28.62 \$	180.00 \$

## TVRPD Profit and Loss by Class 2012/2013

	Partner Events	Pumpkin Run	Reindeer Run	Summer Fun Run	Trial Programs	Total E	F	Brite Lake	Boat Pass	Brite Lake Activity (deleted)	Camping	Day Use
<b>Income</b>												
4010 Property Taxes						0.00						
4020 Interest Income						0.00						
4030 Adult Program Revenues						0.00						
4050 Facility Revenue						0.00		16,551.42	699.76		49,776.81	23,015.31
4170 Master Plan - Funding Income				25.00		0.00						
4200 Contracted Classes Revenues				3,795.00		2,850.00						
4210 Events Revenues				150.00		26,029.77						
4300 Youth Program Revenues				150.00		150.00						
<b>Total Income</b>												
Cost of Goods Sold												
5001 Adult Program Costs						0.00						
5004 Contracted Classes Costs						0.00						
5005 Events Costs						0.00						
5008 Youth Program Costs						0.00						
<b>Total Cost of Goods Sold</b>												
<b>Gross Profit</b>												
<b>Expenses</b>												
6000 Employee Costs						139.45		7,178.27				
7010 Advertising & Marketing						17.98		250.00				
7020 Bank Service Charges						675.00						
7025 Cash Short/Over						0.00						
7030 Dues & Subscriptions						0.00						
7035 Equipment Rents & Leases						0.00						
7050 Insurance						0.00						
7055 Interest Expense						0.00						
7060 Licenses & Fees						0.00						
7070 Maintenance						0.00						
7080 Master Plan Expenses						0.00						
7085 Misc Prior Year Adjustments						0.00						
7090 Office Supplies						0.00						
7110 Payroll Preparation Service						0.00						
7120 Professional Development						0.00						
7150 Professional Fees						0.00						
7160 Property Tax Collection Fee						0.00						
7180 Security						0.00						
7210 Telephone						0.00						
7230 Uniforms & Apparel						0.00						
7250 Utilities						92.89		722.04				
<b>Total Expenses</b>												
<b>Net Operating Income</b>												
Other Income												
8040 TVRPD Development Fee Revenues						0.00						
<b>Total Other Income</b>												
<b>Other Expenses</b>												
8505 Quimby Expense						0.00		13,594.25				
<b>Total Other Expenses</b>												
<b>Net Other Income</b>												
<b>Net Income</b>												

Thursday, Jul 11, 2013 11:43:40 PM PDT GMT-7 - Accrual Basis

TVRPD Profit and Loss by Class 2012/2013												
	Fishing	Season Passes	Sr. Season Pass	Total Britle Lake	Central Park	District Office	Dog Park	Maintenance Yard	Meadowbrook	Morris Park	Pool	Scout Hall
<b>Income</b>												
4010 Property Taxes				0.00								
4020 Interest Income				0.00								
4030 Adult Program Revenues				0.00								
4050 Facility Revenue	10,024.63	3,245.00	1,389.75	104,692.68	1,350.00						7,086.00	405.00
4170 Master Plan - Funding Income				0.00								
4200 Contracted Classes Revenues				0.00								
4210 Events Revenues				0.00								
4300 Youth Program Revenues				0.00							-82.50	-150.00
<b>Total Income</b>	<b>\$ 10,024.63</b>	<b>\$ 3,245.00</b>	<b>\$ 1,389.75</b>	<b>\$ 104,692.68</b>	<b>\$ 1,350.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 7,003.50</b>	<b>\$ 255.00</b>
<b>Cost of Goods Sold</b>												
5001 Adult Program Costs				0.00								
5004 Contracted Classes Costs				0.00								
5005 Events Costs				0.00								
5008 Youth Program Costs				0.00								
<b>Total Cost of Goods Sold</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Gross Profit</b>	<b>\$ 10,024.63</b>	<b>\$ 3,245.00</b>	<b>\$ 1,389.75</b>	<b>\$ 104,692.68</b>	<b>\$ 1,350.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 7,003.50</b>	<b>\$ 255.00</b>
<b>Expenses</b>												
6000 Employee Costs				7,178.27	11,870.95			2,989.68	15,212.93		25,619.16	1,311.30
7010 Advertising & Marketing				250.00	0.00			500.00				5.00
7020 Bank Service Charges				0.00								
7025 Cash Short/Over				0.00								
7030 Dues & Subscriptions				0.00								
7035 Equipment Rents & Leases				0.00	193.34							
7050 Insurance				0.00								
7055 Interest Expense				0.00								
7060 Licenses & Fees				0.00								
7070 Maintenance				4,789.90	5,007.07	137.10		-291.86	5,956.95	16.28	581.00	1,514.09
7080 Master Plan Expenses				0.00								
7085 Misc Prior Year Adjustments				0.00		318.32		101.50				
7090 Office Supplies												
7110 Payroll Preparation Service												
7120 Professional Development				0.00								
7160 Professional Fees				0.00								
7160 Property Tax Collection Fee				0.00								
7180 Security				0.00								
7210 Telephone						234.00					403.18	328.00
7230 Uniforms & Apparel				722.04		6,161.43		2,063.63			1,691.03	583.47
7250 Utilities				0.00		36.47					908.57	
<b>Total Expenses</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 28,883.26</b>	<b>\$ 2,459.83</b>	<b>\$ 2,870.95</b>	<b>\$ 25.08</b>	<b>\$ 18,061.99</b>	<b>\$ 9.00</b>	<b>\$ 27,820.24</b>	<b>\$ 1,172.64</b>	<b>\$ 1,172.64</b>
<b>Net Operating Income</b>	<b>\$ 10,024.63</b>	<b>\$ 3,245.00</b>	<b>\$ 1,389.75</b>	<b>\$ 62,310.23</b>	<b>\$ 17,931.19</b>	<b>\$ 15,142.87</b>	<b>\$ 652.26</b>	<b>\$ 4,868.23</b>	<b>\$ 39,231.87</b>	<b>\$ 25.28</b>	<b>\$ 79,112.66</b>	<b>\$ 4,892.70</b>
<b>Other Income</b>												
8040 TVRPD Development Fee Revenues				0.00								
<b>Total Other Income</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Other Expenses</b>												
8905 Quimby Expense				13,594.25	8,568.13				19,391.38		36,720.00	
<b>Total Other Expenses</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 13,594.25</b>	<b>\$ 8,568.13</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 19,391.38</b>	<b>\$ 0.00</b>	<b>\$ 36,720.00</b>	<b>\$ 0.00</b>
<b>Net Other Income</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 13,594.25</b>	<b>\$ 8,568.13</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 19,391.38</b>	<b>\$ 0.00</b>	<b>\$ 36,720.00</b>	<b>\$ 0.00</b>
<b>Net Income</b>	<b>\$ 10,024.63</b>	<b>\$ 3,245.00</b>	<b>\$ 1,389.75</b>	<b>\$ 48,715.98</b>	<b>\$ 28,499.32</b>	<b>\$ 15,142.87</b>	<b>\$ 652.26</b>	<b>\$ 4,868.23</b>	<b>\$ 58,623.25</b>	<b>\$ 25.28</b>	<b>\$ 108,832.18</b>	<b>\$ 4,637.70</b>



## TVRPD Profit and Loss by Class 2012/2013

	Skate Park	West Park	WPAC	Total F	YP	Adventure Camp	Barracuda Swim Team	Basketball Training Camp	Big Tots	Fall Instructional Basketball	Fall Swim Lessons
<b>Income</b>											
4010 Property Taxes				0.00							
4020 Interest Income				0.00							
4030 Adult Program Revenues				0.00							
4050 Facility Revenue				0.00							
4170 Master Plan - Funding Income				0.00							
4200 Contracted Classes Revenues				0.00							
4210 Events Revenues				0.00							
4300 Youth Program Revenues				-232.50	1,600.00	14,665.50	12,963.51	130.00	12,835.00	990.00	
<b>Total Income</b>				\$ 0.00	\$ 3,100.00	\$ 5,613.72	\$ 122,014.90	\$ 1,600.00	\$ 14,665.50	\$ 12,963.51	\$ 990.00
<b>Cost of Goods Sold</b>											
5001 Adult Program Costs				0.00							
5004 Contracted Classes Costs				0.00							
5005 Events Costs				0.00							
5008 Youth Program Costs				0.00	1,170.16	1,422.57	7,146.90	0.00	453.81	558.13	227.93
<b>Total Cost of Goods Sold</b>				\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,170.16	\$ 1,422.57	\$ 7,146.90	\$ 7,146.90	\$ 227.93
<b>Gross Profit</b>				\$ 0.00	\$ 3,100.00	\$ 5,613.72	\$ 122,014.90	\$ 429.84	\$ 13,242.93	\$ 5,816.61	\$ 762.07
<b>Expenses</b>											
6000 Employee Costs				914.26	22,191.14	23,898.16	110,805.85	72.00	18,005.96	3,842.29	5,576.81
7010 Advertising & Marketing											
7020 Bank Service Charges											
7025 Cash Short/Over											
7030 Dues & Subscriptions											
7035 Equipment Rents & Leases											
7050 Insurance											
7055 Interest Expense											
7060 Licenses & Fees											
7070 Maintenance											
7080 Master Plan Expenses											
7085 Misc Prior Year Adjustments											
7090 Office Supplies											
7110 Payroll Preparation Service											
7120 Professional Development											
7150 Professional Fees											
7160 Property Tax Collection Fee											
7180 Security											
7210 Telephone											
7230 Uniforms & Apparel											
7250 Utilities											
<b>Total Expenses</b>				\$ 1,667.72	\$ 45,643.31	\$ 43,794.79	\$ 300,195.35	\$ 72.00	\$ 18,010.95	\$ 4,175.78	\$ 158.25
<b>Net Operating Income</b>				\$ 1,667.72	\$ 45,543.31	\$ 38,181.07	\$ 178,180.45	\$ 357.84	\$ 4,768.03	\$ 1,640.83	\$ 387.16
<b>Other Income</b>											
8040 TVRPD Development Fee Revenues											
<b>Total Other Income</b>				\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Other Expenses</b>											
8505 Quimby Expense				7,016.88	38,389.25		123,679.89				
<b>Total Other Expenses</b>				\$ 7,016.88	\$ 38,389.25	\$ 0.00	\$ 123,679.89	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Net Other Income</b>				\$ 7,016.88	\$ 38,389.25	\$ 0.00	\$ 123,679.89	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Net Income</b>				\$ 8,684.60	\$ 84,932.56	\$ 38,181.07	\$ 301,860.34	\$ 357.84	\$ 4,768.03	\$ 1,640.83	\$ 387.16

## TVRPD Profit and Loss by Class 2012/2013

	Li'l Warriors	Marital Arts	Open Gym Basketball	Parent & Me Swim	Private Swim Lessons	Summer Instructional Basketball	Summer Public Swim	Summer Swim Lessons
Income								
4010 Property Taxes								
4020 Interest Income								
4030 Adult Program Revenues								
4050 Facility Revenue								
4170 Master Plan - Funding Income								
4200 Contracted Classes Revenues								
4210 Events Revenues								
4300 Youth Program Revenues								
	2,568.00	10,762.00	1,550.00		12,228.48	820.00		
Total Income	\$ 2,568.00	\$ 10,762.00	\$ 1,550.00	\$ 0.00	\$ 12,228.48	\$ 820.00	\$ 0.00	\$ 0.00
Cost of Goods Sold								
5001 Adult Program Costs								
5004 Contracted Classes Costs		208.00						
5005 Events Costs	3,159.24	9.26	9.26	69.28	181.70		69.28	227.93
5008 Youth Program Costs	\$ 3,159.24	\$ 217.26	\$ 9.26	\$ 69.28	\$ 181.70	\$ 0.00	\$ 69.28	\$ 227.93
Total Cost of Goods Sold								
	\$ 591.24	\$ 10,544.74	\$ 1,540.74	\$ 69.28	\$ 12,046.78	\$ 820.00	\$ 69.28	\$ 227.93
Gross Profit								
Expenses								
6000 Employee Costs		4,830.00	816.00		9,292.81		18.00	174.00
7010 Advertising & Marketing	187.50	178.10						
7020 Bank Service Charges								
7025 Cash ShortOver								
7030 Dues & Subscriptions								
7035 Equipment Rents & Leases								
7050 Insurance								
7055 Interest Expense								
7060 Licenses & Fees								
7070 Maintenance								
7080 Master Plan Expenses								
7085 Misc Prior Year Adjustments								
7090 Office Supplies								
7110 Payroll Preparation Service								
7120 Professional Development								
7130 Professional Fees								
7160 Property Tax Collection Fee								
7180 Security								
7210 Telephone								
7230 Uniforms & Apparel								
7250 Utilities								
Total Expenses	\$ 187.50	\$ 5,008.10	\$ 816.00	\$ 0.00	\$ 9,292.81	\$ 0.00	\$ 18.00	\$ 174.00
Net Operating Income	\$ 778.74	\$ 5,536.64	\$ 724.74	\$ 69.28	\$ 2,753.97	\$ 820.00	\$ 87.28	\$ 401.93
Other Income								
8040 TVRPD Development Fee Revenues	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Other Expenses								
8505 Quimby Expense	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Other Expenses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Net Other Income	\$ 778.74	\$ 5,536.64	\$ 724.74	\$ 69.28	\$ 2,753.97	\$ 820.00	\$ 87.28	\$ 401.93
Net Income								
	\$ 778.74	\$ 5,536.64	\$ 724.74	\$ 69.28	\$ 2,753.97	\$ 820.00	\$ 87.28	\$ 401.93



TVRPD Profit and Loss by Class 2012/2013										
	Summer Youth Rec Swim	T Ball	Tiny Tots	Trial Programs	Lego	Lifeguard	Total Trial Programs	TVRPD Basketball Camp	Youth Competitive Basketball	Youth Lap Swim
<b>Income</b>										
4010 Property Taxes							0.00			
4020 Interest Income							0.00			
4030 Adult Program Revenues							0.00			
4050 Facility Revenue							0.00			
4170 Master Plan - Funding Income							0.00			
4200 Contracted Classes Revenues							0.00			
4210 Events Revenues							0.00			
4300 Youth Program Revenues		19,199.00	3,205.00	2,545.00	3,220.00	-135.00	5,630.00	85.00	16,448.00	781.80
<b>Total Income</b>		<b>0.00</b>	<b>19,199.00</b>	<b>3,205.00</b>	<b>2,545.00</b>	<b>3,220.00</b>	<b>-135.00</b>	<b>85.00</b>	<b>16,448.00</b>	<b>781.80</b>
<b>Cost of Goods Sold</b>										
5001 Adult Program Costs							0.00			
5004 Contracted Classes Costs			315.00				0.00			
5005 Events Costs							0.00			
5008 Youth Program Costs	69.28	13,544.32	52.10	170.00			170.00		5,582.06	115.50
<b>Total Cost of Goods Sold</b>	<b>69.28</b>	<b>13,544.32</b>	<b>367.10</b>	<b>170.00</b>	<b>0.00</b>	<b>0.00</b>	<b>170.00</b>	<b>0.00</b>	<b>6,582.06</b>	<b>115.50</b>
<b>Gross Profit</b>	<b>-69.28</b>	<b>5,654.68</b>	<b>2,837.90</b>	<b>2,375.00</b>	<b>3,220.00</b>	<b>-135.00</b>	<b>5,460.00</b>	<b>85.00</b>	<b>9,865.94</b>	<b>666.30</b>
<b>Expenses</b>										
6000 Employee Costs			2,295.02				0.00		8,179.46	284.00
7010 Advertising & Marketing		112.50					0.00		282.30	
7020 Bank Service Charges							0.00			
7025 Cash Short/Over							0.00			
7030 Dues & Subscriptions							0.00			
7035 Equipment Rents & Leases							0.00			
7050 Insurance							0.00			
7055 Interest Expense							0.00			
7060 Licenses & Fees							0.00			
7070 Maintenance							0.00			
7080 Master Plan Expenses							0.00			
7085 Misc Prior Year Adjustments							0.00			
7090 Office Supplies							0.00			
7110 Payroll Preparation Service							0.00			
7120 Professional Development							0.00			
7150 Professional Fees							0.00			
7160 Property Tax Collection Fee							0.00			
7180 Security							0.00			
7210 Telephone							0.00			
7230 Uniforms & Apparel							0.00			
7250 Utilities							0.00			
<b>Total Expenses</b>	<b>0.00</b>	<b>112.50</b>	<b>2,295.02</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,431.76</b>	<b>284.00</b>
<b>Net Operating Income</b>	<b>-69.28</b>	<b>5,542.18</b>	<b>542.88</b>	<b>2,375.00</b>	<b>3,220.00</b>	<b>-135.00</b>	<b>5,460.00</b>	<b>85.00</b>	<b>1,434.18</b>	<b>382.30</b>
<b>Other Income</b>										
8040 TVRPD Development Fee Revenues							0.00			
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Other Expenses</b>										
8505 Quinby Expense							0.00			
<b>Total Other Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>-69.28</b>	<b>5,542.18</b>	<b>542.88</b>	<b>2,375.00</b>	<b>3,220.00</b>	<b>-135.00</b>	<b>5,460.00</b>	<b>85.00</b>	<b>1,434.18</b>	<b>382.30</b>

## TVRPD Profit and Loss by Class 2012/2013

	Total YP	TOTAL
<b>Income</b>		
4010 Property Taxes	0.00	776,816.06
4020 Interest Income	0.00	2,327.30
4030 Adult Program Revenues	0.00	35,234.68
4050 Facility Revenue	0.00	122,247.40
4170 Master Plan - Funding Income	0.00	35,000.00
4200 Contracted Classes Revenues	0.00	22,436.90
4210 Events Revenues	0.00	28,029.77
4230 Youth Program Revenues	116,461.29	117,163.79
<b>Total Income</b>	<b>\$ 116,461.29</b>	<b>\$ 1,139,275.90</b>
<b>Cost of Goods Sold</b>		
5001 Adult Program Costs	0.00	1,412.84
5004 Contracted Classes Costs	1,204.00	15,313.12
5005 Events Costs	0.00	18,907.85
5008 Youth Program Costs	35,238.71	35,991.71
<b>Total Cost of Goods Sold</b>	<b>\$ 36,442.71</b>	<b>\$ 71,625.52</b>
<b>Gross Profit</b>	<b>\$ 80,018.58</b>	<b>\$ 1,067,650.38</b>
<b>Expenses</b>		
6000 Employee Costs	56,500.60	496,576.76
7010 Advertising & Marketing	730.40	24,098.57
7020 Bank Service Charges	5.00	3,257.28
7025 Cash Short/Over	0.00	-230.04
7030 Dues & Subscriptions	0.00	2,895.00
7035 Equipment Rents & Leases	0.00	1,871.56
7050 Insurance	0.00	15,001.67
7056 Interest Expense	0.00	169.08
7060 Licenses & Fees	0.00	1,842.53
7070 Maintenance	0.00	83,225.08
7080 Master Plan Expenses	0.00	56,372.65
7085 Misc Prior Year Adjustments	0.00	8,864.65
7090 Office Supplies	60.17	14,327.33
7110 Payroll Preparation Service	0.00	6,702.11
7120 Professional Development	0.00	4,000.12
7150 Professional Fees	0.00	92,625.26
7160 Property Tax Collection Fee	0.00	10,142.99
7180 Security	0.00	1,441.18
7210 Telephone	0.00	13,402.42
7230 Uniforms & Apparel	0.00	1,524.50
7250 Utilities	273.32	117,418.48
<b>Total Expenses</b>	<b>\$ 57,568.49</b>	<b>\$ 955,539.18</b>
<b>Net Operating Income</b>	<b>\$ 22,449.09</b>	<b>\$ 112,111.20</b>
<b>Other Income</b>		
8040 TVRPD Development Fee Revenues	0.00	12,822.00
<b>Total Other Income</b>	<b>\$ 0.00</b>	<b>\$ 12,822.00</b>
<b>Other Expenses</b>		
8505 Quimby Expense	0.00	123,679.89
<b>Total Other Expenses</b>	<b>\$ 0.00</b>	<b>\$ 123,679.89</b>
<b>Net Other Income</b>	<b>\$ 0.00</b>	<b>\$ 110,857.89</b>
<b>Net Income</b>	<b>\$ 22,449.09</b>	<b>\$ 1,253.31</b>



TVRPD Board Meeting  
490 West D Street  
Tehachapi, CA 93561

July 16, 2013

## **Maintenance Foreman Report**

### Facilities Report

1. Central Park
  - Replace barbeque
  - Restroom repairs
  - Prepare park for 4th of July
  - Veterans memorial : install inground lights, concrete, and new plaque
2. West Park/West Park Activity Center
  - Replace 2 sprinkler valves
  - Restroom toilet repair
  - Repairs to mower
  - Fencing replaced at 1 ballfield by Little League
3. Ollie Mountain Skate Park
  - Repair handrails
4. Morris Property- Nothing to report
5. Brite Lake
  - Repair cable around lake
  - Repair water line
6. Meadowbrook/Meadowbrook Dog Park
  - Prepare park for Music in the Park
7. Dye Natatorium
  - Remove contents
  - Mold remediation update



## AGENDA ITEM 6

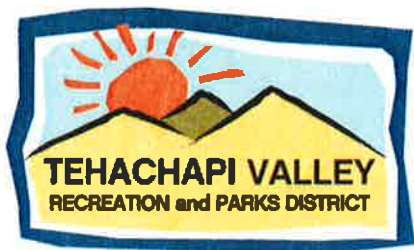
TVRPD Board Meeting  
490 West D Street  
Tehachapi, CA 93561

July 16, 2013

### **Recreation Supervisor Report**

---

- Programs in progress
  - Women's softball
  - Lego Camp
- Upcoming events/programs
  - Movies in the Park
    - Saturday, July 27<sup>nd</sup> Meadowbrook
  - Music in the Park
    - Sunday, July 28<sup>th</sup> Central Park
  - Summer Fun Run 5K & 10K
    - Saturday, August 17<sup>th</sup>
- Recap of programs
  - Bun Run 5K numbers
    - 204 finished, 210 registered
  - Music in the Park at Meadowbrook
    - 700-1000 people
    - 71 classic cars
    - 300 BBQ sandwiches sold out in 90 minutes
    - Beer Garden success



## AGENDA ITEM 7

TVRPD Board Meeting  
490 West D Street  
Tehachapi, CA 93561

July 16, 2013

### **District Manager Report**

---

- Central Park Veteran's Memorial Update
- TVRPD Policy Manual Update
- Server Update
- Utility Code Reclassification Savings – Southern California Edison
  - West Park - \$10,000.00
  - Meadowbrook - \$11,00.00
- Workman's Compensation Reclassifications Savings – CAPRI
  - Modification Factor Reduction – 210% > 180%
  - Payroll Reclassification - \$13,500.00 premium reduction
- Meadowbrook Park Update
- Professional Development

**THE BOARD OF DIRECTORS OF THE  
TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT**

IN THE MATTER OF

**AUTHORIZING THE TREASURER OF THE COUNTY OF KERN TO TRANSFER  
FUNDS IN ITS CUSTODY FOR MEETING THE OBLIGATIONS INCURRED FOR  
MAINTENANCE AND OPERATION OF THE DISTRICT**

---

I, Carrie Champlin, Clerk of the Board of Directors of the Tehachapi Valley Recreation and Parks District, of the County of Kern, State of California, so hereby certify that the following resolution proposed by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ was duly passed and adopted by said Board of Directors at an official meeting thereof this 16<sup>th</sup> day of July 2013 by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Clerk of the Board of Directors  
of the Tehachapi Valley Recreation  
and Parks District

---

**RESOLUTION NO. 26-13**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
TEHACHAPI VALLEY RECREATION AND PARKS  
DISTRICT AUTHORIZING THE TREASURER OF THE  
COUNTY OF KERN TO TRANSFER FUNDS IN ITS CUSTODY  
FOR MEETING THE OBLIGATIONS INCURRED FOR  
MAINTENANCE AND OPERATION OF THE DISTRICT**

**WHEREAS**, the Tehachapi Valley Recreation and Parks District, hereinafter referred to as "District", is a recreation and park district duly organized and existing under Chapter 4 of Division 5 of the Public Resources Code of the State of California (Section 5780 et seq.); and

**WHEREAS**, the District has incurred debts for the FY 2013-2014 budget in the amount of \$350,000, for maintenance and operation purposes by

District in the care and operation of its recreational facilities; and

**WHEREAS**, pursuant to Article 16, Section 6 of the California Constitution, District may authorize the treasurer for the County of Kern to transfer funds in his custody on a temporary basis in order to provide necessary funds for the District to meet its obligations for maintenance purposes and that such temporary transfer of funds shall not exceed 85% of the taxes accruing to District during the next fiscal year, to with fiscal year 2013-2014; and

**WHEREAS**, said temporary transfer of funds shall be replaced by district from the taxes accruing to District before any other obligations District are met from such taxes; and

**WHEREAS**, the Board of Directors wishes to authorize the treasurer of the County of Kern to make such temporary transfer of funds.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Directors of the Tehachapi Valley Recreation and Parks District hereby authorizes the treasurer for the County of Kern to transfer to District the sum of \$350,000, which does not exceed 85% of the taxes accruing to District for the fiscal year.

**BE IT FURTHER RESOLVED** that the Board of Directors for the Tehachapi Valley Recreation and Parks District hereby orders the replacement of said \$350,000 from the taxes accruing to District before any other obligations of District are met from such taxes.

**BE IT FURTHER RESOLVED** that the Board of Directors of the Tehachapi Valley Recreation and Parks District hereby orders that funds hereinabove authorized to be transferred shall be used for maintenance purposes of District's recreation and park facilities.

**THE BOARD OF DIRECTORS OF THE  
TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT**

IN THE MATTER OF

**ADOPTING THE FINAL BUDGET FOR THE 2013-2014 FISCAL YEAR**

---

I, Carrie Champlin, Clerk of the Board of Directors of the Tehachapi Valley Recreation and Parks District, of the County of Kern, State of California, so hereby certify that the following resolution proposed by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ was duly passed and adopted by said Board of Directors at an official meeting thereof this 16<sup>th</sup> day of July 2013 by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Clerk of the Board of Directors  
of the Tehachapi Valley Recreation  
and Parks District

---

**RESOLUTION NO. 27-13**

**TEHACHAPI VALLEY  
RECREATION AND PARKS DISTRICT  
RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT  
ADOPTING THE FINAL BUDGET FOR THE  
2013-2014 FISCAL YEAR**

**WHEREAS**, the Tehachapi Valley Recreation and Parks District is a legally constituted public agency formed pursuant to the Public Resources Code, State of California, and

**WHEREAS**, pursuant to Section 5784.1 of the Public Resources Code of the State of California, the Board of Directors of the Tehachapi Valley Recreation and Parks District did publish a notice of a Public Hearing for the taxpayers of said District.



TVRPD  
2013-14 DRAFT Budget

	Income	Payroll	Expenses
<b>District Revenue</b>			
Property Tax	732,272		
Facility Rental	98,705		
Interest	1,500		
Events	29,050		
Contracted Activities	23,100		
Adult Programs	29,360		
Youth Programs	102,940		
Sponsors and Donors	0		
<b>Total District Revenue</b>	<b>1,016,927</b>	<b>0</b>	<b>0</b>

<b>Recreation Activities</b>			
Events		3,500	22,319
Contracted Activities		16,575	1,200
Adult Programs		22,750	1,783
Youth Programs		20,015	30,400

<b>Recreation Activities COGS</b>		<b>62,840</b>	<b>55,702</b>
-----------------------------------	--	---------------	---------------

<b>Employee Compensation</b>			
Administration Wages		125,880	
Recreation Wages		119,020	
Maintenance Wages		141,240	
Employee Benefits			156,300

<b>Employee Compensation Total</b>	<b>0</b>	<b>386,140</b>	<b>156,300</b>
------------------------------------	----------	----------------	----------------

<b>Maintenance &amp; Operation Expenses</b>			
Advertising & Marketing			15,000
Bank Service Charges			2,700
Dues & Subscriptions			2,200
Equipment Rent & Lease			3,700
Fuel			15,000
Insurance - Auto, Property & Liability			18,000
Licenses & Fees			2,500
Maintenance - Building			11,000
Maintenance - Cell Phone			3,120
Maintenance - Equipment			6,150
Maintenance - Fleet			0
Maintenance - Janitorial Supplies			8,100
Maintenance - Materials & Supplies			52,060
Office Supplies			13,000
Phone			16,270
Professional Development			10,000
Professional Services			51,700
Property Tax Collection Fee			7,500
Public/Legal Notices			1,000
Security			1,390
Electric			52,920
Gas			21,200
Water			15,685

<b>Maintenance &amp; Operation Expense Total</b>	<b>0</b>	<b>0</b>	<b>330,195</b>
--	----------	----------	----------------

<b>Total District Revenue</b>	<b>1,016,927</b>
<b>Total District Expenses</b>	<b>-981,177</b>
<b>Net Cash on Hand (Reserves)</b>	<b>35,750</b>

<b>Special Funds &amp; Allocations</b>	<b>Balance</b>	<b>Expense</b>
Quimby Fund	19,698	
Recreation & Parks Development Fees - County Area Only	439,785	
Property Tax Advance	350,000	
Operation Reserve	15,750	
Dedicated Contingency Reserve	20,000	

**TVRPD**  
**Recreation Activities by Type**

Description	Facility	Income	TVRPD Payroll	Contract Payroll	Expense	Net
<b>Events</b>						
Fishing Derby	Brite Lake	4,000			2,700	1,300
Brite Lake Advertising	Brite Lake				0	0
Bun Run	Event	4,000	0	0	2,200	1,800
4th of July Parade	Event	0	0	0	200	-200
National Night Out	Event	0	0	0	500	-500
Pumpkin Run	Event	1,200	0	0	800	400
Reindeer Run	Event	1,100	0	0	600	500
Run Like the Wind	Event	2,200	0	0	1,300	900
Summer Fun Run	Event	4,000	0	0	2,000	2,000
Trial Event--Tarmac 5K	Event	0	0	0	0	0
Wildfire Expo	Event	500	0	0	500	0
Movies in the Park	Meadowbrook Park	1,500			3,000	-1,500
Music in the Park	events	2,750	500		3,100	-850
Breakfast with Santa	WPAC	1,600	0	0	600	1,000
Cinco De Mayo	WPAC	3,200	0	0	1,700	1,500
Easter Chick Race	WPAC	250	0	0	419	-169
Old Timers Picnic	WPAC	2,750	0	0	2,700	50
Admin Hours	Pool	0	3,000	0	0	-3,000
						<b>Net Total</b>
		<b>29,050</b>	<b>3,500</b>	<b>0</b>	<b>22,319</b>	<b>6,231</b>
<b>Contract Activities</b>						
Tai Chi	District Office	1,200	0	0	0	1,200
THS Basketball Camp	Event	3,300		3,300		0
Water Workout	Pool	2,200	2,000	425	600	-825
Ballroom Dance	WPAC	1,400	0	980	0	420
Jazzercise	WPAC	4,500	0	3,150	0	1,350
Spring Volleyball	WPAC	2,700	0	1,920	300	480
Summer Volleyball	WPAC	1,300	0	800	300	200
Zumba	WPAC	6,500	0	4,000	0	2,500
						<b>Net Total</b>
		<b>23,100</b>	<b>2,000</b>	<b>14,575</b>	<b>1,200</b>	<b>5,325</b>
<b>Adult Programs</b>						
Co-Ed Softball	Meadowbrook Park	2,500	1,750	0	500	250
Men's Softball	Meadowbrook Park	0	0		0	0
Women's Softball	Meadowbrook Park	660	600		283	-223
Lap Swim	Pool	10,000	12,000	0	0	-2,000
Adult Recreation Swim	Pool	12,000	6,000	0	500	5,500
Men's Spring Basketball	WPAC	4,200	2,400	0	500	1,300
						<b>Net Total</b>
		<b>29,360</b>	<b>22,750</b>	<b>0</b>	<b>1,783</b>	<b>4,827</b>
<b>Youth Programs</b>						
T-Ball	Meadowbrook Park	19,000			11,400	7,600
Fall Swim Lessons	Pool	500	500		0	0
Lifeguard apparel	Pool	0	0			
Lifeguard Training	Pool	1,350	0	500	350	500
Private Swim Lessons	Pool	6,500	0		4,600	1,900
Summer Swim Lessons	Pool	10,000	0	0	1,000	9,000
Summer Public Swim	Pool	4,000	0	0	0	4,000
Adventure Camp	Scout Hall	14,300	10,200		1,200	2,900
Big Tots	Scout Hall	6,340	3,740		200	2,400
Tiny Tots	Scout Hall	3,000	1,900		350	750
L"ll Warriors	West Park	4,800	2,600		1,200	1,000
Fall Instructional Basketball	WPAC	1,250	0	0	400	850
Martial Arts (BJJ)	WPAC	9,700	0	0	2,000	7,700
Open Gym Basketball	WPAC	500	0	0	0	500
Summer Instructional Basketball	WPAC	1,200	0	0	250	950
Youth Competitive Basketball	WPAC	19,000	0	0	7,100	11,900
WSI Training	Pool	1,500	0	575	350	575
						<b>Net Total</b>
		<b>102,940</b>	<b>18,940</b>	<b>1,075</b>	<b>30,400</b>	<b>52,525</b>
						<b>Grand Net Total</b>
		<b>184,450</b>	<b>47,190</b>	<b>15,650</b>	<b>55,702</b>	<b>65,908</b>

TVRPD  
Facility Summary

Facility	Income				Expense		Reserve		
Description	Rental	Recreation	Program	TVRPD	Facility	Program	Balance	Expense	Net
Brite Lake	80,495	4,000	7,563	0	38,000	2,700	0	0	36,232
Capital Hills Park	0								0
Central Park	1,500	0	0	11,000	9,380	0	3,875	1,200	-16,205
District Office	0	16,950	500	3,781	74,880	11,200	0	9,200	-82,611
Maintenance Yard	0	0	0	1,400	26,930	0	0	1,300	-29,630
Meadowbrook Park	0	24,260	2,350	14,200	20,400	14,828	0	0	-27,518
Meadowbrook park dog part	210			0		0			210
Morris Park	0	0	0	0	0	0	0	0	0
Pool	6,000	48,050	45,000	8,800	56,600	8,400	0	0	-64,750
Scout Hall	350	23,640	15,840	1,200	5,300	1,750	0	0	-100
Skate Park	0	0	0	800	2,250	0			-6,925
West Park	4,150	4,800	2,600	22,000	23,235	1,200	0	0	-40,085
West Park Activity Center	6,000	60,050	39,430	26,000	21,595	16,269	0	0	-37,244
									<b>Grand Net Total</b>
	<b>98,705</b>	<b>181,750</b>	<b>113,283</b>	<b>89,181</b>	<b>278,570</b>	<b>56,347</b>	<b>3,875</b>	<b>11,700</b>	<b>-268,626</b>

Maintenance Expense By Facility	Brite Lake	Central Park	District Office	Maint Yard	Meadowbrook	Pool	Scout Hut	West Park	WPAC	Skate Park	Totals
Electric	15,000	480	2,340	0	12,000	12,000	600	3,000	7,500		52,920
Gas	500	0	1,200	0	0	16,000	800	0	2,700		21,200
Maint Wages	7,563	11,000	3,781	1,400	14,200	8,800	1,200	22,000	15,000	800	85,744
Maintenance - Building (9300)	2,000	300	1,400	1,000	2,000	1,000	500	200	2,600		11,000
Maintenance - Equipment	1,000	400	0	2,200	2,000	400	0	150	0		6,150
Maintenance - Fleet	0	0	0	0	0	0	0	0	0	0	0
Maintenance - Janitorial Supplies	900	900	900	0	900	900	900	1,800	900		8,100
Maintenance - Materials & Supplies	4,800	5,500	1,000	1,760	3,500	23,000	1,500	6,000	3,000	2,000	52,060
Phone	800	0	8,550	3,120	0	2,100	600	0	1,000		16,270
Sanitation	13,000	1,800	50	150	0	0	0	1,200	100	250	16,550
Security	0	0	240	0	0	600	400	0	150		1,390
Water	0	0	1,200	0	0	0	0	10,885	3,600		15,685
Fees	0	0	0	0	0	600	0	0	45	0	645
Total	45,563	20,380	20,761	9,630	34,600	65,400	6,500	45,235	36,595	3,050	287,714

# TVRPD

## Employee Compensation

Administration	Payroll	
District Manager	78,840	
Administrative Secretary	35,840	
Office Assistant - Part Time	11,200	
		<b>Net Total</b>
		<b>125,880</b>

Recreation	Payroll	
Recreation Supervisor	50,840	
Recreation Coordinator (960)	12,000	
Gym Supervisor (960)	10,000	
Referees and Officials (960)	26,180	
Lifeguards (960)	20,000	
		<b>Net Total</b>
		<b>119,020</b>

Maintenance	Payroll	
Maintenance Forman	50,840	
Groundsman II	28,000	
Groundskeeper	20,800	
Groundskeeper	20,800	
Janitorial	20,800	
		<b>Net Total</b>
		<b>141,240</b>

Employee Benefits		
FICA 1 & 2		35,000
Employee Ret (PERS)		27,000
Employee Ret In Arrears		30,000
Employee Group Medical, Dental & Vision		37,800
Unemployment Comp Ins		10,000
Workers Comp Ins Fund		16,500
		<b>Net Total</b>
		<b>156,300</b>

<b>Grand Net Total</b>
<b>542,440</b>

Professional Services	Contract Payroll	
Legal	22,000	
Bookkeeper	12,500	
Audit	13,000	
Payroll Expense	4,200	
		<b>Net Total</b>
<b>Total</b>	<b>51,700</b>	<b>51,700</b>

TVRPD  
Facility Summary  
(Brite Lake)

Brite Lake			
Description	Income	Payroll	Expenses
Facility Rental/Misc	2,395		
Day Use/Fishing	27,000		
Camping	46,000		
Lake Passes	5,100		
Maintenance - Building			2,000
Maintenance - Equipment			1,000
Maintenance - Materials & Supplies			4,800
Maintenance Janitorial Supplies			900
Maintenance Wages		7,563	
Sanitation			13,000
Phone			800
Gas			500
Electric			15,000
			Facility Net Total
			34,932
	80,495	7,563	38,000

Brite Lake Recreation Activities			
Description	Income	Payroll	Expenses
Fishing Derby	4,000		2,700
Advertising			0
			Recreation Net Total
			1,300
	4,000	0	2,700

Grand Net Total
36,232

Dedicated Facility Reserves		
Description	Balance	Expenses
restroom referb		
road improv		
AC at kisok		
		Net Total
Total	0	0



TVRPD  
Facility Summary  
(Central Park)

Central Park			
Description	Income	Payroll	Expenses
Facility Rental	1,500		
Maintenance - Building			300
Maintenance - Equipment			400
Maintenance - Janitorial Supplies			900
Maintenance - Materials & Supplies			5,500
Maintenance Wages		11,000	
Sanitation			1,800
Electric Service			480
			Facility Net Total
			-18,880

In-Kind Water - City of Tehachapi	19,663
-----------------------------------	--------

Dedicated Facility Reserves		
Description	Balance	Expenses
vetrans foundational fund	3,875	1,200
		Net Total
Total	3,875	1,200
		2,675

TVRPD  
Facility Summary  
(District Office)

Description	Income	Contract Payroll	Payroll	Expenses
Facility Rental	0			
Maintenance - Building				1,400
Maintenance - Janitorial Supplies				900
Maintenance - Fleet (Matt Vehicle)				0
Maintenance Wages			3,781	
Maintenance - Materials & Supplies				1,000
Phone/ Management Phones				8,650
Security				240
Electric Service				2,340
Sanitation Services				50
Water				1,200
Gas Service				1,200
				<b>Facility Net Total</b>
	0		3,781	16,980
				-20,761

District Expenses

Description	Income	Contract Payroll	Payroll	Expenses
Advertising				15,000
Bank Service Charges				2,700
Dues & Subscriptions				2,200
Insurance - Auto, Property & Liability				19,000
Licensees & Fees				2,500
Office Supplies				13,000
Professional Development				10,000
Property Tax Collection Fee				7,500
Public/Legal Notices				1,000
				<b>Facility Net Total</b>
	0		0	57,900
				-57,900

Activities	Income	Contract Payroll	Payroll	Expenses
Tai Chi	1,200			
THS Basketball Camp				
Bun Run	4,000			2,200
4th of July Parade				200
National Night Out				500
Pumpkin Run	1,200			800
Reindeer Run	1,100			600
Run Like the Wind	2,200			1,300
Summer Fun Run	4,000			2,000
Trial Event--Tarmac 5K				
Wildfire Expo	500			500
Music in the park	2,750		500	3,100
				<b>Activities Net Total</b>
	16,950	0	500	11,200
				5,250

<b>Grand Net Total</b>
-15,511

Dedicated Facility Reserves

Description	Balance	Expenses
Reserve Balance		
Office Furniture		8,000
Laptop		1,200
		<b>Net Total</b>
Total	0	9,200
		-9,200

TVRPD  
Facility Summary  
(Maintenance Yard)

Maintenance Yard			
Description	Income	Payroll	Expenses
Cell Phone			3,120
Maintenance - Building			1,000
Maintenance - Equipment			2,200
Maintenance - Fleet			0
Maintenance - Materials & Supplies			1,760
Maintenance - Wages		1,400	
Sanitation			150
Equipment Lease			3,700
Fuel			15,000

			<b>Facility Net Total</b>
	0	1,400	26,930
			<b>-28,330</b>

Dedicated Facility Reserves			
Description	Balance	Expenses	
Maint. Vehicle (10 year commit)		1,300	
			Net Total
Total	0	1,300	-1,300



**TVRPD**  
**Facility Summary**  
**(Meadowbrook Park)**

Description	Income	Payroll	Expenses
Rental Income	0		
Maintenance - Building			2,000
Maintenance - Equipment			2,000
Maintenance - Materials & Supplies			3,500
Maintenance Janitorial Supplies			900
Maintenance Wages		14,200	
Electric			12,000
<b>Facility Net Total</b>			
	0	14,200	20,400
			-34,600

<b>Dog Park</b>			
Description	Income	Payroll	Expenses
Facility Income	210	0	0
<b>Facility Net Total</b>			
	210	0	0
			210

<b>Meadowbrook Park Recreation Activities</b>			
Description	Income	Payroll	Expenses
T-Ball	19,000		11,400
Men's Softball (\$4300) (\$1750 reffs)	0		0
Women's Softball	660	600	283
Co-Ed Softball	3,100	1,750	145
Movies	1,500		3,000
<b>Recreation Net Total</b>			
	24,260	2,350	14,828
			7,082

<b>Grand Net Total</b>
-27,308

<b>In-Kind Water - Golden Hills CSD</b>	
Meter 08174047	27,408
Meter 07258104	3,915

<b>Dedicated Facility Reserves</b>		
Description	Balance	Expenses
Reserve Balance		
<b>Net Total</b>		
Total	0	0

TVRPD  
Facility Summary  
(Pool)

Description	Facility	Income	Payroll	Expenses
Facility Rental (\$11300)	Pool	6,000		
Pool Manager (\$13000)	Pool		0	
Maintenance - Building	Pool			1,000
Maintenance - Equipment	Pool			400
Maintenance - Materials & Supplies (\$400)	Pool			23,000
Maintenance Janitorial Supplies	Pool			900
Maintenance Wages	Pool		8,800	
License & Fees	Pool			600
Phone/Internet	Pool			2,100
Security	Pool			600
Electric Service	Pool			12,000
Gas Service (\$20k annual)	Pool			16,000
				<b>Facility Net Total</b>
		<b>6,000</b>	<b>8,800</b>	<b>56,600</b>
				<b>-59,400</b>

Pool Recreation Activities					
Description	Facility	Income	Contract Payroll	Payroll	Expenses
Admin Hours	Pool			3,000	
Adult Recreation Swim	Pool	12,000		6,000	500
Fall Swim Lessons	Pool	500		500	
Lap Swim	Pool	10,000		12,000	
Lifeguard Apparel	Pool				1,000
Lifeguard Training	Pool	1,350	500		350
Private Swim Lessons (13000/9200 annual)	Pool	6,500		0	4,600
Summer Public Swim (8300 annual)	Pool	4,000		0	
Summer Swim Lessons (\$20k/2k)	Pool	10,000		0	1,000
Water Workout	Pool	2,200	425	2,000	600
WSI Training	Pool	1,500	575		350
Life Guard (\$33000 annual)	Pool			20,000	
					<b>Recreation Net Total</b>
		<b>48,050</b>	<b>1,500</b>	<b>43,500</b>	<b>8,400</b>
					<b>3,050</b>

<b>Grand Net Total</b>
<b>-56,350</b>

<b>In-Kind Water - City of Tehachapi</b>	<b>1,751</b>
--	--------------

Dedicated Facility Reserves		
Description	Balance	Expenses
ADA compliance (Lift)		
Exterior Paint		
Filter Room Remodel		
		<b>Net Total</b>
<b>Total</b>	<b>0</b>	<b>0</b>

**TVRPD  
Facility Summary  
(Scout Hall)**

<b>Scout Hall</b>			
Description	Income	TVRPD Payroll	Expenses
Facility Rental	350		
Maintenance - Building			500
Maintenance - Materials & Supplies			1,500
Maintenance Janitorial Supplies			900
Maintenance Wages		1,200	
Security			400
Phone			600
Electric Service			600
Gas Service			800
			<b>Facility Net Total</b>
	<b>350</b>	<b>1,200</b>	<b>-6,150</b>

<b>Scout Hall Recreation Activities</b>			
Description	Income	TVRPD Payroll	Expenses
Big Tots	6,340	3,740	200
Tiny Tots	3,000	1,900	350
Adventure Camp	14,300	10,200	1,200
			<b>Recreation Net Total</b>
	<b>23,640</b>	<b>15,840</b>	<b>6,050</b>

<b>Grand Net Total</b>
<b>-100</b>

<b>Dedicated Facility Reserves</b>		
Description	Balance	Expenses
Paint		
Roof		
		<b>Net Total</b>
<b>Total</b>	<b>0</b>	<b>0</b>

TVRPD  
Facility Summary  
(West Park)

West Park			
Description	Income	Payroll	Expenses
Facility Rental	150		
Little League Lease	4,000		
Maintenance - Building			200
Maintenance - Equipment			150
Maintenance - Materials & Supplies			6,000
Maintenance Janitorial Supplies			1,800
Maintenance Wages		22,000	
Sanitation			1,200
Water			10,885
Electric			3,000
			<b>Facility Net Total</b>
	<b>4,150</b>	<b>22,000</b>	<b>23,235</b>
			<b>-41,085</b>

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

<b>Grand Net Total</b>
<b>-40,085</b>

In-Kind Water - City of Tehachapi	<b>22,150</b>
-----------------------------------	---------------

Dedicated Facility Reserves		
Description	Balance	Expenses
BB Court Refurbishment		
Trash Receptacles		
		<b>Net Total</b>
<b>Total</b>	<b>0</b>	<b>0</b>

TVRPD  
Facility Summary  
(West Park Activity Center)

West Park Activity Center			
Description	Income	Payroll	Expenses
Facility Rental	6,000		
Gym Supervisor		11,000	
Maintenance Wages		15,000	
License & Fees			450
Maintenance - Building			2,600
Maintenance - Materials & Supplies			3,000
Maintenance Janitorial Supplies			900
Security			150
Sanitation			100
Water			3,600
Phone			1,000
Electric Service			7,500
Gas Service			2,700

					Facility Net Total
	6,000	26,000	21,595		-41,595

West Park Activity Center Recreation Activities				
Description	Income	Contract Payroll	Payroll	Expenses
Men's Spring Basketball	4,200		2,400	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			400
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			600
Zumba	6,500	4,000		
Open Gym	500			
Officials & Scorekeepers			26,180	

				<b>Recreation Net Total</b>
60,050	10,850	28,580	16,269	4,351

<b>Grand Net Total</b>
<b>-37,244</b>

Dedicated Facility Reserves		
Description	Balance	Expenses
Athletic Floor		
HVAC		
Security		
Total		0

TVRPD  
Facility Summary  
(Skate Park, Morris Park, Capital Hills Park)

Skate Park			
Description	Income	Payroll	Expenses
Maintenance - Materials & Supplies			2,000
Maintenance - Wages		800	
Sanitation			250
			Facility Net Total
	0	800	2,250
			-3,050

Morris Park			
Description	Income	Payroll	Expenses
			Facility Net Total
	0	0	0
			0

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

**THE BOARD OF DIRECTORS OF THE  
TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT**

IN THE MATTER OF

**APPROVING THE 2013 AGREEMENT BETWEEN TEHACHAPI VALLEY  
RECREATION AND PARKS DISTRICT AND THE GREATER TEHACHAPI  
CHAMBER OF COMMERCE**

I, Carrie Champlin, Clerk of the Board of Directors of the Tehachapi Valley Recreation and Parks District, of the County of Kern, State of California, so hereby certify that the following resolution proposed by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ was duly passed and adopted by said Board of Directors at an official meeting thereof this 16<sup>th</sup> day of July 2013 by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Clerk of the Board of Directors  
of the Tehachapi Valley Recreation  
and Parks District

---

**RESOLUTION NO. 28-13**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE TEHACHAPI VALLEY  
RECREATION AND PARKS DISTRICT APPROVING THE 2013 AGREEMENT  
BETWEEN TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT AND THE  
GREATER TEHACHAPI CHAMBER OF COMMERCE**

**WHEREAS**, District is the owner in fee of certain real property located in the City of Tehachapi and commonly known as Central Park.

**WHEREAS**, District operates Central Park (collectively referred to as the "Premises");

**WHEREAS**, The Greater Tehachapi Chamber of Commerce operates the Mountain Festival event during the summer of each year;

**WHEREAS**, The Greater Tehachapi Chamber of Commerce desires to lease from District, and District is willing to lease to The Greater Tehachapi Chamber of Commerce, the Premises on the terms stated herein; and,

**NOW, THEREFORE BE IT RESOLVED THAT** in consideration of the mutual covenants and conditions set forth herein, the parties agree to the conditions of the agreement set forth herein;

**AND BE IT FINALLY RESOLVED THAT** the Board of Directors approves the 2013 agreement between Tehachapi Valley Recreation and Parks District and The Greater Tehachapi Chamber of Commerce.



## **LICENSE AGREEMENT**

THIS LICENSE AGREEMENT made this 30th day of May, 2013, by and between the TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT, hereinafter referred to as "District," and the TEHACHAPI CHAMBER OF COMMERCE, hereinafter referred to as "Licensee,"

### **WITNESSETH:**

WHEREAS, District is the owner of record of that certain property commonly referred to as "Central Park, including the "D" Street extension, as legally described in Exhibit "A" attached hereto and incorporated herein by reference (the "Premises"); and

WHEREAS, Licensee wishes to use the Premises to conduct the annual Tehachapi Mountain Festival (the "Mountain Festival"); and

WHEREAS, District is agreeable to granting Licensee a license to conduct the Mountain Festival at the Premises under the following terms and conditions.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth hereinafter, the parties agree as follows:

1. **LICENSE.** District hereby grants to Licensee a revocable license and right to enter upon and have use of the Premises for the purpose of conducting the Mountain Festival. The parties understand and agree that the relationship created by this instrument is not one of landlord and tenant, principal and agent, or owner and contractor. The parties agree that this instrument is merely for the purpose of allowing licensee to use the Premises for the purpose of conducting its annual Mountain Festival and such activities related and incidental thereto.

2. **TERM.** The term of this license shall be from **August 16, 2013 to August 19, 2013.**  
The hours of use shall be from **7:00 a.m. to 10:00 p.m.** each day.

3. FEE. A fee shall be charged by District to Licensee for the issuance of this license. The fee shall include a rental fee of \$500.00 and any legal fees incurred by District, not to exceed \$400.00, for review of this License Agreement, insurance requirements and pertinent documents.

4. INSURANCE.

(A) Licensee shall purchase and maintain in force during the term of this license and any extensions thereof and for the location described herein comprehensive general liability insurance in an amount not less than \$1,000,000.00 per occurrence with the following coverages and extensions of coverage:

(1) Bodily injury, including death resulting therefrom, and property damage liability;

(2) Bodily injury including death resulting therefrom, and property damage arising out of operations performed for Licensee by independent contractors;

(3) Bodily injury, including death resulting therefrom, and property damage occurring to persons or property located off the Premises but arising out of the activities conducted under this agreement.

(4) Non-owned automobile liability for on-Premises and off-Premises activity;

(5) Coverage for all loading or unloading of vehicles on-Premises and off-Premises to the extent that said off-Premises loading is related to the activities to be conducted under this license;

(6) For bodily injury, including death resulting therefrom, and property damage for all employees, volunteers, or other persons performing services for the Licensee and to the spouses, children, parents, brothers or sisters of said employees, volunteers, or other persons performing services for the Licensee;

(7) Contractual coverage for Licensee's obligations under this agreement including but not limited to the obligation to indemnify District as set forth in Article 5 herein;

(8) Liquor legal liability and host liquor liability;

(9) Hazard liability and completed operations hazard liability.

(B) All insurance policies of Licensee shall include the District and all of its agents, officers, directors, employees, representatives, and District volunteers as additional insured.

(C) All insurance policies of Licensee shall be issued by an insurance company authorized to do business in the State of California and shall be approved by District.

(D) Said insurance shall be primary coverage insurance and no insurance of District shall be called upon to contribute to a loss under the limits of Licensee's insurance.

(E) Said insurance shall not be subject to cancellation or coverage reduction without fifteen (15) days prior written notice to District.

(F) Licensee shall provide District on or before **July 5, 2013** with a duly certificated Certificate of Insurance or Certificates of Insurance evidencing that the policy or policies have been issued and are effective and comply with the requirements of this Article 4. Licensee shall further provide District on or before **July 5, 2013**, with a facsimile of said insurance policy or policies.

(G) Licensee shall require all concessionaires to have a comprehensive general public liability insurance policy in an amount not less than \$1,000,000 per occurrence covering their activities at the Mountain Festival. Policy must have a rating A: VII from the most recent A.M. Best Key Rating guide. Concessionaire shall provide District with a certificate of insurance reflecting that the foregoing coverage is in full force and effect and endorsements to their insurance policies naming Tehachapi Valley Recreation and Parks District, its Directors, Officers, Employees and Agents as additional insureds and agreeing to notify District at least 30 days in advance of any cancellations of the insurance

policy or reduction in its coverage and describing the coverage as primary to any insurance maintained by District. District also retains the right to request a copy of any insurance policy including the declarations page and all exclusions and endorsements for review. All of the foregoing shall be subject to District's review and approval. If any concessionaire does not have such insurance, Licensee shall prohibit said concessionaire from operating at the Premises.

(H) In the event of cancellation of any of the insurance described herein, or any portion of said insurance, Licensee shall immediately cease all operations under this license and vacate the Premises. The District's Manager shall have the right to terminate all operations in the event Licensee fails or refuses to do so.

5. INDEMNIFICATION. Licensee shall indemnify, defend, and hold harmless the District, its officers, agents, directors, and employees, from any and all claims, demands, suits, judgments, liability, damages, costs, and expenses arising in any manner out of this agreement, Licensee's use of the Premises, or occasioned by the performance or attempted performance of the Licensee including but not limited to any act or omission to act on the part of Licensee or its agents, employees, volunteers, or contractors.

6. OBLIGATIONS OF LICENSEE. In addition to all other requirements set forth in this agreement to be performed by Licensee, Licensee, at its sole cost and expense, shall:

(A) Provide sufficient security personnel at the Premises and the areas immediately adjacent to the Premises throughout the term of this Agreement and to the satisfaction of the District's Manager. Said security personnel shall be adequate to police the activities of all participants in and visitors to Licensee's activities at the Premises and the areas immediately adjacent thereto during the term of this agreement;

(B) Furnish such personnel as are necessary to control and direct parking, give traffic

directions, and provide crowd control in the manner and to the satisfaction of the District's Manager. Licensee shall furnish, at its own expense, such crowd control barriers as are necessary for the safety of the public;

(C) Provide all necessary sanitary facilities to accommodate the expected crowds throughout the term of this agreement and provide adequate medical facilities including, but not limited to, an ambulance and first aid facilities throughout the term of this agreement;

(D) Obtain all licenses, permits, and other authorizations required by applicable agencies, promptly pay and discharge all lawful taxes and assessments which may be levied by any federal, state, county or other tax levying body or any taxable interest of Licensee as well as all taxes and assessments on taxable personal property of whatever nature owned by Licensee and located on the Premises, and promptly pay all excise, license, sales, and permit fees of whatever nature applicable to the operation of Licensee's business;

(E) Ensure that adequate and proper access for operators, concessionaires, visitors, participants, and emergency vehicles to the Premises be provided and maintained at all times during the term of this agreement. Further, Licensee shall set aside, identify by appropriate signage, and keep clear for use a passenger loading area at the Premises equal in length to at least two regulation automobile parking spaces situated side-by-side to be used exclusively for the loading and unloading of persons with restricted mobility including the handicapped, elderly, and infirm; and

(F) Be responsible for and perform all repair and maintenance of all areas of the Premises impacted by Licensee's activities, including without limitation the mitigation of soil compaction and irrigation, plumbing, electrical and /or structural repairs under this Agreement and be responsible for and perform all clean up and removal of any and all trash, debris, barricades, concession stands, signs, and all such other items arising out of Licensee's activities under this Agreement and Licensee shall

restore the area to the condition existing immediately prior to the commencement of Licensee's activities under this Agreement. Said clean up, repair and maintenance shall be conducted and completed pursuant to the requirements of Article 10 set forth hereinafter.

7. NO WARRANTIES. District makes no warranty or representations as to the condition of the Premises or its use for Licensee's purposes. District shall not be responsible for any loss of or damage to any of Licensee's property or the property of any participants or of any exhibitors, concessionaires, officials, security personnel, spectators, visitors, or other persons involved in any way in Licensee's activities.

8. ADVERTISING CONTENT AND PROMOTION. Licensee shall be solely responsible for promoting and advertising its events. Licensee shall not refer to District's directors, officers, employees or volunteers in any advertising, in any manner whatsoever. All such promotion and advertising shall be at the sole expense of Licensee.

9. INCOME. Except as otherwise required herein, Licensee shall be exclusively responsible for all concession and admission fee arrangements. All income generated thereby shall be the exclusive property of Licensee.

10. CLEAN UP AND DAMAGES. Prior to event setup the District shall facilitate a facility walk through with Licensee representatives in effort to identify pre-existing damages and/or areas of concern. On or before **July 5, 2013**, Licensee shall deposit with District the sum of **\$1,000.00** representing a cleaning and damage deposit. If, in the sole opinion of District, Licensee fails to perform its obligations set forth hereinafter concerning clean up and repair of damages, District may, at its sole option, perform such clean up and repairs and deduct the cost thereof from the cleaning deposit. To the extent that any portion of the cleaning deposit remains after such work, the remaining amount shall be returned to Licensee.

Clean up of the Premises shall be the responsibility of Licensee and shall be completed not later than **1:00 p.m. on Monday, August 19, 2013**. In the event significant damages and/or unsatisfactory clean up efforts are identified the District Manager will facilitate a pre-event walk through with Licensee representatives. Licensee shall cause to be repaired at its own expense any and all damage to the Premises which damage has been caused by Licensee, its agents, employees, volunteers, concessionaires, contractors, security personnel, officials, participants, or by spectators or visitors at the Mountain Festival. Repairs shall be accomplished by Licensee no later than **August 31, 2013**, unless said repairs cannot reasonably be made within said period, in which case said repairs shall be completed within a reasonable time.

Failure by Licensee to clean up or to make such repairs required under this Section 10 in a timely fashion shall constitute a breach of this Agreement. In the event of such failure, District, at its option, may perform clean up and make such repairs and deduct the cost thereof from the cleaning deposit to the extent that said deposit is sufficient to cover the costs, and if it is not, District may, at its sole option, charge Licensee the amount of said clean up and repairs in excess of the cleaning deposit.

11. **SAFETY.** Safety shall be the keynote of the activities carried on by Licensee under this Agreement and anyone, whether a representative of Licensee, a participant, concessionaire, contractor, security personnel, spectator or visitor or any other person at the Premises during the term of this Agreement deemed to be acting in a manner inappropriate with the requirement of safety to himself or herself or others shall be expelled from the Premises and barred from reentry. It shall be the duty of Licensee to ensure that safety will be observed at all times and Licensee shall take all steps necessary, including expulsion, in the event Licensee feels that safety is being compromised or violated. If, at any time, the District's Manager or, in the Manager's absence, the highest official representative of District at the Premises is of the opinion that Licensee is not fulfilling its requirement hereunder, said Manager

or other District personnel may stop any and all activities of Licensee or, in the alternative, expel those individuals felt to be compromising safety. Other applicable enforcement agencies shall have full authority to order such activities stopped or to direct correction of any unsafe condition or practice observed at the Premises.

12. NON-DISCRIMINATION. Licensee shall not discriminate against any person or class of person by reason of age, sex, race, color, creed, national origin, religion, ancestry, or disability in the use of the Premises including when administering all charges, admission fees and concession charges, which charges shall be administered on a fair, equal, and non-discriminatory basis to all persons. It shall be the sole responsibility of Licensee to administer all such fees and charges.

13. DISTRICT RULES. Licensee shall obey all rules and regulations promulgated by District and as amended from time to time. Said rules and regulations, **(TVRPD Ordinance NO. 01-10, Section 8)**, are on file with the District Manager and Licensee hereby acknowledges that it has read those rules and regulations and shall comply therewith where applicable. Licensee shall further comply with any written directives of the District Manager or his designated representative during the term of the Agreement.

14. ORDERLY USE. Licensee's use of the Premises shall be orderly and peaceable and in strict compliance with and shall not be in violation of any applicable laws or ordinances.

15. TERMINATION. This license may be terminated by District or its Manager forthwith upon notice either oral or written and without liability for loss thereby incurred by Licensee or any concessionaire, participant, or other person or organization upon the occurrence of any of the following:

(A) The default by Licensee in the performance of any of the terms of this Agreement as determined by District's Manager in his sole discretion;



(B) The failure of Licensee to conduct its activities in a safe and orderly manner as determined by District's Manager in his sole discretion;

(C) The failure of Licensee to expel or otherwise restrict from the Premises any person or persons acting in such a way as to compromise their safety or the safety of others;

(D) The assignment of this license in whole or in part without the expressed written consent of District.

In the event District's Manager terminates this Agreement, neither District, its agents, officers, directors, or employees shall be responsible or liable to Licensee or any third party for any loss or inconvenience resulting therefrom and Licensee shall indemnify District against any claims of loss or claims of inconvenience from others, including concessionaires and participants, as well as itself and its contractors, employees, volunteers, and representatives.

16. NO ASSIGNMENT, DELEGATION, NOR SUBLICENSING. Licensee shall not, in whole or in part, assign or delegate this Agreement or enter into a sublicense agreement. Licensee may allow concessionaires to enter the Premises for the performance of functions and services within the scope of Licensee's activities under this Agreement. To avoid uncontrolled vending of merchandise, only those concessionaires, exhibitors, and sales persons having the permission of Licensee will be allowed to sell to the public at the Premises. District reserves the right to assign, pledge, or hypothecate this license without the consent of Licensee should such assignment, pledging, or hypothecation become necessary in the financing or refinancing of District.

17. WAIVER. The failure of District to take appropriate action or to declare this license terminated for default by Licensee in any one or more of the terms, covenants or conditions of this Agreement shall not be considered nor construed as a waiver by District of such rights with regard to any continuing default or on any further or future default on the part of Licensee.

18. AMENDMENTS. No amendment to this Agreement shall become effective until set forth in writing executed by the authorized representatives of the parties hereto.

19. DISTRICT-LICENSEE RELATIONSHIP. Nothing in this Agreement shall be construed as establishing a partnership or joint venture relationship between District and Licensee nor shall Licensee for any purpose be considered an agent, officer or employee of District. This Agreement is intended by the parties to establish only a licensor-licensee relationship between said parties.

20. NOTICES. All notices herein provided to be given by either party to the other shall be deemed to have been fully given when made in writing where required elsewhere in this Agreement and deposited in the United States mail, registered, postage prepaid, and addressed as follows: to District: Matt Young, District Manager, P. O. Box 373, Tehachapi, California 93581; to Ida Perkins, Manager, Tehachapi Chamber of Commerce, P. O. Box 401, Tehachapi, California 93581.

All notices not otherwise required to be in writing shall be deemed to have been fully given when communicated orally or otherwise to any person reasonably believed by the party giving notice to be a representative of the party receiving notice.

21. SURRENDER. Licensee covenants that on the last day of this Agreement or any extension of it, Licensee shall peaceably and quietly leave and surrender the Premises in as good a condition as received by Licensee, ordinary wear and tear excepted.

22. ARTICLE HEADINGS. The headings contained in each provision of this Agreement are for convenience in reference and are not intended to define, govern, limit, modify, or in any manner affect the scope, meaning, or intent of the provisions of this Agreement.

23. TIME OF ESSENCE. Concerning this Agreement and the performance of each and every provision contained in it, time is expressly made of the essence.

24. ORGANIZATIONAL AUTHORITY. Each individual executing this Agreement on

behalf of Licensee represents and warrants that he or she is duly authorized to execute and deliver this Agreement on behalf of Licensee and that this Agreement is binding upon Licensee in accordance with its terms. Licensee shall deliver to District by **July 5, 2013**, a certified copy of a Resolution of the Board of Directors of Licensee authorizing and ratifying the execution of this Agreement and this Agreement shall not commence until said Resolution has been duly filed with District.

25. CUMULATIVE REMEDIES. The remedies given to District in this Agreement shall not be exclusive but shall be cumulative and in addition to all other remedies now or hereafter allowed by law.

26. GOVERNING LAW. This Agreement shall be governed by and be subject to and construed according to the laws of the State of California.

27. INVALIDITY. If any provisions in this Agreement is held by any court to be invalid, void, or unenforceable, the remaining provisions shall not be affected thereby and shall continue in full force and effect.

28. ATTORNEY FEES. Should any litigation be commenced between the parties to this Agreement concerning this Agreement or the rights and duties of either in relation thereto the prevailing party in such litigation shall be entitled, in addition to such other relief as may be granted in the litigation, to a reasonable sum as and for its attorney fees in the litigation which shall be determined by the court in such litigation or in a separate action brought for that purpose.

29. SIGNS. Licensee shall not construct or place or permit to be constructed or placed any signs, awnings, marquees, or other structures upon the Premises without the prior written consent of the District Manager.

30. ENTIRE AGREEMENT. This license contains all the agreements of the parties with respect to any matter mentioned herein. No prior agreement or understanding pertaining to any such

matter shall be effective.

31. INTERPRETATION. The parties hereto agree that this Agreement accurately reflects the agreement of the parties and any interpretation of a provision or provisions of this Agreement shall be made without regard to which of the parties drafted this Agreement and shall not create a rebuttable presumption against the party who drafted same.

32. NON-LIABILITY OF PUBLIC OFFICIALS AND EMPLOYEES. No member, official, employee, or director of District shall be personally liable to Licensee in the event of any default by District in the performance of any obligation of District under the terms of this Agreement.

[SIGNATURES ON THE NEXT PAGE]

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first hereinabove written.

**TEHACHAPI VALLEY RECREATION AND  
PARKS DISTRICT, Licensor**

BY: \_\_\_\_\_  
Chairperson, Board of Directors

BY: \_\_\_\_\_  
Clerk of the Board of Directors

**TEHACHAPI CHAMBER OF COMMERCE,  
Licensee**

BY:   
Chairperson, Board of Directors

BY:   
Secretary, Board of Directors

**RESOLUTIONS OF THE BOARD OF DIRECTORS  
OF THE GREATER TEHACHAPI CHAMBER OF COMMERCE**

WHEREAS, there has been presented to this meeting a form of Agreement between The Greater Tehachapi Chamber of Commerce, hereinafter referred to as "GTCC" and the Tehachapi Valley Recreation and Parks District, hereinafter referred to as "TVRPD" for the use of Central Park on August 16-19, 2013 to host the Tehachapi Mountain Festival®.

WHEREAS, this Board has reviewed such form of Agreement and such terms and finds that it is in the best interest and to the benefit of the GTCC to enter into and perform such an agreement on such terms;

NOW THEREFORE BE IT RESOLVED, that the President and the Chairperson of the Board of Directors of GTCC, and each of them, be and hereby is authorized to execute, in the name and on behalf of GTCC, and deliver a Agreement between GTCC and TVRPD, substantially in the form of the Agreement presented to this meeting.

Date: 7/2/13

**Directors**

Signed: T. Wallace  
Print Name: Tammy Wallace

Signed: [Signature]  
Print Name: PHILIP H. DORLING

Signed: [Signature]  
Print Name: Carl H. F. Gehrcke

Signed: [Signature]  
Print Name: Marty By

Signed: [Signature]  
Print Name: Kathy Carey

Signed: T. Kiepl  
Print Name: Tim Kieplinski

Signed: Claudia White  
Print Name: Claudia White

Signed: \_\_\_\_\_  
Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_  
Print Name: \_\_\_\_\_

**THE BOARD OF DIRECTORS OF THE  
TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT**

IN THE MATTER OF

**REVISING JOB DESCRIPTION FOR PROGRAM COORDINATOR**

---

I, Carrie Champlin, Clerk of the Board of Directors of the Tehachapi Valley Recreation and Parks District, of the County of Kern, State of California, so hereby certify that the following resolution proposed by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ was duly passed and adopted by said Board of Directors at an official meeting thereof this 16<sup>th</sup> day of July 2013 by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Clerk of the Board of Directors  
of the Tehachapi Valley Recreation  
and Parks District

---

**RESOLUTION NO. 29-13**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE TEHACHAPI VALLEY  
RECREATION AND PARKS DISTRICT APPROVING THE REVISED JOB  
DESCRIPTION FOR THE POSITION OF PROGRAM COORDINATOR**

**WHEREAS**, the Tehachapi Valley Recreation and Parks District (TVRPD) has established in its organizational structure that the position of Program Coordinator is necessary for the functioning of the department; and

**WHEREAS**, the job description in existence is no longer satisfactory to meet the needs of the position; and

**WHEREAS**, a new job description has been developed and reviewed by counsel; and

**WHEREAS**, the board desires to adopt said job description.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Directors approve a new job description for the position of Program Coordinator.





Play Up. Live Up.

## RECREATION COORDINATOR JOB DESCRIPTION

**POSITION: RECREATION COORDINATOR**  
**REPORTS TO: RECREATION SUPERVISOR**  
**SUPERVISES: VOLUNTEERS, PART-TIME STAFF**

**CATEGORY: FULL TIME**  
**FLSA STATUS: NON-EXEMPT**

### POSITION SUMMARY

The Recreation Coordinator oversees, coordinates, and evaluates assigned events, programs, athletic activities and associated staff, as well as assists in the research and development of new events, programs, and activities.

### ESSENTIAL JOB FUNCTIONS

- Directs on-site supervision of assigned programs.
- Directs program staff and participants in the absence of the Recreation Supervisor.
- Assists in the recruitment, training, supervision and evaluation of part-time and seasonal staff, coaches, contract instructors and volunteers.
- Surveys and evaluates existing programs.
- Recommends new programs or modifications to programs and activities.
- Coordinates and/or assists with program activity set-up, breakdown, and clean up.
- Recruits community organizations, businesses, sponsorships, volunteers, and program support.
- Works with office staff to coordinate facilities for program use.
- Provides information and assistance to participants and the public.
- Monitors time management procedures for program staff, volunteers, and participants.
- Assists office staff to process registrations to include receiving fees, receipting, and deposits.
- Performs various clerical functions as assigned.
- Maintains the TVRPD master calendar, social and digital media as assigned.
- Coordinates and implements participant and programmatic surveys.
- Maintains a safe and secure working environment.
- Performs special projects, event planning and other work as assigned.
- Monitors employee and volunteer professionalism.
- Ensures the security and safety of recreational facilities.
- Maintains inventory of supplies and equipment; distributes supplies and equipment; assists with ordering supplies and equipment for recreation and athletic programs.
- Collects activity and registration records and prepares routine and complex program plans and requirements well in advance for budgetary recommendations; prepares reports describing and evaluating programs at completion of activity and identifies methods and areas to improve.
- Monitors the day-to-day operations of athletic and recreation programs and events to include scheduled site visits, handling and resolving complaints, appropriation of program materials and supplies, and formulization and organizing program plans and schedules for seasonal and/or year round activities.

- Reports accidents and unsafe conditions as they occur to the Recreation Supervisor.

*The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

## **QUALIFICATIONS**

### *Core Competencies and Skill Sets*

- Ability to communicate orally and in writing with staff members and/or supervisor and have working knowledge of appropriate technology in order to best serve the public and manage programs.
- Knowledge and understanding of successful organization and execution of event and athletic activities.
- Prioritize job tasks and complete them within specified time frames meeting strict deadlines.
- Ability to function successfully within a team environment.
- Commitment to providing outstanding customer service.
- Interacts with customers and co-workers in a positive and courteous manner.
- Successful practices and knowledge of principals, rules and procedures of organized competitive sports, athletic and recreational programs; objective of public recreation and athletic programs, principals of supervisor organization, administration, maintenance and operation of aquatic facility.

### *Personal Attributes*

- Diplomatic, tactful, creative, discreet, flexible, resourceful, dependable, well-organized, friendly, emotionally mature and professional.
- Compliment co-workers and peers without exhibiting behavioral extremes and respond appropriately to criticism from a supervisor.
- Communicate effectively.
- Work with trustworthiness and integrity and with a clear commitment to TVRPD core values and principals.
- Self-motivated with ability to manage work with limited direct supervision.
- Exercise independent judgment and initiative with competent analytical and problem solving skills within established guidelines.
- Ability to operate effectively under stress; work in a flexible, adaptable, and resilient manner.
- Willingness to perform manual tasks requiring physical exertion.
- Demonstrate awareness and sensitivity to gender and diversity.
- Willingness to adapt and learn new skills/approaches.
- Understand, read, and follow instructions.

### *Education, Training, & Experience*

- Earned Bachelor's Degree in Recreation and Park Administration, Sport Management or related field, or 2 years of progressive work experience in recreation, leisure or tourism programming.
- Experience in supervising, instructing, teaching, customer service.
- Computer proficiency, to include Microsoft Office, statistical and photo editing software skills.
- Social and digital media fluency highly desired.

### *Licenses and Certificates*

- American Red Cross First Aid/CPR/AED certified or wiliness to obtain in three (3) months.
- American Red Cross First Aid/CPR/AED Instructor preferred.
- Valid California driver's license; driving record must comply with District safety standards.
- NRPA and/or CPRS membership is highly desired.

## **PHYSICAL DEMANDS & WORKING CONDITIONS**

*Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

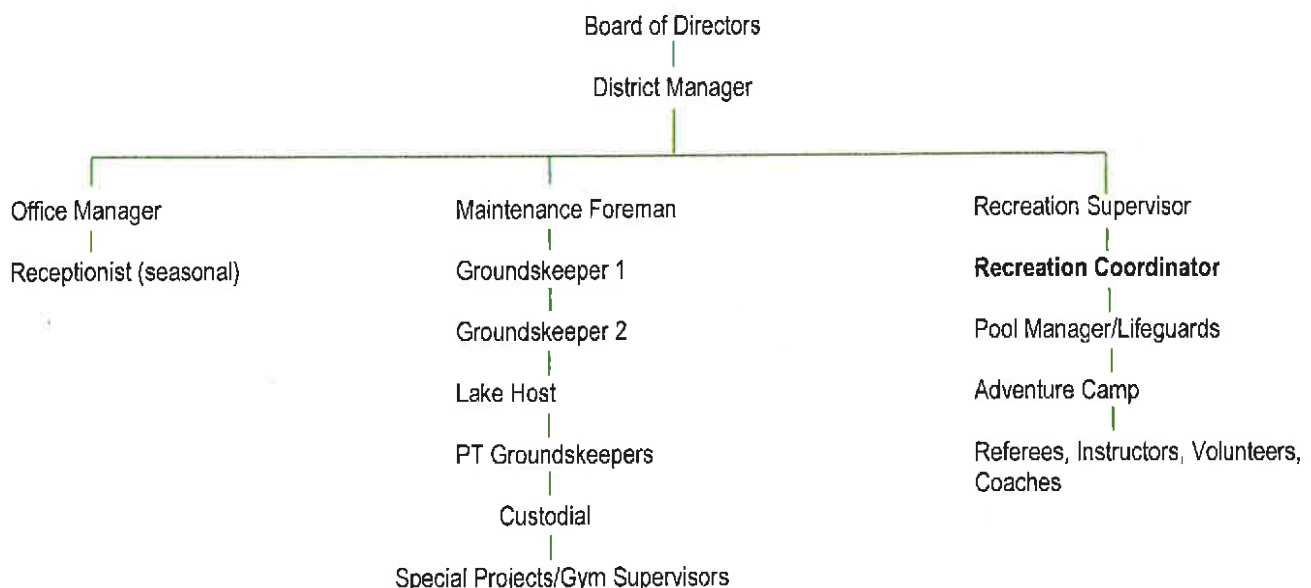
- May be subject to stressful situations involving complex problem solving.
- Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing; reading and communicating with others in writing and orally.
- Work environments include:
  - Indoor office environment; and
  - Outdoor environmental conditions regardless of weather conditions.
- Required to work nights, weekends, holidays, and multiple shifts when needed.
- Possess personal qualifications including emotional maturity, willingness to cooperate with various organizations, respect for children and adults from various cultures and backgrounds, flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities.
- Use of protective equipment per OSHA/CalOSHA regulations is required.
- Possible exposure to communicable diseases.

## **COMPENSATION**

\$28,000 - \$32,000 per year DOE. Comprehensive medical, dental and vision plan. CALPERS retirement package, accrued vacation and sick leave.

Employment offer contingent on satisfactory DMV and DOJ background check, including fingerprinting.

## **ORGANIZATIONAL RELATIONSHIP**



**THE BOARD OF DIRECTORS OF THE  
TEHACHAPI VALLEY RECREATION AND PARKS DISTRICT**

IN THE MATTER OF

**JOB DESCRIPTION FOR CUSTODIAN**

---

I, Carrie Champlin, Clerk of the Board of Directors of the Tehachapi Valley Recreation and Parks District, of the County of Kern, State of California, so hereby certify that the following resolution proposed by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ was duly passed and adopted by said Board of Directors at an official meeting thereof this 16<sup>th</sup> day of July 2013 by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Clerk of the Board of Directors  
of the Tehachapi Valley Recreation  
and Parks District

---

**RESOLUTION NO. 30-13**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE TEHACHAPI VALLEY  
RECREATION AND PARKS DISTRICT APPROVING THE JOB DESCRIPTION FOR  
THE POSITION OF CUSTODIAN**

**WHEREAS**, the Tehachapi Valley Recreation and Parks District (TVRPD) has established in its organizational structure that the position of Custodian is necessary for the functioning of the department; and

**WHEREAS**, a job description is needed for the position; and

**WHEREAS**, a job description has been developed and reviewed by counsel; and

**WHEREAS**, the board desires to adopt said job description.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Directors approve a job description for the position of Custodian.



Play Up. Live Up.

## CUSTODIAN JOB DESCRIPTION

**POSITION: CUSTODIAN**  
**REPORTS TO: MAINTENANCE FOREMAN**  
**SUPERVISES: N/A**

**CATEGORY: FULL TIME**  
**FLSA STATUS: NON-EXEMPT**

### POSITION SUMMARY

Under the general supervision of the Maintenance Foreman, the Custodian has the primary responsibility for cleaning District facilities in such a way to promote health and safety while reducing the spread of infection. It is the role of the custodian to follow daily, weekly and monthly cleaning schedules District-wide including, but not limited to, offices areas, classrooms, kitchen, bathrooms, storage areas and entrances. The custodian follows the cleaning schedule when the patrons are not in the center so no interference with recreational programming or events.

### ESSENTIAL JOB FUNCTIONS

- Follows and completes the District's daily, weekly and monthly cleaning schedule. These duties include:
  - Collects and bags all garbage from the center, placing the tied bags in a closed dumpster.
  - Disinfects and cleans garbage and trashcans, and changes bags daily.
  - Washes and sanitizes bathrooms fixtures daily with germicidal solution.
  - Using germicidal solution, wet mops all washable floors daily including kitchen, bathroom, office and classroom.
  - Washes bathroom, kitchen, classroom and other windows (inside and outside) and walls using germicidal solution as scheduled or needed.
- Vacuums all carpeting daily.
- Sweeps and clears entrance spaces, daily.
- Dusts, washes and sanitizes other surfaces as specified in schedule.
- Performs other cleaning duties as specified in schedule.
- Refills paper towel, tissue, toilet paper and hand soap in all dispensers.
- Changes light bulbs, as needed.
- Reports the following to the Maintenance Foreman, or designated staff person:
  - Presence of animals, vermin or insects.
  - Need for cleaning supplies or equipment repair in advance.
  - Water leaks, and other maintenance needs.
  - All other health and safety hazards noticed.
- Participates in emergency drills and environmental safety activities, as requested.
- Attends and participates in District safety and in-service trainings.
- Performs other duties as specified in job description addendum or as assigned.

*The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

## **QUALIFICATIONS**

### *Core Competencies and Skill Sets*

- Experience in the custodial field.
- Knowledge of proper cleaning methods required.
- Effective oral and written communication skills commensurate with the responsibilities of the position are required.
- Knowledge and understanding of successful organization and execution of sanitary practices.
- Ability to prioritize multiple tasks.
- Ability to learn and comprehend information from Procedures Manuals and other materials.
- Ability to function successfully within a team environment.
- Commitment to providing outstanding customer service.
- Ability to interact with customers and co-workers in a positive and courteous manner.
- Ability to present a positive image of the organization to members of the community.
- Ability to pass a physical exam every two years and a TB test yearly.

### *Personal Attributes*

- Minimum 18 years old.
- Communicate effectively.
- Adhere to TVRPD core values and principles.
- Self-motivated with ability to manage work with limited direct supervision.
- Exercise independent judgment and initiative with competent analytical and problem solving skills within established guidelines.
- Ability to operate effectively under stress; work in a flexible, adaptable, and resilient manner.
- Willingness to perform manual tasks requiring physical exertion.
- Demonstrate awareness and sensitivity to gender and diversity.
- Willingness to adapt and learn new skills/approaches.
- Understand, read, and follow instructions.

### *Education, Training, & Experience*

- High school graduate or equivalent.
- Minimum of 12 months custodial experience in public service settings or related facilities.

### *Licenses and Certificates*

- CPR certified or willingness to obtain in three (3) months
- Red Cross First Aid certified or willingness to obtain in (3) months
- Valid California driver's license; driving record must comply with District safety standards.

## **PHYSICAL DEMANDS & WORKING CONDITIONS**

- Ability to lift 55 pounds.
- Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing; reading and communicating with others in writing and orally.
- Work environments include:
  - Indoor office environment; and
  - Outdoor environmental conditions regardless of weather conditions.
- Required to work nights, weekends, holidays, and multiple shifts when needed.
- Possess personal qualifications including emotional maturity, willingness to cooperate with various organizations, respect for children and adults from various cultures and backgrounds, flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities.
- Use of protective equipment per OSHA/CalOSHA regulations is required.
- Possible exposure to communicable diseases.

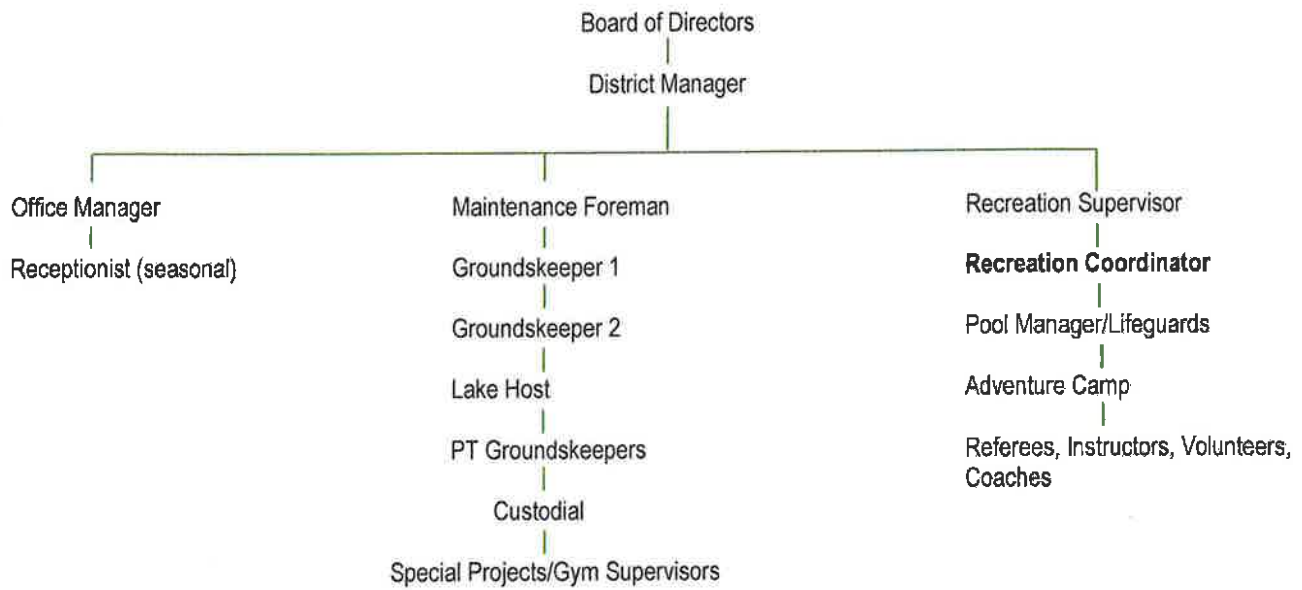
## **COMPENSATION**

\$10.00 per/hour. Comprehensive District health and retirement package. Twelve (12) paid holidays, accrued vacation and sick leave.

Employment offer contingent on satisfactory DMV and DOJ background check, including fingerprinting.



## ORGANIZATIONAL RELATIONSHIP



Color



Grayscale



Black/White

