



Tehachapi Valley

Recreation & Park District

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

**REGULAR BOARD MEETING
TUESDAY, AUGUST 22, 2017, 5:30 P.M.**

BOARD OF DIRECTORS

LAURA LYNNE WYATT, CHAIRPERSON
CRAIG MIFFLIN, VICE-CHAIRPERSON
MARY LOU CORPUS-ZAMUDIO, DIRECTOR
KALEB JUDY, DIRECTOR
IAN STEELE, DIRECTOR

A G E N D A

1. FLAG SALUTE

2. ROLL CALL

3. PUBLIC COMMENTS

The Tehachapi Valley Recreation and Park 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 a 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 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 July 18, 2017 (Pages 4-6).
- C. Approving the TVRPD Salary Schedule and Job Descriptions, Resolution #9-17 (Pages 7-66).

5. RECREATION SUPERVISOR REPORT

6. DISTRICT MANAGER REPORT

7. FINANCIAL REPORT

8. AGENDA ITEMS

- A. Approval of the Preliminary Financial Reports for July 2017 – Discussion/Approval (Pages 67-73).
- B. Discussion/Approval of the Tehachapi Valley Recreation and Park District's Annual Budget for Fiscal Year 17/18 and Five Year Budget for Fiscal Years 2018/19, 2019/20, 2020/21, and 2021/22.
 - 1. Public Hearing
 - 2. Approval of Tehachapi Valley Recreation and Park District Annual Budget for Fiscal Year 2017/2018 and Five Year Budget for Fiscal Years 2018/19, 2019/20, 2020/21, and 2021/22 - Discussion/Approval, Resolution #10-17 (Pages 74-99).

9. BOARD OF DIRECTORS' TIME

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

10. ADJOURNMENT

Adjourn to the next Regular Meeting of the Board of Directors of the Tehachapi Valley Recreation and Park District scheduled on September 19, 2017.



Tehachapi Valley

Recreation & Park District

CERTIFICATE OF POSTING AGENDA

I, the Clerk of the Tehachapi Valley Recreation and Park District Board of Directors hereby certify that a copy of the August 22, 2017, Regular Board Meeting Agenda was posted at the following public places within the District on Friday, August 18, 2017, at 12:00 P.M. approximately:

- TVRPD District Office, 490 West D Street, Tehachapi, California 93561
- The TVRPD Web site at www.tvrpd.org

The agenda and related documents were also provided to the Tehachapi Valley Recreation and Park District Board of Directors on the 18th day of August 2017.

Dated this 18th day of August 2017.

Carrie Champlin
Carrie Champlin
Clerk of the Board of Directors

**MINUTES OF THE REGULAR BOARD MEETING
OF THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561
TUESDAY JULY 18, 2017, 5:30 P.M.**

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

BOARD MEMBERS

Laura Lynne Wyatt, Chairperson
Craig Mifflin, Vice-Chairperson
Mary Lou Corpus-Zamudio, Director
Kaleb Judy, Director
Ian Steele, Director

ALSO PRESENT

Corey Torres, Recreation Supervisor
Nolan Ferdinand, Park & Facility Maintenance Supervisor
Ida Perkins, Greater Tehachapi Chamber of Commerce
Carl Gehricke, Greater Tehachapi Chamber of Commerce
Bill Fisher, General Manager GHCSO
David Shaw, GHCSO
Tina Cunningham, Fisher Forde Media/The Loop
Dennis Wahlstrom
Michael McKenzie

1. **FLAG SALUTE:** Park & Facility Maintenance Supervisor Nolan Ferdinand led the flag salute.
2. **ROLL CALL:** All present.
3. **PUBLIC COMMENTS:** Mr. Michael McKenzie commented on the lack of senior programs, and had several recommendations for senior sport programs that he would like to see added to Tehachapi Valley Recreation and Park District's programming.

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.

Steele - Mifflin: Ayes: Wyatt; Mifflin; Corpus-Zamudio; Judy; Steele

Noes: None. Motion carried.

Absent: None.

B. Approval of Minutes from the Regular Board Meeting held June 20, 2017.

BOARD APPROVES THE MINUTES FROM THE REGULAR BOARD MEETING HELD JUNE 20, 2017.

Steele - Mifflin: Ayes: Wyatt; Mifflin; Corpus-Zamudio; Judy; Steele

Noes: None. Motion carried.

Absent: None.

C. Approval of Minutes from the Special Board Meeting held June 27, 2017.

BOARD APPROVES THE MINUTES FROM THE SPECIAL BOARD MEETING HELD JUNE 27, 2017.

Steele - Mifflin: Ayes: Wyatt; Mifflin; Corpus-Zamudio; Judy; Steele

Noes: None. Motion carried.

Absent: None.

5. RECREATION SUPERVISOR REPORT

Recreation Supervisor Corey Torres gave the report.

- Adventure Camp is in progress and we are getting a lot of compliments from our customers and the community regarding the program. A field trip to Dry Town Water Park is scheduled for Friday July 21, 2017. Vice-Chairperson Craig Mifflin stated that he loves the Adventure Camp program and the opportunities it provides for the children in our community.
- Private Swim Lessons: Great response to the program with 45 families registered.
- Movies in the Park: "Rogue One: A Star Wars Story"-Thursday July 20, 2017. The 501st Legion will be at Meadowbrook Park for the event. Several characters from Star Wars will be at the event. TVRPD thanks the 501st Legion for supporting our Movies in the Park event.
- Mountain Gallop 5K/10K run event is scheduled for Saturday August 19, 2017.

6. PARK AND FACILITY MAINTENANCE SUPERVISOR REPORT

Park and Facility Maintenance Supervisor Nolan Ferdinand gave the report.

Ferdinand stated that he had turned in his resignation and his last day will be August 4, 2017.

Ferdinand thanked the Board for the opportunity and expressed his gratitude. The Board thanked Ferdinand for his work and wished him well in his future endeavors.

- Central Park: A bottle filler drinking fountain was installed.

7. FINANCIAL REPORT

Office Manager Carrie Champlin gave the report.

8. AGENDA ITEMS

A. Approval of the Preliminary Financial Reports for June 2017.

BOARD APPROVES THE PRELIMINARY FINANCIAL REPORTS FOR JUNE 2017.

Mifflin - Judy: Ayes: Wyatt; Mifflin; Corpus-Zamudio; Judy; Steele

Noes: None. Motion carried.

Absent: None.

B. Approval of the Contract Between Tehachapi Valley Recreation and Park District and The Greater Tehachapi Chamber of Commerce for the 2017 Mountain Festival, Resolution #7-17.

BOARD APPROVES THE CONTRACT BETWEEN TEHACHAPI VALLEY RECREATION AND PARK DISTRICT AND THE GREATER TEHACHAPI CHAMBER OF COMMERCE FOR THE 2017 MOUNTAIN FESTIVAL, RESOLUTION #7-17.

Corpus-Zamudio - Judy: Ayes: Wyatt; Mifflin; Corpus-Zamudio; Judy; Steele

Noes: None. Motion carried.

Absent: None.

C. 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 \$400,000.00, Resolution # 8-17.

BOARD AUTHORIZES THE TREASURER OF THE COUNTY OF KERN TO TRANSFER FUNDS IN ITS CUSTODY FOR MEETING THE OBLIGATIONS INCURRED FOR THE MAINTENANCE AND OPERATION OF THE DISTRICT IN AN AMOUNT NOT TO EXCEED \$400,000.00, RESOLUTION #8-17.

Judy - Steele: Ayes: Wyatt; Mifflin; Corpus-Zamudio; Judy; Steele

Noes: None. Motion carried.

Absent: None.

D. Tehachapi Valley Recreation and Park District Organizational Changes – Discussion/Approval.

Board directed staff to review the current job descriptions and salary schedule and have any needed revisions ready for approval at the next meeting.

Corpus-Zamudio - Steele: Ayes: Wyatt; Mifflin; Corpus-Zamudio; Judy; Steele

Noes: None. Motion carried.

Absent: None.

- 9. BOARD OF DIRECTORS TIME:** Board thanked Nolan Ferdinand for his work with the TVRPD Maintenance Department and stated that they are sorry to see him go and that he will be missed. Director Steele stated that the Cheers to Charity event will take place Saturday August 12, 2017.

10. ADJOURNMENT

Having no further business the meeting was adjourned at 5:55 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled on August 15, 2017.

Mifflin - Steele: Ayes: Wyatt; Mifflin; Corpus-Zamudio; Judy; Steele

Noes: None. Motion carried.

Absent: None.

Respectfully Submitted,

Carrie Champlin
Carrie Champlin, Clerk of the Board



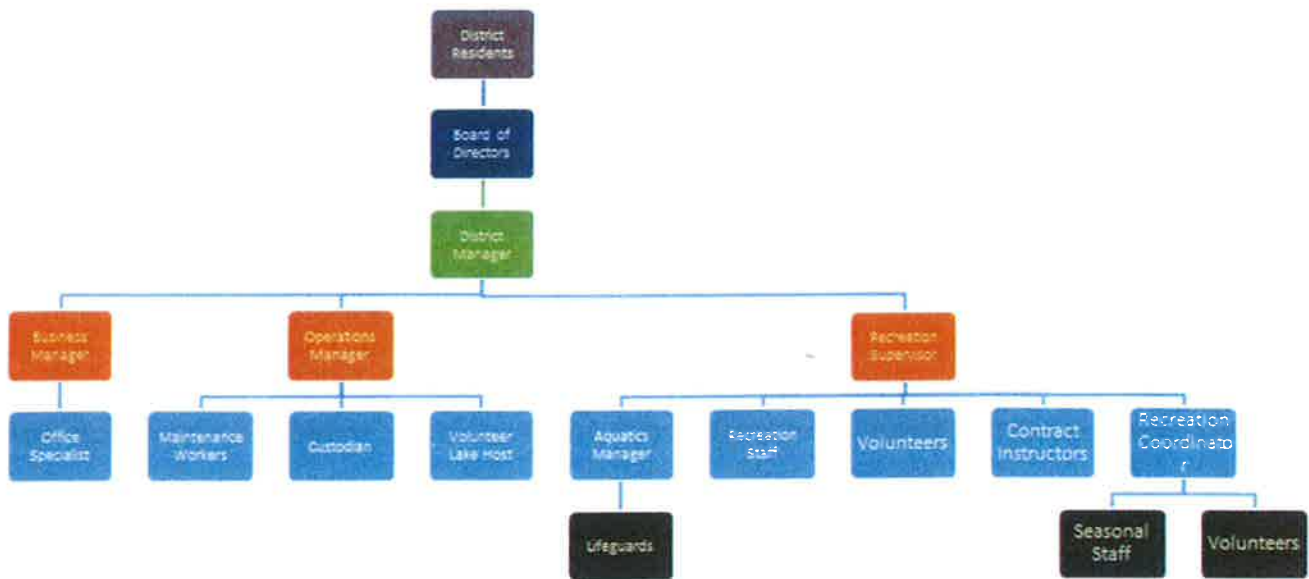
SALARY SCHEDULE & JOB DESCRIPTIONS 2017/18

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I.

TVRPD Organizational Chart



II.

ADMINISTRATION



Tehachapi Valley

Recreation & Park District

DISTRICT MANAGER JOB DESCRIPTION

SALARY RANGE

\$72,509 - \$98,530 Annually

POSITION: DISTRICT MANAGER
REPORTS TO: BOARD OF DIRECTORS
SUPERVISES: DISTRICT STAFF

CATEGORY: FULLTIME
FLSA STATUS: EXEMPT

This job description is established by the Tehachapi Valley Recreation & Park District (District) to outline the basic requirements, duties and general responsibilities of the position of District Manager. This position is "at will", which means the District may terminate the employment relationship at any time and for any or no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for any or no reason.

POSITION SUMMARY

The District Manager is hired by and acts under the direction of the Board. As the Chief Executive Officer (CEO) of the District, the District Manager is responsible for all aspects of the efficient and cost-effective operation and administration of the District, including all District employees, volunteers, independent contractors, and consultants. The District Manager shall have the power and authority to organize, manage and control all activities necessary or appropriate for the efficient operation and administration of the District, in accordance with the policies and procedures established by the Board from time to time, in its sole discretion. The District Manager advises the Board on all matters relating to the planning, development, administration and operation of the District's departments. The District Manager performs a variety of complex executive work in planning, directing, and coordinating management of the District, including planning and implementing programming and recreational amenities, parks and facility operations, parks administration, public relations, marketing and special events. The District Manager works closely with the Board to develop and implement capital improvements, programming goals, and annual budgets.

ESSENTIAL JOB FUNCTIONS

The following duties are an overview of the primary duties and responsibilities of the District Manager and do not constitute an all-inclusive list.

- Consistently promote a positive, professional image of the District and provide excellent customer service at all times;
- Efficiently and effectively administer and conduct the ordinary and usual business and affairs of the District in a reasonable, prudent and professional manner;
- Exercise supervision and control over all District departments, programs and activities, including the District's diverse, year-round recreation, park, and leisure programs, and the management and safe operation of the District's facilities, including but not limited to, the recreation center, ball fields, and parks;
- Annually evaluate and update as necessary short-and long-range plans for programming, capital improvements, facility construction/renovation, staffing, and grant writing; implement the plans as appropriate;

- Make recommendations to the Board regarding the establishment, consolidation, modification or elimination of any department, program or activity the District Manager believes is necessary or appropriate for the efficient and effective administration and operation of the District;
- Comply with the District Policy Handbook, and establish appropriate and effective practices and procedures for implementing and administering the District Policy Handbook, as the Board may amend from time to time;
- Responsible for the efficient and effective administration, management and supervision of the District's workforce, including but not limiting to, hiring/appointment, promotion, demotion, layoffs, transfers, discipline, training. Establish and administer compensation and benefits within parameters established by the Board. Organize, direct, coordinate and review work prepared by regularly employed staff.
- Develop and administer agreements with contract services providers. Determine work procedures, prepare work schedules, and expedite workflow. Plan and organize workloads and staff assignments. Promote harmony among workers and help resolve grievances. Review progress and direct changes as needed;
- Ensure proper human resources functions, including benefits and record-keeping. Oversee human resource functions of subordinate staff through management, including seasonal, temporary, and youth employees and volunteers. Coordinate and evaluate District employee benefit programs, and make recommendations to the Board on plan changes and updates;
- Promote District functions, programs and activities to continually improve public knowledge, understanding, confidence and support. Maintain and oversee effective, comprehensive public information efforts using telephone, email, newspaper, website, mailings or other media;
- Assure coordination of the District's programs with other community organizations, such as the school district and various community agencies. Represent the District's interests effectively and professionally in public meetings and in the community, and through verbal, paper and electronic communications with governmental agencies and private entities, the community and the District's citizens;
- Attend all study sessions, and all regular and special meetings, of the Board, and participate in discussions with the Board in an advisory capacity;
- Support Board functions by working with the Administrative Assistant to prepare and post agendas, prepare meeting minutes and Board packets, meeting regularly with the Board Chairman, and ensuring legal compliance;
- Prepare requests for proposals to provide for improvements to the District's parks and recreation facilities; oversee construction projects and facility improvements;
- Maintain, review, develop and implement administrative procedures and standards for efficient, safe, and effective operation of the District's recreation programs and parks. Enforce compliance with applicable laws, policies and procedures established by the Board, and industry best practices;
- Plan, organize, direct and control the financial activities of the District, including the accounting, revenue collection, investment, purchasing, and payroll functions, and management of the approved budget (and any amendments). Serve as the District's annual Budget Officer, ensuring the timely development and submission of a proposed budget each year in compliance with all statutory requirements and deadlines;
- Assure that all departments stay within the approved budget (and any approved amendments); perform cost control activities and internal financial mechanisms; monitor all revenues and expenditures to assure sound fiscal control; assure effective and efficient use of budgeted funds, personnel, materials, facilities, and time;
- Keep the Board advised of the financial condition and future needs of the District and make such recommendations as the District Manager determines are necessary or appropriate for sound financial management of the District, including but not limited to, periodically evaluating and recommending improvements to the District's administrative and financial internal control systems and procedures, and ensuring annual audit compliance;
- Direct the preparation of financial reports as required by law; prepare financial reports and analysis requested by the Board;
- Maintain the District's historical records, including Board activities, budgets, audits, capital projects, legal issues, and employment records; and,
- Establish and maintain positive working relationships with the Board, District employees/volunteers, and partnering agencies;

- Provide consistent high-quality service to the community; and,
- Perform such other duties as may be assigned by the Board, in its sole discretion, from time to time.

MANDATORY QUALIFICATIONS

1. Possess a Bachelors degree in Recreation and Park Administration or closely related field from a nationally accredited educational institution, *and* a minimum of five (5) years experience in recreation programs and facility operations that include experience in coordinating, supervising and administering multi-program operations, *or* any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for excellent job performance;
2. Certified Park and Recreation Professional, or ability to obtain certification within one (1) year of appointment;
3. Possess and maintain a valid Driver's License with good driving record;
4. Possess a positive attitude, and be a self starter; and,
5. Ability to read, write, speak and understand the English language at a level adequate to perform the job.

PREFERRED QUALIFICATIONS

1. Masters degree in Recreation and Park Administration, Public Administration or closely related field.
2. Ability to read, write, speak and understand the Spanish language.

PHYSICAL DEMANDS & WORKING CONDITIONS

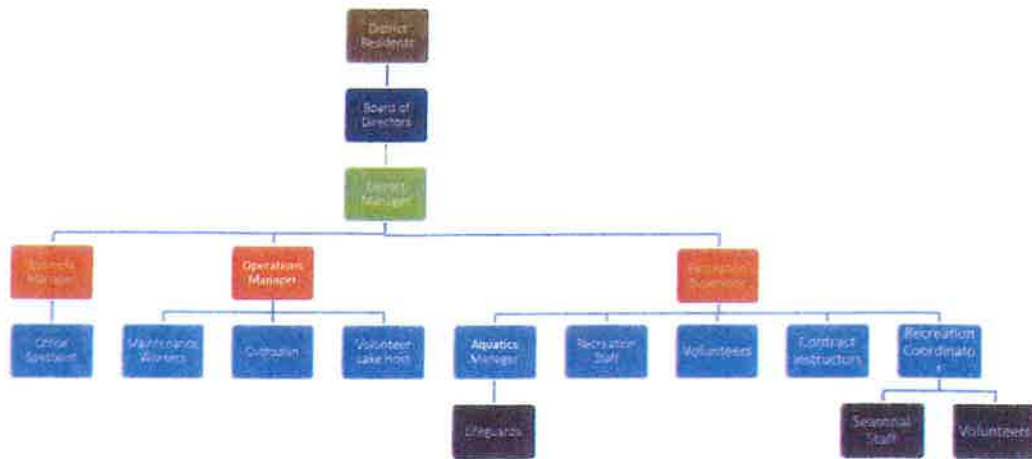
- Ability to lift 55 pounds.
- Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing; reading and communicating with others in writing and orally.
- Work environments include:
 - Indoor pool environment; and
 - Outdoor environmental 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

Exempt, Salary: DOE.

Employment offer contingent DOJ background check.

ORGANIZATIONAL RELATIONSHIP



CLASS HISTORY:

Adopted:

Revised: 8/3/17



Tehachapi Valley

Recreation & Park District

BUSINESS MANAGER JOB DESCRIPTION

SALARY RANGE

\$35,838 - \$60,000 Annually

POSITION: BUSINESS MANAGER
REPORTS TO: DISTRICT MANAGER
SUPERVISES: OFFICE SPECIALIST I & II

CATEGORY: FULL TIME
FLSA STATUS: EXEMPT

POSITION SUMMARY

Responsible for the organization and coordination of office operations, financial procedures, and resources to facilitate organizational effectiveness and efficiency.

ESSENTIAL JOB FUNCTIONS

- Manage all aspects of the office to create an organized and efficient working environment for all employees.
- Oversee the process of inquiry requests, registrations, and deposits.
- Oversee all current processes in place, and adjust as needed to best suit the needs of the whole office.
- Receive and screen phone calls and visitors, provide information, take messages, and refer people to other sources of information.
- Assist disgruntled customers.
- Operate office machines including tape recorders, adding machine, fax machine, copy machine, and other office equipment.
- Provide comprehensive secretarial and clerical support to management including the design, implementation, and accuracy of filing systems; establish procedures and monitor record keeping; ensure confidentiality and security of data; etc.
- Prepares a variety of materials such as agendas, forms, reports, letters, memorandums, and other documents.
- Monitor and maintain printed materials in stock, office supplies, etc.
- Handle and process all cancellations, refunds, and credits
- Prepare agenda, take minutes, and prepare minutes for posterity/distribution at all board meetings
- Serves at District Clerk of the Board.
- Attends all TVRPD board meetings and transcribes and records minutes of the proceedings.
- Human resource administrative oversight (responsible for execution of background checks, complete employee files, communication, employee benefit compliance, etc.)
- Maintain all District Director files.
- Oversee all payroll operations.
- Administer all accounts payable and receivable.
- Maintains purchasing card statements.

- Maintains confidential personal records and communication.
- Negotiates the purchase of office supplies and furniture, office equipment, etc., for the entire office staff in accordance with District purchasing policies and budgetary restrictions.
- Coordinates District's yearly audit.
- Reviews, interprets and analyzes new and proposed legislation.
- Determines effects of legislation on operations and programs the District serves.
- Takes appropriate action to ensure compliance with existing rules and regulations.
- Provides technical assistant to District Manager regarding organization policy/procedures.
- Assists other departments in review and preparation of departmental budget.
- Assists the District Manager in preparation of the annual District budget.
- Maintain a safe and secure working environment; maintains the required safety training designated for this position.
- Regular, punctual attendance.
- Performs special projects and other work as assigned.

QUALIFICATIONS

Core Competencies and Skill Sets

- General and efficient office practices and method; filing systems; business forms; letter writing; and office equipment.
- English usage, vocabulary, spelling, grammar, and punctuation.
- Well-developed written and oral communication skills; able to communicate clearly and sensitively with internal and external stakeholders of the Tehachapi Valley Recreation and Park District.
- Competency in information technology/computer skills and other general administrative tools.
- Ability to relate well to the public, in person and on the telephone, while remaining calm in stressful situations.
- Knowledge of and experience with the Brown Act.
- Handle all business matters confidentially.
- Able to work effectively with multiple supervisors, balance and prioritize multiple assignments.
- Ability to function successfully within a team environment.
- Capable and practiced in handling complex and/or multi-faceted tasks. Effective office (clerical / secretarial), time management, and organizational skills.

Personal Attributes

- Diplomatic, tactful, creative, discreet, flexible, resourceful, dependable, well-organized, friendly, emotionally mature and professional.
- Work with trustworthiness and integrity and with a clear commitment to TVRPD core values and principles.
- Self-motivated with ability to manage work with limited direct supervision.
- Ability to operate effectively under stress; work in a flexible, adaptable, and resilient manner.
- Expert abilities in prioritization and multi-tasking: well planned and organized even within a fluid working environment and a capacity for initiative and decision-making with competent analytical and problem solving skills.
- Demonstrate awareness and sensitivity to gender and diversity.
- Willingness to adapt and learn new skills/approaches.

Education, Training, & Experience

- High school diploma with a number of years' administrative and leadership experience.
- General knowledge of accounting, data, and administrative management practices and procedures.
- Knowledge of Microsoft Office products; QuickBooks Online
- Experience with clerical practices and procedures.
- Experience with human resources management practices and procedures.
- Advanced Computer skills

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.

- Requires vision (which may be corrected) to read small print.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects; lower body mobility may not be required.
- Perform work that is primarily sedentary.
- Is subject to inside environmental conditions.
- May be subject to stressful situations involving complex problem solving.
- Required to work at a computer/display monitor for prolonged periods.

ADDITIONAL INFORMATION

Employment is contingent on satisfactory DMV and SSCI background check.

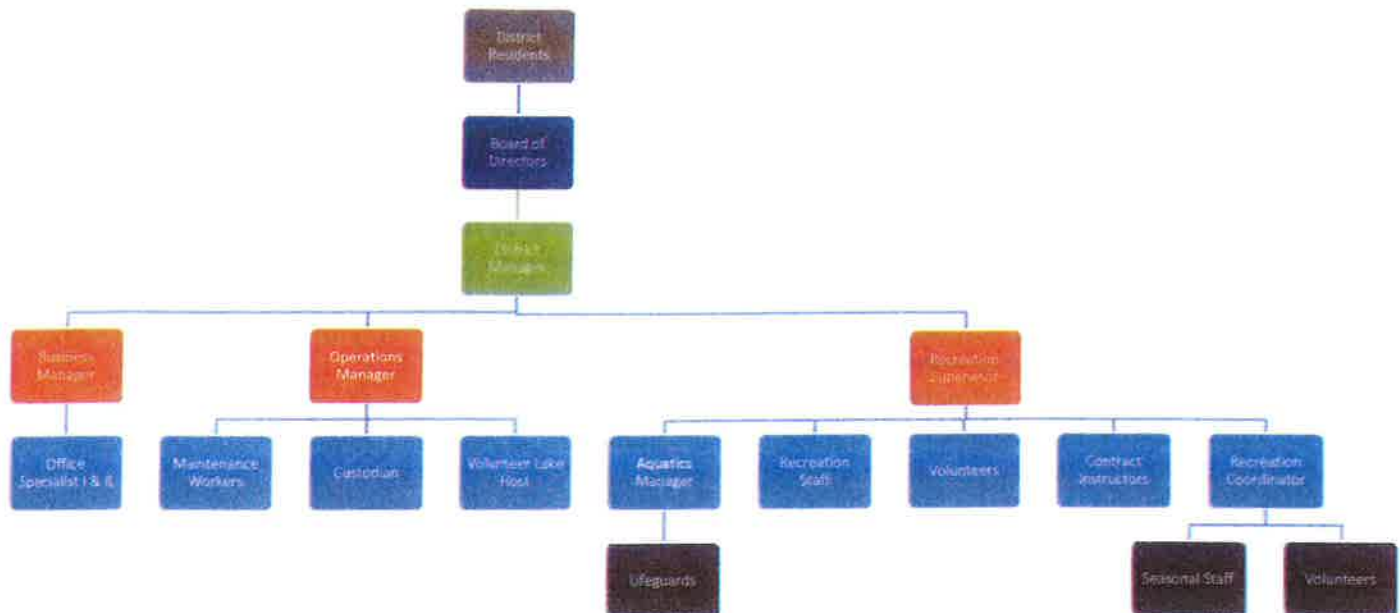
Employees must complete twelve (12) months of satisfactory probation.

SALARY RANGE

Exempt, Salary: DOE.

Comprehensive District health and retirement package. Twelve (12) paid holidays, accrued vacation and sick leave

ORGANIZATIONAL RELATIONSHIP



CLASS HISTORY

Adopted:

Revised: 08/2017



Tehachapi Valley

Recreation & Park District

OFFICE SPECIALIST I JOB DESCRIPTION

SALARY RANGE

Hourly – \$10.50 – \$12.50

POSITION: OFFICE SPECIALIST I
REPORTS TO: BUSINESS MANAGER
SUPERVISES: N/A

CATEGORY: TEMPORARY/PART TIME
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY

The Office Specialist I is responsible for providing facility reservations, program registrations, clerical and administrative support in order to ensure that District services are provided in an effective and efficient manner.

ESSENTIAL JOB FUNCTIONS

- Greets, assists and provides detailed information to patrons and the public
- Answers District office phone calls and fields District related questions; directs specific public inquiries to appropriate Departments
- Records and registers facility reservations, activities, and patron registrations into the District's recreation software system; advises appropriate staff
- Maintains District registration software
- Maintains facility calendars
- Assists Business Manager in District accounts receivable
- Process registrations; receiving fees, receipting, and deposits
- Conducts a wide array of secretarial and clerical duties; draft, submit and file various District forms, letters, and communications
- Coordinates facilities for District and various program use
- Maintains inventory of supplies and equipment; distributes supplies and equipment; assists with ordering office supplies and equipment.
- Reports accidents and unsafe conditions as they occur to the Business Manager or assigned supervisor
- Assists with District office cleaning, sanitation and organization
- Maintains a safe and secure working environment
- All other duties 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

- 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; Microsoft Office Programs, Digital and Social Media.
- 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.
- Interact with customers and co-workers in a positive and courteous manner.
- *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

- High School diploma or equivalent.
- Computer proficiency, to include Microsoft Office.
- Social and digital media fluency.
- Working knowledge of recreation POS software highly desired.
- Knowledge of proper money handling practices and procedures.

Licenses and Certificates

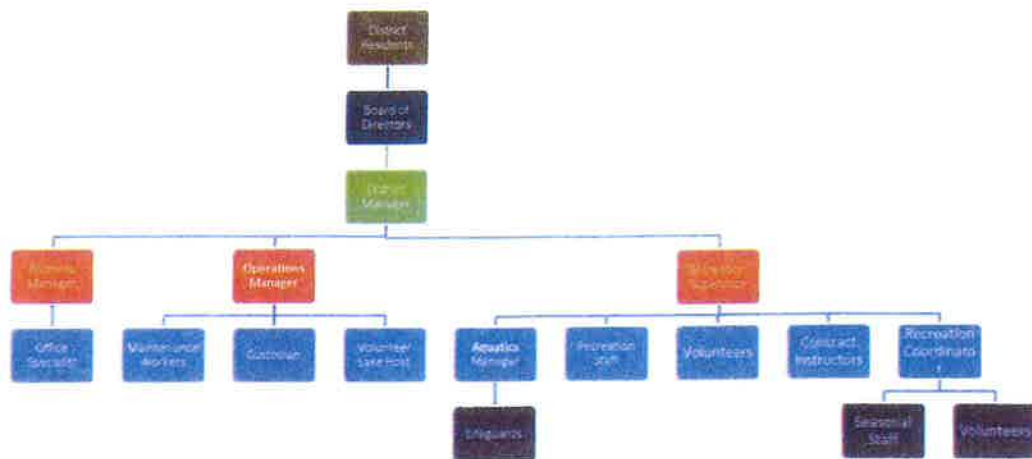
- American Red Cross First Aid/CPR/AED certified or wiliness to obtain.
- Valid California driver's license; driving record must comply with District safety standards.

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.
- 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.
- Work environments include:
 - Indoor office environment; and
 - Outdoor environmental conditions regardless of weather conditions.

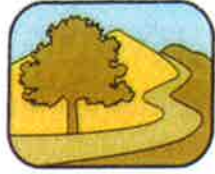
TVRPD Organizational Chart



CLASS HISTORY

Adopted:

Revised: 08/2017



Tehachapi Valley

Recreation & Park District

OFFICE SPECIALIST II JOB DESCRIPTION

SALARY RANGE

\$21,840 - \$31,200 Annually

POSITION: OFFICE SPECIALIST II
REPORTS TO: BUSINESS MANAGER
SUPERVISES: N/A

CATEGORY: FULL TIME
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY

The Office Specialist II is responsible for providing facility reservations, program registrations, clerical and administrative support in order to ensure that District services are provided in an effective and efficient manner.

ESSENTIAL JOB FUNCTIONS

- Greets, assists and provides detailed information to patrons and the public.
- Answers District office phone calls and fields District related questions; directs specific public inquiries to appropriate Departments.
- Records and registers facility reservations, activities, and patron registrations into the District's recreation software system; advises appropriate staff.
- Maintains District registration software.
- Maintains facility calendars.
- Coordinates Volunteer Camp Hosts at Brite Lake Facility.
- Assists Business Manager in District accounts receivable.
- Process registrations; receiving fees, receipting, and deposits.
- Conducts a wide array of secretarial and clerical duties; draft, submit and file various District forms, letters, and communications.
- Coordinates facilities for District and various program use.
- Maintains inventory of supplies and equipment; distributes supplies and equipment; assists with ordering office supplies and equipment.
- Assists the Business Manager/Clerk of the Board with TVRPD board meetings and transcription of minutes.
- Reports accidents and unsafe conditions as they occur to the Business Manager or assigned supervisor.
- Assists with District office cleaning, sanitation and organization.
- Maintains a safe and secure working environment.
- All other duties 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

- 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; Microsoft Office Programs, Digital and Social Media.
- 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.
- Interact with customers and co-workers in a positive and courteous manner.
- *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

- High School diploma or equivalent.
- Computer proficiency, to include Microsoft Office.
- Social and digital media fluency.
- Working knowledge of recreation POS software highly desired.
- Knowledge of proper money handling practices and procedures.

Licenses and Certificates

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

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.
- 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.

- Work environments include:
 - Indoor office environment; and
 - Outdoor environmental conditions regardless of weather conditions.

COMPENSATION

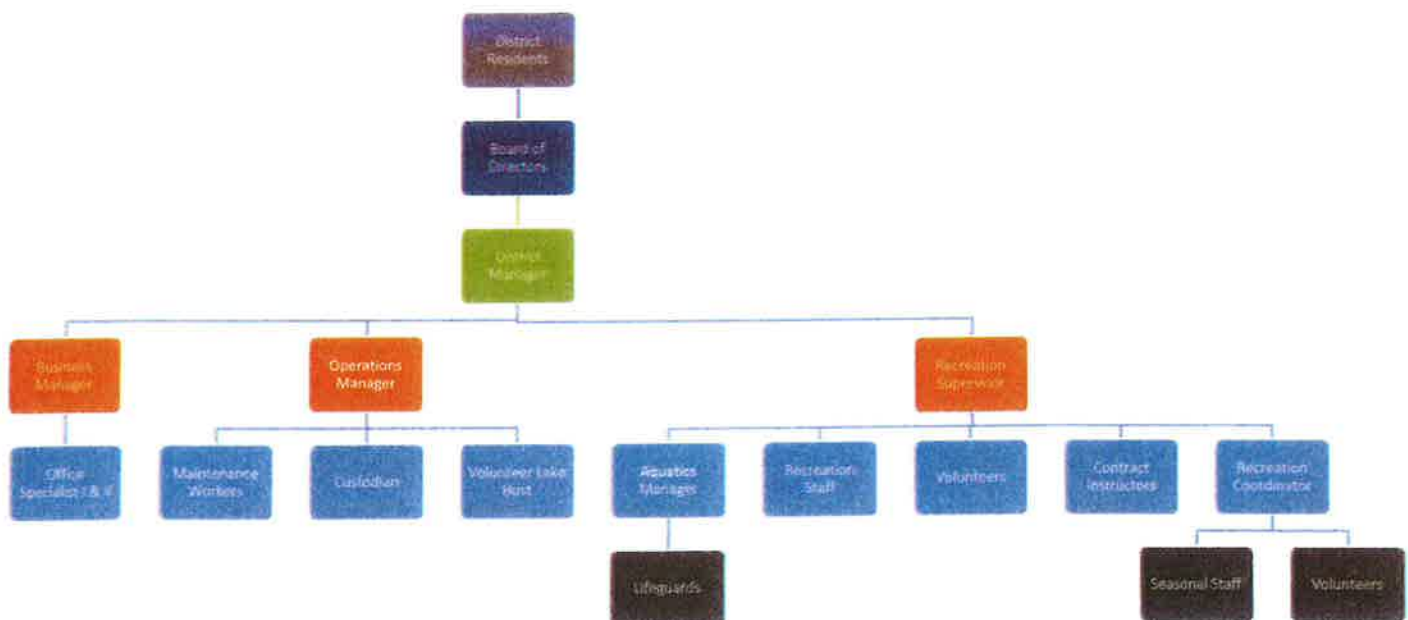
Hourly, commensurate with experience.

Comprehensive medical, dental and vision plan. CALPERS retirement package, accrued vacation and sick leave.

Employment offer contingent on satisfactory DMV and SSCI background check.

Employees must complete twelve (12) months of satisfactory probation.

ORGANIZATIONAL RELATIONSHIP



CLASS HISTORY

Adopted:

Revised: 08/2017

III.

RECREATION



Tehachapi Valley

Recreation & Park District

RECREATION SUPERVISOR JOB DESCRIPTION

SALARY RANGE

\$49,000 - \$70,000 Annually

POSITION: RECREATION SUPERVISOR
REPORTS TO: DISTRICT MANAGER
SUPERVISES: RECREATION STAFF

CATEGORY: FULL TIME
FLSA STATUS: EXEMPT

This job description is established by the Tehachapi Valley Recreation & Park District (District) to outline the basic requirements, duties and general responsibilities of the position of Recreation Supervisor. This position is "at will", which means the District may terminate the employment relationship at any time and for any or no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for any or no reason.

POSITION SUMMARY

Under general direction of the District Manager, the Recreation Supervisor plans, organizes and directs a comprehensive community services program to meet the needs of the diverse population within the District. This includes personnel, community relations, grant writing, budget management, and the purchasing of supplies, materials and equipment. Performs other work as required and may work irregular hours, including evenings, weekends, holidays, and be willing to work outdoors in all weather conditions.

ESSENTIAL JOB FUNCTIONS

The following duties are an overview of the primary duties and responsibilities of the position and do not constitute an all-inclusive list.

PLANNING & OPERATIONS

- Consistently promote a positive, professional image of the District and provide excellent customer service.
- Directs on-site supervision and logistics of all programs, activities sports, and events.
- Prepares a variety of reports and other documents such as operating, activity and statistical reports, promotional materials and agenda items; presents materials to interested groups.
- Prepares goals and objectives for community based classes, programs, events and activities including adult and youth sports; aquatics; excursions; special events; camps and special activity classes.
- Represents TVRPD at various community and government agency board meetings.
- Expands and provides new programs, classes, events, camps and activities for the community;
- Maintains contacts with neighborhood groups, schools, businesses, law enforcement agencies, volunteer and other community groups and provides necessary coordination of services.
- Develops procedures for initiating, supervising, and evaluating activities;
- Recommends purchasing and inventory;
- Develops marketing strategies and materials to promote programs within budgetary constraints;
- Develops yearly brochure and event rack card.
- Recruitment of volunteers, coaches, instructors, and sponsors;

- Coordinates with other departments for the program registration and facility usage;
- Recommends and assists in the development of programmatic policies and procedures;
- Meets with the community and neighborhood groups to formulate program ideas;
- Monitor the day-to-day operations of youth programs, adult and youth sports, special events, classes and camps to include scheduled site visits, handling and resolving complaints, appropriation of materials and supplies, and formulization and organizing program plans and schedules for District programs.
- Monitor employee and volunteer professionalism.
- Maintain the TVRPD master calendar, social and digital media.
- Maintain inventory of supplies and equipment; distributes supplies and equipment; orders supplies and equipment for recreation and athletic programs.
- Actively seeks, establishes and nurtures equitable community partnerships and sponsorships enhancing District revenues;

PERSONNEL

- Conducts orientation, training, and appraisal of performance for subordinates;
- Schedule job assignments for subordinates, part-time, and other employees;
- Recommends to district manager for potential or actual employee performance problems;

EVALUATION

- Conducts evaluation of programs, activities, and subordinate employees;

FISCAL

- Maintains revenue and expense program budgets;
- Prepares and submits detailed unit budgets as required;
- Investigates and prepares approved grant applications and external funding mechanisms;

SAFETY

- Reports accidents & unsafe conditions as they occur;

SAFETY TRAINING REQUIRED

- CPR and First Aid, Defensive Driver Education training, Supervisor's Drug Awareness training, Supervisor's Sexual Harassment training;

OTHER

- Assists department staff as required.
- Ensure proper maintenance and repair of facilities;
- Attends and participates in staff meetings and training sessions;
- Represents their department at management team meetings;
- Provide consistent high-quality service to the community, and;
- Performs other related duties as assigned.

MANDATORY QUALIFICATIONS

1. Possess a Bachelors degree in Recreation and Park Administration or closely related field from a nationally accredited educational institution, *and* a minimum of two (2) years experience in recreation programs and facility operations that include experience in coordinating, supervising and administering multi-program operations, *or* any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for excellent job performance;
2. Certified Park and Recreation Professional, or ability to obtain certification within one (1) year of appointment;
3. Computer proficiency, to include Microsoft Office and recreation registration software;
4. Social and digital media fluency;
5. American Red Cross First Aid/CPR/AED certified or willingness to obtain in three (3) months;

6. Possess and maintain a valid Driver's License with good driving record;
7. Possess a positive attitude, and be a self starter; and,
8. Ability to read, write, speak and understand the English language at a level adequate to perform the job.

PREFERRED QUALIFICATIONS

1. Masters degree in Recreation and Park Administration, Sports Administration or closely related field.
2. Certified Youth Sports Administrator.
3. American Red Cross LGIT and WSIT certified.
4. Statistical and photo editing software skills.
5. Ability to read, write, speak and understand the Spanish language.
6. NRPA and/or CPRS membership is highly desired.

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 pool environment; and
 - Outdoor environmental 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/Cal OSHA regulations is required.
- Possible exposure to communicable diseases.

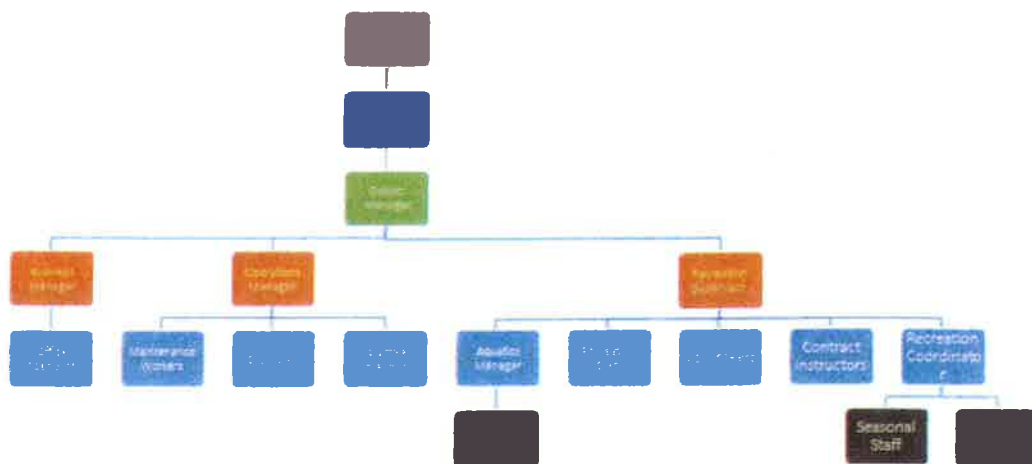
COMPENSATION

Exempt, Salary: Starting at \$49,000.

Employment offer contingent DOJ background and DMV checks

Must complete twelve (12) months of satisfactory probation

ORGANIZATIONAL RELATIONSHIP



CLASS HISTORY:

Adopted:

Revised: 8/30/17



Tehachapi Valley

Recreation & Park District

RECREATION COORDINATOR JOB DESCRIPTION

SALARY RANGE

\$13.00-\$20.00 Per Hour DOE

POSITION: RECREATION COORDINATOR
REPORTS TO: RECREATION SUPERVISOR
SUPERVISES: SEASONAL STAFF, VOLUNTEERS

CATEGORY: PART-TIME
FLSA STATUS: NON-EXEMPT

This job description is established by the Tehachapi Valley Recreation & Park District (District) to outline the basic requirements, duties and general responsibilities of the position of Recreation Coordinator. This position is "at will", which means the District may terminate the employment relationship at any time and for any or no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for any or no reason.

POSITION SUMMARY

Under the direction of the Recreation Supervisor the Recreation Coordinator performs a variety of professional duties related to the successful research, development and delivery of recreational activities, events and athletic programs.

ESSENTIAL JOB FUNCTIONS

The following duties are an overview of the primary duties and responsibilities of the position and do not constitute an all-inclusive list.

- Consistently promote a positive, professional image of the District and provide excellent customer service; provides information and assistance to participants and the public;
- Direct on-site supervision and logistics of assigned programs, activities and events;
- Plan, implement and evaluate programs, activities and events as assigned by the Recreation Supervisor.
- Monitor the day-to-day operations of athletic and recreation programs, camps, and events as assigned, to include scheduled site visits, handling and resolving complaints, appropriation of program materials and supplies, and formulation and organizing program plans and schedules for District programs;
- Collect activity and registration records and prepare 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, modify and expand programs and activities;
- Assists in the recruitment of community organizations, businesses, sponsorships, volunteers, and program support;
- Answers District office phone calls and fields District related questions; directs specific public inquiries to appropriate Departments
- Records and registers facility reservations, activities, and patron registrations into the District's recreation software system; advises appropriate staff
- Assists in the input of new programs in District Registration Software (REC1).
- Collects money at TVRPD events.

- Assists in all set up and tear down of activities, sports, events, runs and camps
- Maintains social media as assigned.
- Assists in Public relations and correspondence; prepares digital, social and printed media, including flyers, brochures and press releases;
- Supervises seasonal staff and volunteers as assigned.
- Monitor employee and volunteer professionalism;
- Maintain a safe and secure working environment; ensure the security and safety of recreational facilities;
- Assist in the inventory of supplies and equipment; distributes supplies and equipment; assists with ordering supplies and equipment for recreation and athletic programs.
- Assist with office staff to coordinate facilities for program use.
- Assist office staff to process registrations to include receiving fees, receipting, and deposits.
- Report accidents and unsafe conditions as they occur to the District Manager
- Perform special projects and other duties as assigned.

MANDATORY QUALIFICATIONS

1. Possess a Bachelor's degree in Recreation and Park Administration, Sport Administration or closely related field from a nationally accredited educational institution and/or experience coordinating sport leagues, special events, youth and adult programs and camps. Related work may be substituted for a degree.
2. Possess a positive attitude, and be a self-starter; and,
3. Computer proficiency, to include Microsoft Office.
4. Social and digital media fluency.
5. American Red Cross First Aid/CPR/AED certified or willingness to obtain in six (6) months;
6. Ability to read, write, speak and understand the English language at a level adequate to perform the job.
7. Possess and maintain a valid Driver's License with good driving record;

PREFERRED QUALIFICATIONS

1. 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.
2. American Red Cross Lifeguard Certified
3. Video and photo editing software skills.
4. Ability to read, write, speak and understand the Spanish language.

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 pool environment; and
 - Outdoor environmental conditions
- Required to work nights, weekends, holidays, irregular 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.

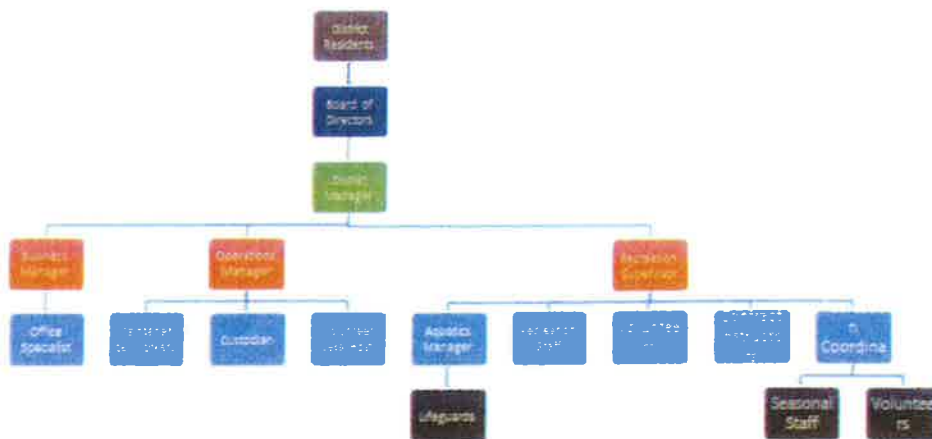
- Use of protective equipment per OSHA/Cal OSHA regulations is required.
- Possible exposure to communicable diseases.

COMPENSATION

\$13.00 - \$20.00 per hour DOE

Employment offer contingent on satisfactory DMV and DOJ background check.

ORGANIZATIONAL RELATIONSHIP



CLASS HISTORY:

Adopted:

Revised: 8/3/17



Tehachapi Valley

Recreation & Park District

AQUATIC MANAGER JOB DESCRIPTION

SALARY RANGE

\$13.00 - \$15.00 per hour

POSITION: AQUATIC MANAGER
REPORTS TO: RECREATION SUPERVISOR
SUPERVISES: POOL STAFF

CATEGORY: SEASONAL
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY

Under the direct supervision of the Recreation Coordinator, The Aquatic Manager supervises and evaluates TVRPD aquatic staff and ensures the safety and satisfaction of Dye Natatorium patrons and/or participants by enforcing the policies and procedures of the Tehachapi Valley Recreation and Park District.

ESSENTIAL JOB FUNCTIONS

- Supervise the work of subordinate aquatic staff, safeguarding patrons and other persons using the swimming pool or facilities.
- Supervise the enforcement of rules and regulations relating to pool and fitness activities.
- Develop and maintain ongoing, in-service training for, Lifeguards, Water Safety Instructors, and Aquatic Fitness Instructors.
- Maintain, analyze and submit pertinent records in respect to daily user counts, sanitary water conditions (chlorine and pH readings) and pool decks, back-washing, incidents; rescues and assists, emergency equipment and first aid supplies.
- Resolve and report difficult situations that arise between the lifeguards and patrons and takes appropriate action to resolve the complaints and maintain good patron relations.
- Assist with staff recruitment, hiring, and performance evaluation processes.
- Assist with When2Work scheduling.
- Assist with the maintenance of pool pumps, filtration, and chemical feed systems.
- Reports the following to the Maintenance Foreman, or designated staff person:
 - Insufficient pool chemistry
 - 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
- Assist with the development and revision of pool policies, procedures, and forms.
- Promote a cohesive aquatic team and positive work environment
- Participates in emergency drills and environmental safety activities, as requested.
- Attends and participates in District safety and in-service trainings.
- Performs other duties 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

Knowledge of:

- Principles, practices and application of lifesaving and first aid techniques.
- Essential functions of a head lifeguard and/or pool manager.

- Swimming pool operations, including sanitation, maintenance, safety, and public relations.
- General rules and regulations pertaining to pool use.

Ability to:

- Adhere to TVRPD core values and principles.
- Perform a broad range of supervisory responsibilities over others.
- Work independently within the established policies and procedures of the department.
- Enforce pool rules and regulations.
- Maintain a safe and secure environment at all times
- Recognize and mitigate potential hazards and risks.
- Act quickly and calmly in emergencies.
- Maintain accurate records and spreadsheets.
- Work cooperatively with diverse populations.
- Provide outstanding customer service.
- Present a positive image of the organization to members of the community.

Minimum Qualifications

- Two (2) years lifeguarding experience, with evidence of substantial head lifeguard or equivalent aquatic leadership role and/or previous pool management experience.
- American Red Cross Lifeguard and Professional Rescuer or equivalent.
- Demonstrated leadership qualities.
- Experience working with diverse populations
- Strong interpersonal and communication skills
- Evidence of superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Preferred Qualifications

- Certification as an American Red Cross Lifeguard Instructor.
- Certification as an American Red Cross Water Safety Instructor.
- Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) certification.

PHYSICAL DEMANDS & WORKING CONDITIONS

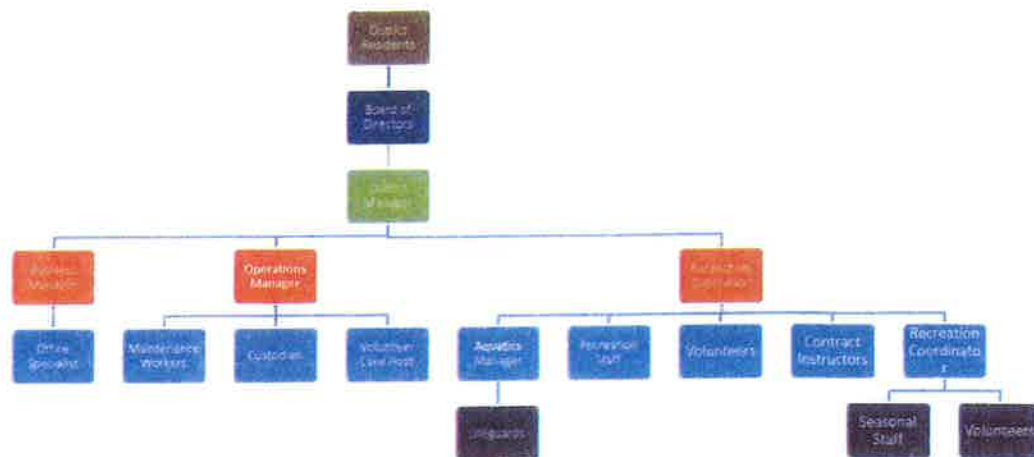
- Ability to lift 55 pounds.
- Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing; reading and communicating with others in writing and orally.
- Work environments include:
 - Indoor pool environment; and
 - Outdoor environmental 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

\$13.00 - \$15.00 per hour DOE.

Employment offer contingent DOJ background check, including fingerprinting.

ORGANIZATIONAL RELATIONSHIP



CLASS HISTORY:

Adopted:

Revised: 8/3/17



Tehachapi Valley

Recreation & Park District

LIFEGUARD/HEAD LIFEGUARD JOB DESCRIPTION

SALARY RANGE

\$10.50 - \$12.00 per hour

POSITION: LIFEGUARD/HEAD LIFEGUARD

CATEGORY: SEASONAL

REPORTS TO: RECREATION SUPERVISOR, RECREATION COORDINATOR and/or AQUATICS MANAGER

FLSA STATUS: NON-EXEMPT

SUPERVISES: N/A

POSITION SUMMARY

Under the direct supervision of the Recreation Supervisor, Recreation Coordinator and/or Aquatics Manager, the Lifeguard ensures the safety and satisfaction of patrons and/or participants by enforcing the policies and procedures of the Tehachapi Valley Recreation and Park District; prevents and responds to emergencies. Performs other duties as assigned. The Lifeguard series provides two levels ranging from Lifeguard to Head Lifeguard.

DISTINGUISHING CHARACTERISTICS

Lifeguard – This is the entry-level class in the Lifeguard series. Positions in this class perform most of the duties required of the Head Lifeguard but are not expected to function at the same skill level and usually exercise less independent direction and judgment on matters related to work procedures and methods.

Head Lifeguard – This is an advanced employment class in the Lifeguard series. Positions within this class are normally filled by advancement from the Lifeguard, or filled from the outside. Head Lifeguard requires prior experience in the safeguarding of public pools or comparable facilities, knowledge of aquatic operations principles and practices, and proven leadership qualities.

All positions assigned to the class require the ability to work within a team environment exercising judgment and initiative.

ESSENTIAL JOB FUNCTIONS

- Direct and safeguard guests using the swimming pool and District facilities.
- Enforce TVRPD rules, regulations, policies and procedures.
- Provide positive public relations, customer information and assistance.
- Conduct opening and closing duties; including, but not limited to, facility and equipment sanitation, equipment safety inspections, pool vacuuming, and point of sale procedures.
- Maintain, analyze and submit pertinent records in respect to daily user counts, sanitary water conditions (chlorine and pH readings) and pool decks, incidents; rescues and assists, emergency equipment and first aid supplies.
- Resolve and report difficult situations that arise and take appropriate action to resolve the complaints and maintain good public relations.
- Assist with the maintenance and operation of pool equipment.
- Report the following to the Aquatic Manager, or designated staff person:
 - Insufficient pool chemistry

- 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
- Promote a cohesive aquatic team and positive work environment
 - Participate in scheduled in-services, emergency drills and environmental safety activities.
 - Performs other duties 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

Knowledge of:

- Principles, practices and application of lifesaving and first aid techniques.
- Essential functions of a lifeguard/head lifeguard.
- Swimming pool operations, including sanitation, maintenance, safety, and public relations.
- General rules and regulations pertaining to pool use.

Ability to:

- Pass the TVRPD Lifeguard Employment Test.
- Adhere to TVRPD core values and principles.
- Perform a broad range of public pool responsibilities.
- Work independently within the established policies and procedures of the department.
- Enforce pool rules and regulations.
- Maintain a safe and secure environment at all times
- Recognize and mitigate potential hazards and risks.
- Act quickly and calmly in emergencies.
- Maintain accurate records and spreadsheets.
- Work cooperatively with diverse populations.
- Provide outstanding customer service.
- Present a positive image of the organization to members of the community.

Lifeguard Qualifications

- American Red Cross Lifeguard and Professional Rescuer or equivalent.
- Strong interpersonal and communication skills
- Friendly, customer service orientated, flexible, good sense of humor
- Team player

Head Lifeguard Qualifications

- Two (2) years lifeguarding experience.
- Demonstrated leadership qualities.
- Experience working with diverse populations
- Evidence of superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

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.

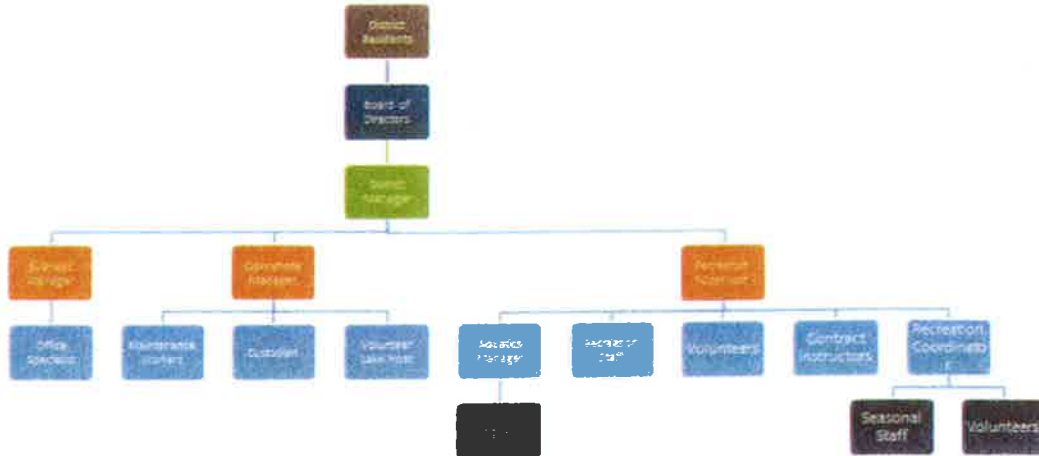
- Work environments include:
 - Indoor pool environment; and
 - Outdoor environmental conditions
- Required to work nights, weekends, holidays, and multiple shifts when needed.
- Possess personal qualifications including emotional maturity, willingness to cooperate with various organizations, respect 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

\$10.50 - \$12.00 DOE.

Employment offer contingent DOJ background check, including fingerprinting.

ORGANIZATIONAL RELATIONSHIP



CLASS HISTORY:

Adopted:

Revised: 8/3/17



Tehachapi Valley

Recreation & Park District

GYM SUPERVISOR JOB DESCRIPTION

SALARY RANGE

\$10.50 - \$15.00 per hour

POSITION: FACILITY/GYM SUPERVISOR

CATEGORY: SEASONAL

REPORTS TO: RECREATION SUPERVISOR and/or COORDINATOR FLSA STATUS: NON EXEMPT

POSITION SUMMARY

Under the direction of the Recreation Coordinator, the Facility/Gym Supervisor performs a variety of professional duties related to the successful implementation of recreational programs, event supervision and facility management.

ESSENTIAL JOB FUNCTIONS

The following duties are an overview of the primary duties and responsibilities of the position and do not constitute an all-inclusive list.

- Consistently promote a positive, professional image of the District and provide excellent customer service at all times; provides information and assistance to participants and the public;
- Direct on-site supervision and logistics of assigned programs, activities and events;
- Direct program staff and participants;
- Monitor 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,
- Monitor employee and volunteer professionalism;
- 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.
- 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.
- Maintain a safe and secure working environment; ensure the security and safety of recreational facilities;
- Maintain inventory of supplies and equipment; distributes supplies and equipment;
- Report accidents and unsafe conditions as they occur to the Recreation Coordinator;

MANDATORY QUALIFICATIONS

1. Possess a positive attitude, and be a self starter;
2. American Red Cross First Aid/CPR/AED certified or willingness to obtain in three (3) months;
3. Ability to read, write, speak and understand the English language at a level adequate to perform the job.
4. Possess and maintain a valid Driver's License with good driving record;

PREFERRED QUALIFICATIONS

1. Successful practices and knowledge of principals, rules and procedures of organized competitive sports, athletic and recreational programs;
2. Ability to read, write, speak and understand the Spanish language.

PHYSICAL DEMANDS & WORKING CONDITIONS

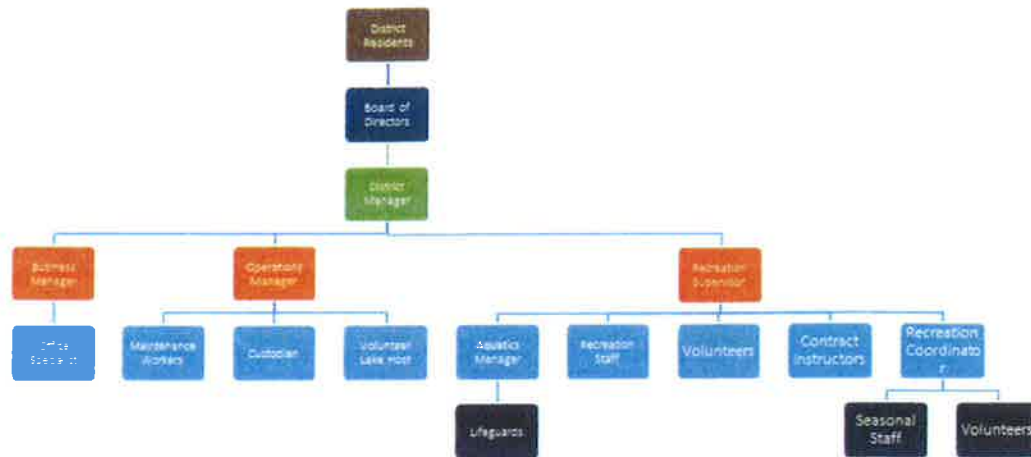
- Ability to lift 55 pounds.
- Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing; reading and communicating with others in writing and orally.
- Work environments include:
 - Indoor environment; and
 - Outdoor environmental 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

\$10.50 - \$15.00 per hour

Employment offer contingent on satisfactory DOJ background check.

ORGANIZATIONAL RELATIONSHIP



CLASS HISTORY:

Adopted:

Revised: 8/3/17



Tehachapi Valley

Recreation & Park District

SCOREKEEPER JOB DESCRIPTION

SALARY RANGE

\$10.50 - \$15.00 per game

POSITION: SCOREKEEPER

CATEGORY: SEASONAL

REPORTS TO: RECREATION SUPERVISOR and/or COORDINATOR FLSA STATUS: NON EXEMPT

POSITION SUMMARY

Under the direction of the Recreation Coordinator, the Scorekeeper keeps a variety of youth and adult sports.

ESSENTIAL JOB FUNCTIONS

The following duties are an overview of the primary duties and responsibilities of the position and do not constitute an all-inclusive list.

- Keeping accurate score and time in accordance with the rules of the sport
- Assist in game preparation and teardown
- Knowledge of TVRPD Sports Program policies
- Maintain score and time for various youth and adult sports games throughout the year
- Be on time and alert for the whole game
- Time management should be enforced during the game
- Report accidents and unsafe conditions as they occur to the Recreation Coordinator

MANDATORY QUALIFICATIONS

- Possess a positive attitude, and be a self starter;
- American Red Cross First Aid/CPR/AED certified or willingness to obtain in three (3) months;
- Ability to read, write, speak and understand the English language at a level adequate to perform the job.

PREFERRED QUALIFICATIONS

- Successful practices and knowledge of principals, rules and procedures of organized competitive sports, athletic and recreational programs;
- Ability to read, write, speak and understand the Spanish language.

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 environment; and
 - Outdoor environmental conditions
- Required to work nights, weekends, holidays, and multiple shifts when needed.

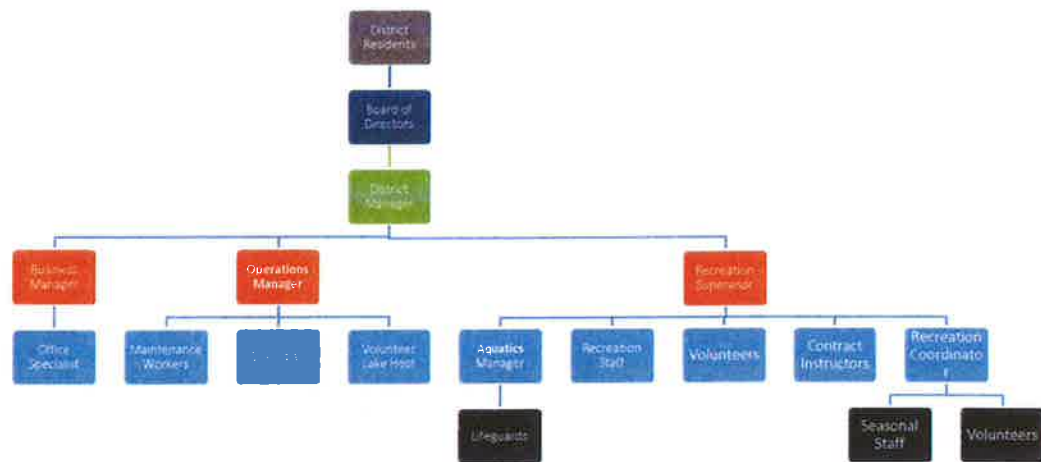
- Possess personal qualifications including emotional maturity, willingness to cooperate with various organizations, respect for children and adults from various cultures and backgrounds, flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities.
- Use of protective equipment per OSHA/CalOSHA regulations is required.
- Possible exposure to communicable diseases.

COMPENSATION

\$10.50 - \$15.00 per game

Employment offer contingent on satisfactory DOJ background check.

ORGANIZATIONAL RELATIONSHIP



CLASS HISTORY:

Adopted:

Revised: 8/3/17



Tehachapi Valley

Recreation & Park District

REFEREE JOB DESCRIPTION

SALARY RANGE

\$10.50 - \$15.00 per game

POSITION: REFEREE

CATEGORY: SEASONAL

REPORTS TO: RECREATION SUPERVISOR and/or COORDINATOR FLSA STATUS: NON EXEMPT

POSITION SUMMARY

Under the direction of the Recreation Coordinator, the Referee officiates a variety of youth and adult sports.

ESSENTIAL JOB FUNCTIONS

The following duties are an overview of the primary duties and responsibilities of the position and do not constitute an all-inclusive list.

- Consistently promote a positive, professional image of the District and provide excellent customer service at all times; provides information and assistance to participants and the public;
- Knowledge of National Federation of State High School Association rules and mechanics as well as municipal league rules, regulations and by-laws.;
- Direct program staff and participants;
- Monitor 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,
- Monitor employee and volunteer professionalism;
- Maintain a safe and secure working environment; ensure the security and safety of recreational facilities;
- Maintain inventory of supplies and equipment; distributes supplies and equipment;
- Report accidents and unsafe conditions as they occur to the Recreation Coordinator;

MANDATORY QUALIFICATIONS

1. Possess a positive attitude, and be a self starter;
2. American Red Cross First Aid/CPR/AED certified or willingness to obtain in three (3) months;
3. Ability to read, write, speak and understand the English language at a level adequate to perform the job.
4. Possess and maintain a valid Driver's License with good driving record;

PREFERRED QUALIFICATIONS

1. Successful practices and knowledge of principals, rules and procedures of organized competitive sports, athletic and recreational programs;
2. Ability to read, write, speak and understand the Spanish language.

PHYSICAL DEMANDS & WORKING CONDITIONS

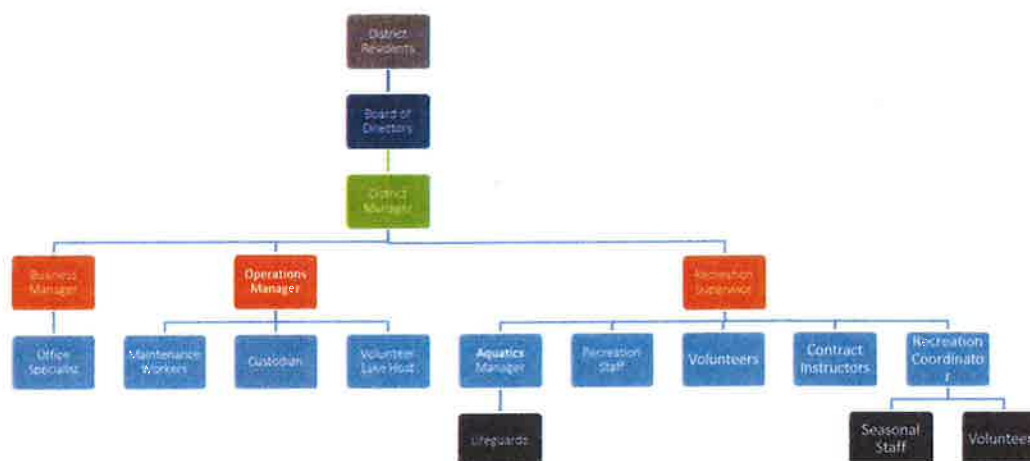
- Ability to lift 55 pounds.
- Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing; reading and communicating with others in writing and orally.
- Work environments include:
 - Indoor environment; and
 - Outdoor environmental 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

\$10.50-\$15.00 per hour DOE.

Employment offer contingent on satisfactory DOJ background check.

ORGANIZATIONAL RELATIONSHIP



CLASS HISTORY:

Adopted:

Revised: 8/3/17



Tehachapi Valley

Recreation & Park District

START SMART RECREATION LEADER JOB DESCRIPTION

SALARY RANGE

\$13.00 - \$15.00 per hour

POSITION: START SMART RECREATION LEADER

CATEGORY: SEASONAL

REPORTS TO: RECREATION SUPERVISOR and/or COORDINATOR FLSA STATUS: NON-EXEMPT

POSITION SUMMARY

Under the direct supervision of the Recreation Coordinator, The Start Smart Recreation Leader instructs and leads children ages 3-7 in Start Smart Programs including (but not limited to) basketball, baseball, football and soccer.

ESSENTIAL JOB FUNCTIONS

- Using the Coordinator Manual, successfully develop and implement a six-week program of the particular sport being offered at the time.
- Promote a fun and enjoyable environment
- Maintain a safe environment by always supervising the participants and being aware of potential hazards on the court/field.
- Report difficult situations that arise between the parents and takes appropriate action to resolve the complaints and maintain good parent relations.
- Participates in emergency drills and environmental safety activities, as requested.
- Performs other duties 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

Knowledge of:

- Principles, practices and application of customer service
- General rules and regulations pertaining to youth sports
- Work well with children of various ages
- Youth sports
- District rules and guidelines regarding youth sports
- Prior coaching experience is highly recommended

Ability to:

- Adhere to TVRPD core values and principles.
- Perform a broad range of supervisory responsibilities over others.
- Work independently within the established policies and procedures of the department.
- Maintain a safe and secure environment at all times
- Recognize and mitigate potential hazards and risks.
- Act quickly and calmly in emergencies.
- Maintain accurate records and spreadsheets.
- Work cooperatively with diverse populations.
- Provide outstanding customer service.
- Present a positive image of the organization to members of the community.

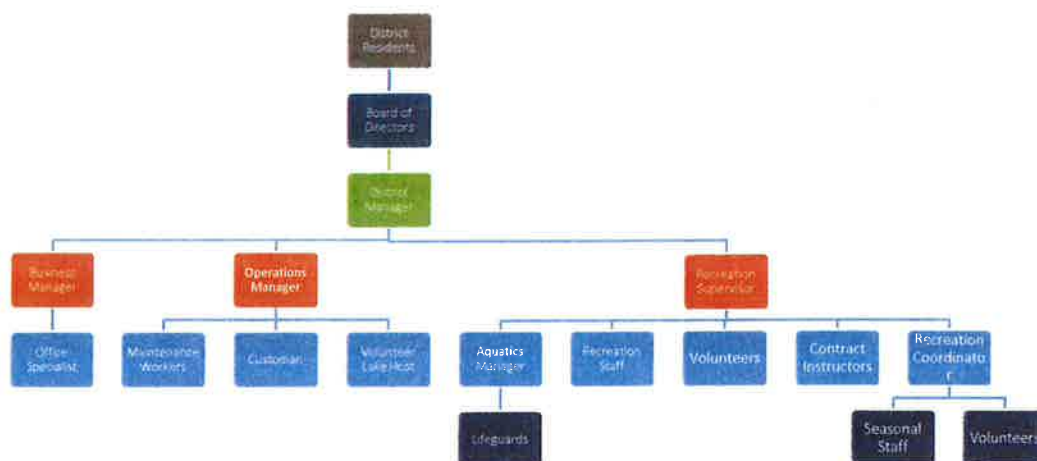
PHYSICAL DEMANDS & WORKING CONDITIONS

- 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:
 - Outdoor fields
 - Gymnasium
- Required to work 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

\$13.00-\$15.00 per/hour DOE.

ORGANIZATIONAL RELATIONSHIP



CLASS HISTORY:

Adopted:

Revised: 8/3/17

IV.

MAINTENANCE



Tehachapi Valley

Recreation & Park District

OPERATIONS MANAGER JOB DESCRIPTION

SALARY RANGE

\$43,000 - \$65,000 Annually

POSITION: OPERATIONS MANAGER
REPORTS TO: DISTRICT MANAGER
SUPERVISES: MAINTENANCE STAFF & CONTRACTS

CATEGORY: FULL TIME
FLSA STATUS: EXEMPT

POSITION SUMMARY

Under the general direction of the District Manager, the Operations Manager directs and participates in the maintenance and operations of parks, facilities and all their amenities. This includes personnel, budget management, purchasing of supplies, materials and equipment and all maintenance contracts. Performs other work as required. May work irregular hours, including evenings, weekends, holidays and outdoors in all weather conditions.

ESSENTIAL JOB FUNCTIONS

The following duties are an overview of the primary duties and responsibilities of the Operations Manager and do not constitute an all-inclusive list.

- Coordinate the organization, staffing and operational activities of the maintenance department.
- Direct, design, and implement the TVRPD Maintenance Management Plan, assign maintenance services and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Determine optimum methods of accomplishing work; analyze available budget and staff and elect to accomplish in-house or contract out work.
- Administer maintenance contracts including specification development, bidding, monitoring and evaluation of work products.
- Performs supervision and technical work in the daily maintenance and repair of parks, facilities, pool, streetscapes and related vehicles and equipment.
- Supervises, assigns, and performs complex and skilled park and facility maintenance tasks and technical work in the maintenance and routine care of the District's turf areas, landscape areas, playgrounds, buildings, pool, restrooms, hard surfaces, athletic fields, shelters and other public grounds and ensures that the results meet District standards.
- Performs regular inspections to ensure that parks, shelters, playgrounds, and facilities are in clean and orderly condition and there are no apparent safety hazards; evaluates and reports to supervisor on the condition of the resources and confers on practices necessary to correct any problems and improvements.
- Operates a District vehicle in performance of related duties.
- Responsible for the assignment of equipment, the proper operation and training, and participates in the preventative and routine maintenance of landscape maintenance equipment.
- Select, train, motivate and evaluate maintenance personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures according to District Policy.
- Evaluate and participate in the maintenance of a safe environment and safe work practices and conducts District wide employee safety training.
- Use of appropriate and various computer programs to maintain records and efficiency.

- Maintains accurate records and prepares various reports, including MSDS sheets and other paperwork to maintain compliance with insurance and safety standards.
- Maintains organized inventory system of tools and equipment, including maintenance yard/building; oversees key distribution and management including security systems.
- Supervise contract labor; make recommendations to the board for contracted labor.
- Participates in the development and implementation of objectives, policies, procedures and work standards.
- Maintains effective working relationships with the public and responds to emergencies and inquiries
- Monitors work sites to assure that safety rules and regulations are adhered to, and that the work zones and all equipment are in safe operation condition.
- Purchases supplies and equipment following the established procedures.
- Participates in the set-up and take down of assigned special events.
- Participate in the development and administration of department budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments as necessary.
- Oversee the maintenance of all District parks, facilities including electrical, HVAC, plumbing, carpentry, painting, hardware, locksmithing, roofing and door repair.
- Is a member of the District's Management Team and as such participates in its functions.
- Provides monthly report to the board of directors.
- Recommend and implement objectives, policies, procedures, work standards and internal controls.
- Maintain a safe and secure working environment;
- Maintains the required safety training designated for this position.
- Regular, punctual attendance.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of maintenance services.
- Performs special projects and other work as assigned by the District Manager.

QUALIFICATIONS

Core Competencies and Skill Sets

Knowledge of

- Equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities including: hazards associated with the work and proper safety precautions; traffic laws, ordinances and rules involved in maintenance and heavy equipment operations; purposes and uses of a variety of vehicles, equipment, power tools and hand tools including pneumatic, and hydraulic equipment; standards relating to the installation, location and required maintenance of plumbed and electrical features; properties of athletic field materials, construction materials, paints, and a variety of other materials used in maintenance work; equipment, methods, and materials used in the installations, repair, maintenance and cleaning of District parks and facilities, preparation and operation of spray painting equipment; methods of installing and maintaining play equipment.
- Modern and complex principles and practices of preventative maintenance.
- Principles of fleet and equipment maintenance and repair
- Principles and practices of pest control management
- Principles and practices of contract writing and administration
- Principles and practices of irrigation and landscape inspection.
- Procurement procedures and contract management practices in the construction and building trades.
- Pertinent federal, state and local laws, codes and regulations.

Ability to

- Use initiative and independent judgement within established procedural guidelines.
- Assess and prioritize multiple tasks, projects and demands.
- Learn and comprehend information from Procedures Manuals and established safety principles and practices.
- Read and interpret basic maps, plans and diagrams; understand and carry out written and oral instructions.

- Estimate construction, maintenance and repair costs
- Establish and maintain effective working relationship with employees, volunteers and other organizational agents.
- Evaluate vehicle safety
- Evaluate bids from outside contractors
- Write specifications for materials and equipment
- Forecast future maintenance need and develop programs to responds to those needs.
- Prepare clear and concise reports.
- 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.
- Commitment to providing outstanding customer service.
- Effective oral and written communication skills commensurate with the responsibilities of the position are required.
- Highly efficient in Microsoft Office and POS system.

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 with park patrons; 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

- A. High school graduate or GED equivalent and,
- B. Any equivalent of education and experience

Licenses and Certificates

- Valid California Class C Drivers License along with a driving record acceptable to the District and the District's insurance carrier.
- Certified Playground Safety Inspector (CPSI) or ability obtain in three (3) months of hire.
- Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO) or ability to obtain within three (3) months of hire.
- First Aid/CPR certified or ability to obtain in three (3) months of hire.

PHYSICAL DEMANDS & WORKING CONDITIONS

- Requires the ability to lift, carry, push or pull medium weights, up to 75 pounds.
- Requires the use of hands for simple grasping and fine manipulations.
- 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.
- 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.
- Occasional exposure to dust, noise, and fumes, weather extremes and biological wastes.
- Required to work nights, weekends, holidays, and multiple shifts when needed.

ADDITIONAL INFORMATION

Employment is contingent on satisfactory DMV and SSCI background check.

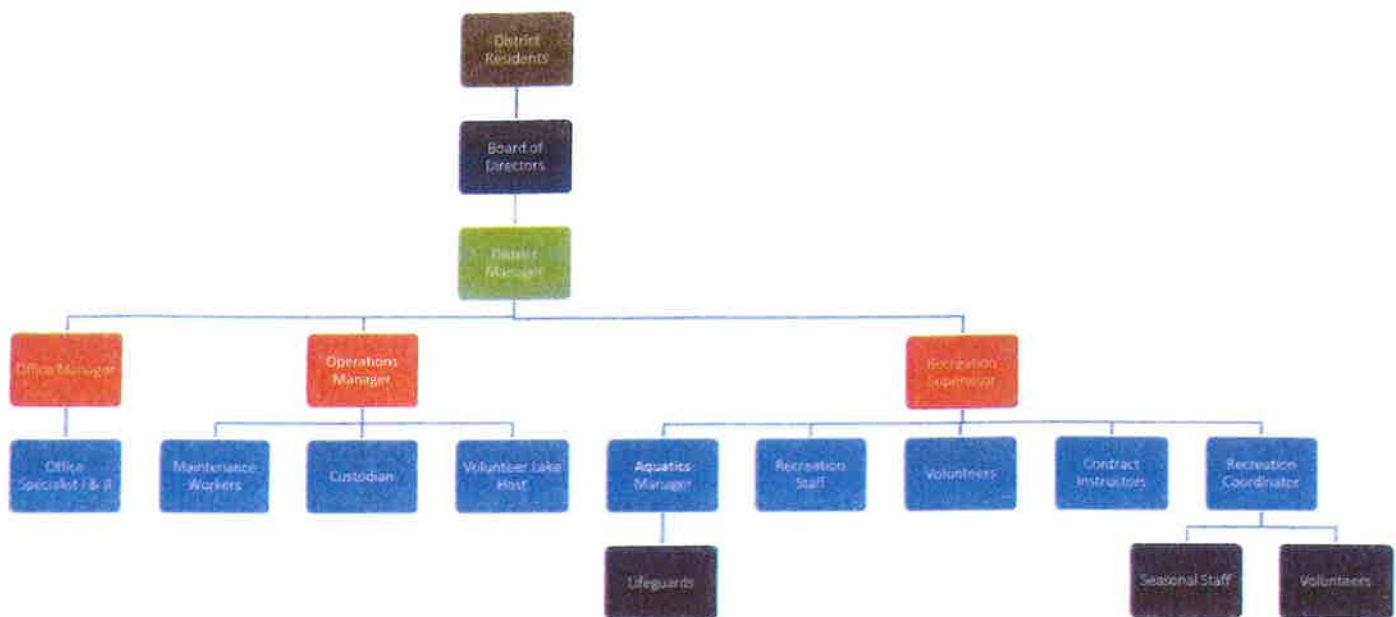
Employees must complete twelve (12) months of satisfactory probation.

SALARY RANGE

Exempt, Salary: DOE.

Comprehensive District health and retirement package. Twelve (12) paid holidays, accrued vacation and sick leave.

ORGANIZATIONAL RELATIONSHIP



CLASS HISTORY

Adopted:

Revised: 08/2017



Tehachapi Valley

Recreation & Park District

PARK MAINTENANCE WORKER

SALARY RANGE

\$21,840 - \$40,967 Annually

POSITION: PARK MAINTENANCE WORKER

REPORTS TO: PARK & FACILITY MAINTENANCE SUPERVISOR

CATEGORY: FULL TIME

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY

Under the general supervision of the Park & Facility Maintenance Supervisor, the Park Maintenance Worker performs a variety of semi-skilled and/or skilled tasks in maintenance, janitorial and landscape work for District parks, lands, athletic fields, green spaces and facilities, including gardening, irrigation, mowing, tree trimming, landscaping, spraying and operation and operates equipment in the construction, operation, maintenance, and repair of District parks, and facilities. Performs other duties as assigned.

ESSENTIAL FUNCTIONS

Functions may include, but are not limited to, the following:

- Provides positive public relations, customer information and assistance.
- Leads and/or works with a crew in park maintenance and trades work.
- Responds to complaints regarding functional areas such as tree conditions, ball field conditions, irrigation problems, park, building and lighting, water leaks, park facilities issues; evaluates situation; explains findings to Park & Facility Maintenance Supervisor.
- Maintains a variety of records relating to inspections, maintenance activity, materials supply, inventory, etc.
- Inspects and/or repairs play equipment at frequent intervals to insure that all aspects of the equipment are safe, according to *Playground Safety Guidelines* and functioning properly.
- Installs and maintains park benches, tables, fences, signs, water features, lighting and related structures in conformance with established professional practices and safe working methods.
- Safely operates vehicles and landscape equipment around the public in the performance of routine and skilled labor in the field and facilities.
- Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to the Park & Facility Maintenance Supervisor; cleans equipment.
- 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.
- Using Auto scrubber on Gym Floor

- Refills paper towel, tissue, toilet paper and hand soap in all dispensers.
- Performs all duties in conformance to appropriate safety and security standards.
- Performs required labor involved in construction and maintenance projects as part of an irrigation crew, including trenching, laying pipe, and backfilling.
- Maintains athletic fields including original layouts such as installation and leveling of surfaces; base positioning and installation; layout of all fields.
- Applies various pesticides, herbicides, fungicides and other related chemicals in park and recreation areas.
- Reports the following to the Park & Facility Maintenance Supervisor, or designated staff person:
 - Any violation of TVRPD ordinances, rules and regulations involving injuries/accidents, property damages, theft, repeated violations or incidents requiring law enforcement and/or emergency medical service response.
 - 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 assigned.

QUALIFICATIONS

Core Competencies and Skill Sets

- Knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction, landscape maintenance and repair activities including: hazards associated with the work and proper safety precautions; traffic laws, ordinances and rules involved in maintenance and heavy equipment operations; purposes and uses of a variety of vehicles, equipment, power tools and hand tools including pneumatic, and hydraulic equipment; standards relating to the installation, location and required maintenance of plumbed and electrical features; properties of athletic field materials, construction materials, paints, and a variety of other materials used in maintenance work; equipment, methods, and materials used in the installations, repair, maintenance and cleaning of District parks and facilities, preparation and operation of spray painting equipment; methods of installing and maintaining play equipment.
- Ability to perform semi-skilled and skilled maintenance, construction, repair work and landscape maintenance in the area of work assigned; perform heavy manual tasks in the absence of close supervision.
- Ability to learn and comprehend information from Procedures Manuals and established safety principles and practices.
- Ability to read and interpret basic maps, plans and diagrams and understand and carry out written and oral instructions.
- Ability to establish and maintain effective working relationship with employees, volunteers and other organizational agents.
- 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.
- Commitment to providing outstanding customer service.
- Effective oral and written communication skills commensurate with the responsibilities of the position are required.

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 with park patrons; 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

- A. High school graduate or GED equivalent and,
- B. Any equivalent of education and experience

Licenses and Certificates

- Valid California Class C Drivers License along with a driving record acceptable to the District and the District's insurance carrier.
- First Aid/CPR certified or wiliness to obtain in three (3) months.

PHYSICAL DEMANDS & WORKING CONDITIONS

- Requires the ability to lift, carry, push or pull medium weights, up to 75 pounds.
- Requires the use of hands for simple grasping and fine manipulations.
- 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.
- 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.
- Occasional exposure to dust, noise, and fumes, weather extremes and biological wastes.
- Required to work nights, weekends, holidays, and multiple shifts when needed.

COMPENSATION

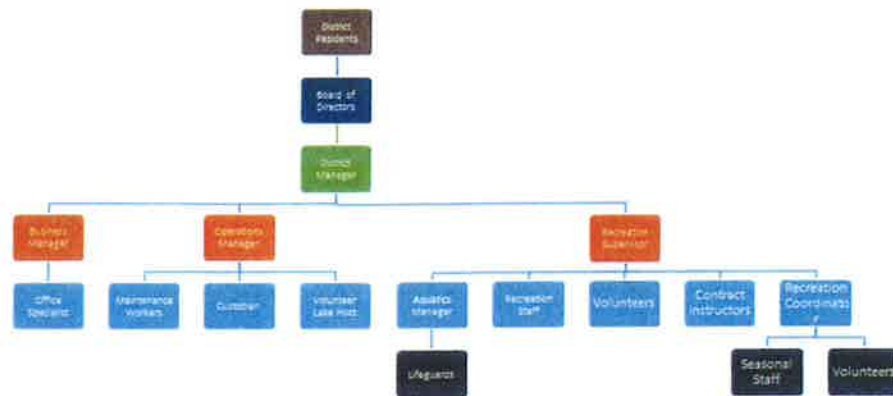
Hourly, commensurate with experience.

Comprehensive medical, dental and vision plan. CALPERS retirement package, accrued vacation and sick leave.

Employment offer contingent on satisfactory DMV and SSCI background check.

Employees must complete twelve (12) months of satisfactory probation.

ORGANIZATIONAL RELATIONSHIP



CLASS HISTORY

Adopted:
Revised:8/3/17



Tehachapi Valley

Recreation & Park District

PARK MAINTENANCE WORKER (SEASONAL)

SALARY RANGE
Minimum Wage

POSITION: PARK MAINTENANCE WORKER

CATEGORY: SEASONAL

REPORTS TO: PARK & FACILITY MAINTENANCE SUPERVISOR FLSA STATUS: NON-EXEMPT

POSITION SUMMARY

Under the general supervision of the Park & Facility Maintenance Supervisor, the Park Maintenance Worker performs a variety of semi-skilled and/or skilled tasks in maintenance, janitorial and landscape work for District parks, lands, athletic fields, green spaces and facilities, including gardening, irrigation, mowing, tree trimming, landscaping, spraying and operation and operates equipment in the construction, operation, maintenance, and repair of District parks, and facilities. Performs other duties as assigned.

ESSENTIAL FUNCTIONS

Functions may include, but are not limited to, the following:

- Provides positive public relations, customer information and assistance.
- Leads and/or works with a crew in park maintenance and trades work.
- Responds to complaints regarding functional areas such as tree conditions, ball field conditions, irrigation problems, park, building and lighting, water leaks, park facilities issues; evaluates situation; explains findings to Park & Facility Maintenance Supervisor.
- Maintains a variety of records relating to inspections, maintenance activity, materials supply, inventory, etc.
- Inspects and/or repairs play equipment at frequent intervals to ensure that all aspects of the equipment are safe, per *Playground Safety Guidelines* and functioning properly.
- Installs and maintains park benches, tables, fences, signs, water features, lighting and related structures in conformance with established professional practices and safe working methods.
- Safely operates vehicles and landscape equipment around the public in the performance of routine and skilled labor in the field and facilities.
- Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to the Park & Facility; cleans equipment.
- 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.

- Using Auto scrubber on Gym Floor
- Refills paper towel, tissue, toilet paper and hand soap in all dispensers.
- Performs all duties in conformance to appropriate safety and security standards.
- Performs required labor involved in construction and maintenance projects as part of an irrigation crew, including trenching, laying pipe, and backfilling.
- Maintains athletic fields including original layouts such as installation and leveling of surfaces; base positioning and installation; layout of all fields.
- Applies various pesticides, herbicides, fungicides and other related chemicals in park and recreation areas.
- Reports the following to the Park & Facility Maintenance Supervisor, or designated staff person:
 - Any violation of TVRPD ordinances, rules and regulations involving injuries/accidents, property damages, theft, repeated violations or incidents requiring law enforcement and/or emergency medical service response.
 - 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 assigned.

QUALIFICATIONS

Core Competencies and Skill Sets

- Knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction, landscape maintenance and repair activities including: hazards associated with the work and proper safety precautions; traffic laws, ordinances and rules involved in maintenance and heavy equipment operations; purposes and uses of a variety of vehicles, equipment, power tools and hand tools including pneumatic, and hydraulic equipment; standards relating to the installation, location and required maintenance of plumbed and electrical features; properties of athletic field materials, construction materials, paints, and a variety of other materials used in maintenance work; equipment, methods, and materials used in the installations, repair, maintenance and cleaning of District parks and facilities, preparation and operation of spray painting equipment; methods of installing and maintaining play equipment.
- Ability to perform semi-skilled and skilled maintenance, construction, repair work and landscape maintenance in the area of work assigned; perform heavy manual tasks in the absence of close supervision.
- Ability to learn and comprehend information from Procedures Manuals and established safety principles and practices.
- Ability to read and interpret basic maps, plans and diagrams and understand and carry out written and oral instructions.
- Ability to establish and maintain effective working relationship with employees, volunteers and other organizational agents.
- 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.
- Commitment to providing outstanding customer service.
- Effective oral and written communication skills commensurate with the responsibilities of the position are required.

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 with park patrons; 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

- A. High school graduate or GED equivalent and,
- B. Any equivalent of education and experience

Licenses and Certificates

- Valid California Class C Driver's License along with a driving record acceptable to the District and the District's insurance carrier.
- First Aid/CPR certified or willness to obtain in three (3) months.

PHYSICAL DEMANDS & WORKING CONDITIONS

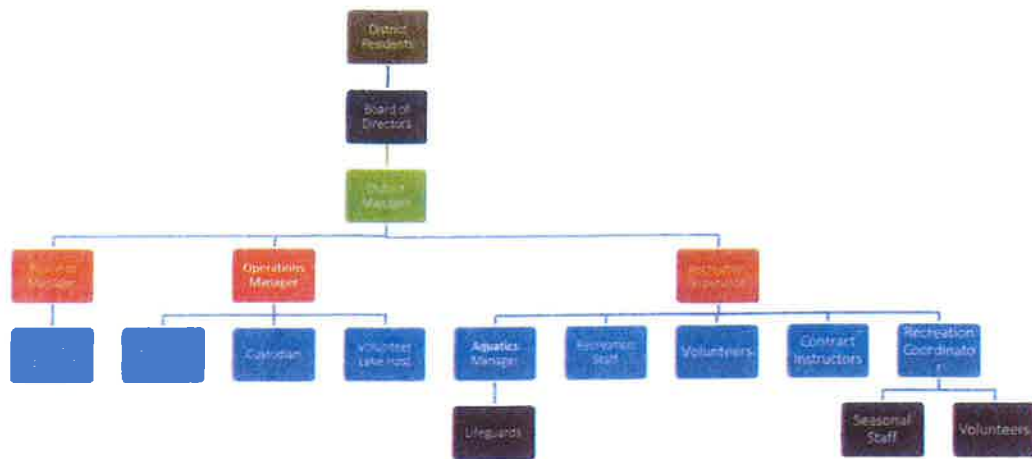
- Requires the ability to lift, carry, push or pull medium weights, up to 75 pounds.
- Requires the use of hands for simple grasping and fine manipulations.
- Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing; reading and communicating with others in writing and orally.
- Work environments include:
 - Indoor office environment; and
 - Outdoor environmental conditions regardless of weather conditions.
- 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/Cal OSHA regulations is required.
- Occasional exposure to dust, noise, and fumes, weather extremes and biological wastes.
- Required to work nights, weekends, holidays, and multiple shifts when needed.

COMPENSATION

\$10.50 per hour

Employment offer contingent on satisfactory DMV and SSCI background check.

Employees must complete six (6) months of satisfactory probation.



CLASS HISTORY
 Adopted:
 Revised: 08/2017



Tehachapi Valley

Recreation & Park District

CUSTODIAN JOB DESCRIPTION

SALARY RANGE

\$21,840 - \$33,000 Annually

POSITION: CUSTODIAN

CATEGORY: FULL TIME

REPORTS TO: PARK & FACILITY MAINTENANCE SUPERVISOR FLSA STATUS: NON-EXEMPT

SUPERVISES: N/A

POSITION SUMMARY

Under the general supervision of the Park & Facility Maintenance Supervisor, 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.
 - Using Auto scrubber on Gym Floor
- 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 Park & Facility Maintenance Supervisor, 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 and Red Cross First Aid certified or willingness to obtain in three (3) months
- Valid California driver's license; driving record must comply with District safety standards.

PHYSICAL DEMANDS & WORKING CONDITIONS

- Requires the ability to lift, carry, push or pull medium weights, up to 75 pounds.
- Requires the use of hands for simple grasping and fine manipulations.
- 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

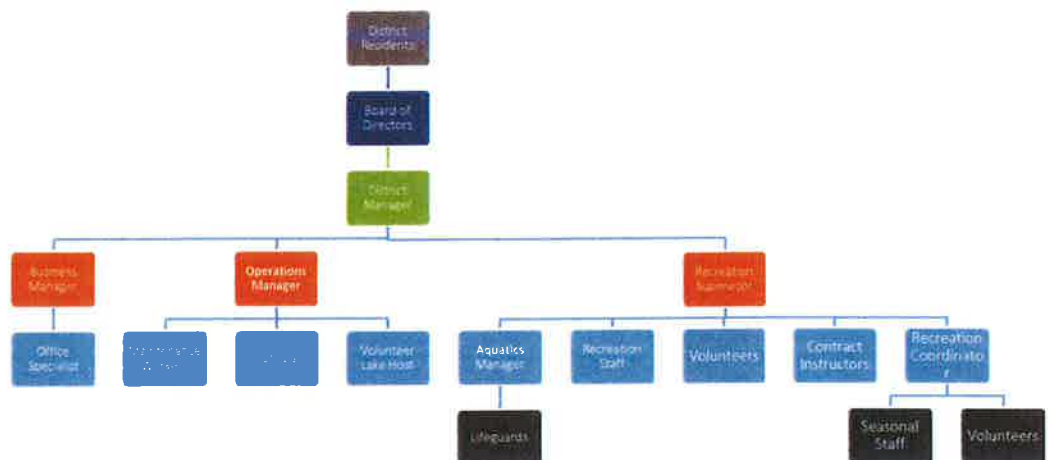
Hourly, commensurate with experience.

Comprehensive medical, dental and vision plan. CALPERS retirement package, accrued vacation and sick leave.

Employment offer contingent on satisfactory DMV and SSCI background check.

Employees must complete twelve (12) months of satisfactory probation.

ORGANIZATIONAL RELATIONSHIP



CLASS HISTORY:

Adopted:

Revised: 8/3/17

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

IN THE MATTER OF

ADOPTING THE REVISED SALARY SCHEDULE AND JOB DESCRIPTIONS

I, Carrie Champlin, Clerk of the Board of Directors of the Tehachapi Valley Recreation and Park 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 22nd day of August 2017 by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

RESOLUTION NO. 9-17

**RESOLUTION OF THE BOARD OF DEIRECTORS OF THE TEHACHAPI VALLEY
RECREATION AND PARK DISTRICT ADOPTING THE REVISED SALARY
SCHEDULE AND JOB DESCRIPTIONS**

WHEREAS, the Tehachapi Valley Recreation and Park District (TVRPD) has established its organizational structure and established positions that are necessary for the functioning of the District; and

WHEREAS, the Tehachapi Valley Recreation and Park District (TVRPD) has established a salary schedule and job description for each position; and

WHEREAS, the salary schedule and job descriptions in existence are no longer satisfactory to meet the needs of the District; and

WHEREAS, a revised salary schedule and job description has been developed and reviewed by counsel; and

WHEREAS, the board desires to adopt said salary schedule and said job descriptions.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors approve the revised salary schedule and job descriptions for each position within the District.

Tehachapi Valley Recreation and Park District

BALANCE SHEET

As of July 31, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash in County Treasury General Fund	776,803.51
1004 Check BOTS 4470	15,891.22
1005 County Treasury Capital Projects Fund	8,589.90
1007 Square Inc-Brite Lake	163.37
1051 Change Fund	850.00
1100 Petty Cash Fund	200.00
Total Bank Accounts	\$802,498.00
Accounts Receivable	
1200 Accounts Receivable	16,720.75
Total Accounts Receivable	\$16,720.75
Other Current Assets	
1070 Prepaid Expenses	16,794.17
1092 Credit Card Receivables	70.00
1210 Inventory Asset	4,730.95
Total Other Current Assets	\$21,595.12
Total Current Assets	\$840,813.87
Fixed Assets	
1150 Land	166,734.76
1161 Building	556,453.52
1162 Improvements	2,443,517.03
1163 Equipment	1,043,105.06
1163.1 Equipment Not Placed In Service	50,043.59
1164 Swimming Pool & Building	429,589.74
1165 Lake	412,294.78
1170 Accumulated Depreciation	-2,626,383.00
1180 Fleet Vehicles and Equipment	85,118.77
1280 Site Lease Issuance Cost	20,250.00
Total Fixed Assets	\$2,580,724.25
Other Assets	
1901 DOR-Employee Contribution after MD	32,998.00
1903 DOR-Difference in Properties	13,059.00
1904 DOR-Difference in Experience	1,444.00
Total Other Assets	\$47,501.00

	TOTAL
TOTAL ASSETS	\$3,469,039.12
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable-General Fund	6,696.21
Total Accounts Payable	\$6,696.21
Credit Cards	
2010 Cardmember Services Payable	5,134.60
2014 Home Depot Payable	584.06
Total Credit Cards	\$5,718.66
Other Current Liabilities	
2020 Year End Accruals	7,639.97
2021 Accrued Salaries & Wages	15,001.35
2022 Accrued Employer PR Taxes	1,571.23
2024 Accrued Vacation, Sick, & Comp Time	31,081.76
2200 Suspense	-450.00
2207 Sales tax payable	168.57
2208 Kern County Loan Payable	400,000.00
2210 Payroll Liabilities	8,361.13
2270 Refundable Deposits	1,000.00
Total Other Current Liabilities	\$464,374.01
Total Current Liabilities	\$476,788.88
Long-Term Liabilities	
2310 COPF Site Lease	572,997.00
2900 Net Pension Liability	75,553.00
2901 DIR-Earning on Plan Investments	6,844.00
2902 DIR-Difference in Contributions	26,248.00
2903 DIR-Difference in Proportion	73,239.00
2905 DIR-Changes in Assumption	13,654.00
Total Long-Term Liabilities	\$768,535.00
Total Liabilities	\$1,245,323.88
Equity	
3010 Net Investment in Capital Assets	2,580,724.25
3020 Restricted Funds	244,685.92
3030 Unrestricted Funds	-938,959.98
3110 Retained Earnings	430,878.48
Net Income	-93,613.43
Total Equity	\$2,223,715.24
TOTAL LIABILITIES AND EQUITY	\$3,469,039.12

Tehachapi Valley Recreation and Park District

PROFIT AND LOSS

July 2017

	TOTAL		
	JUL 2017	JUL 2017 (YTD)	% OF INCOME
INCOME			
4010 Property Taxes	5,971.55	5,971.55	12.46 %
4020 Interest Income	1,246.41	1,246.41	2.60 %
4020.1 Interest Income Cap Proj Fund	12.11	12.11	0.03 %
4030 Adult Program Revenues	4,644.00	4,644.00	9.69 %
4050 Facility Revenue	11,777.09	11,777.09	24.57 %
4200 Contracted Classes Revenues	3,360.00	3,360.00	7.01 %
4210 Events Revenues	7,356.08	7,356.08	15.35 %
4213 Operational Grants	1,000.00	1,000.00	2.09 %
4216 Scholarship Donations	5.00	5.00	0.01 %
4300 Youth Program Revenues	12,401.20	12,401.20	25.87 %
4650 Discounts given	-310.00	-310.00	-0.65 %
4704 Sales	470.91	470.91	0.98 %
Total Income	\$47,934.35	\$47,934.35	100.00 %
COST OF GOODS SOLD			
5001 Adult Program Costs	629.00	629.00	1.31 %
5004 Contracted Classes Costs	3,380.00	3,380.00	7.05 %
5005 Events Costs	7,499.19	7,499.19	15.64 %
5008 Youth Program Costs	439.35	439.35	0.92 %
5704 Purchases for Resale	381.70	381.70	0.80 %
Total Cost of Goods Sold	\$12,329.24	\$12,329.24	25.72 %
GROSS PROFIT	\$35,605.11	\$35,605.11	74.28 %
EXPENSES			
6000 Employee Costs	73,114.83	73,114.83	152.53 %
7010 Advertising & Marketing	807.15	807.15	1.68 %
7020 Bank Service Charges	1,282.92	1,282.92	2.68 %
7026 Charitable Contribution	265.00	265.00	0.55 %
7030 Dues & Subscriptions	2,500.00	2,500.00	5.22 %
7050 Insurance	1,982.65	1,982.65	4.14 %
7060 Licenses & Fees	1,620.50	1,620.50	3.38 %
7070 Maintenance	31,498.72	31,498.72	65.71 %
7084 Meals & Entertainment	471.11	471.11	0.98 %
7090 Office Supplies	3,426.63	3,426.63	7.15 %
7150 Professional Fees	7,644.00	7,644.00	15.95 %
7180 Security	329.96	329.96	0.69 %
7210 Telephone	933.19	933.19	1.95 %
7230 Uniforms & Apparel	222.39	222.39	0.46 %
7250 Utilities	5,256.49	5,256.49	10.97 %

	TOTAL		
	JUL 2017	JUL 2017 (YTD)	% OF INCOME
Total Expenses	\$131,355.54	\$131,355.54	274.03 %
NET OPERATING INCOME	\$ -95,750.43	\$ -95,750.43	-199.75 %
OTHER INCOME			
8040 TVRPD Development Fee Revenues	2,137.00	2,137.00	4.46 %
Total Other Income	\$2,137.00	\$2,137.00	4.46 %
NET OTHER INCOME	\$2,137.00	\$2,137.00	4.46 %
NET INCOME	\$ -93,613.43	\$ -93,613.43	-195.30 %

Tehachapi Valley Recreation and Park District

PROFIT & LOSS PRIOR YEAR COMPARISON

July 2017

	TOTAL			
	JUL 2017	JUL 2016 (PY)	CHANGE	% CHANGE
INCOME				
4010 Property Taxes	5,971.55	14.92	5,956.63	39,923.79 %
4020 Interest Income	1,246.41	-747.19	1,993.60	266.81 %
4020.1 Interest Income Cap Proj Fund	12.11	-553.32	565.43	102.19 %
4030 Adult Program Revenues	4,644.00	5,777.55	-1,133.55	-19.62 %
4050 Facility Revenue	11,777.09	11,077.57	699.52	6.31 %
4200 Contracted Classes Revenues	3,360.00	805.00	2,555.00	317.39 %
4210 Events Revenues	7,356.08	9,538.00	-2,181.92	-22.88 %
4213 Operational Grants	1,000.00	10,000.00	-9,000.00	-90.00 %
4215 Capital Grants		5,000.00	-5,000.00	-100.00 %
4216 Scholarship Donations	5.00		5.00	
4300 Youth Program Revenues	12,401.20	7,234.00	5,167.20	71.43 %
4650 Discounts given	-310.00	-112.50	-197.50	-175.56 %
4690 Other Income		10.20	-10.20	-100.00 %
4704 Sales	470.91	121.10	349.81	288.86 %
Total Income	\$47,934.35	\$48,165.33	\$ -230.98	-0.48 %
COST OF GOODS SOLD				
5001 Adult Program Costs	629.00	120.00	509.00	424.17 %
5004 Contracted Classes Costs	3,380.00	660.00	2,720.00	412.12 %
5005 Events Costs	7,499.19	16,498.36	-8,999.17	-54.55 %
5008 Youth Program Costs	439.35	774.45	-335.10	-43.27 %
5704 Purchases for Resale	381.70	312.80	68.90	22.03 %
Total Cost of Goods Sold	\$12,329.24	\$18,365.61	\$ -6,036.37	-32.87 %
GROSS PROFIT	\$35,605.11	\$29,799.72	\$5,805.39	19.48 %
EXPENSES				
6000 Employee Costs	73,114.83	48,153.17	24,961.66	51.84 %
7010 Advertising & Marketing	807.15	366.82	440.33	120.04 %
7020 Bank Service Charges	1,282.92	693.43	589.49	85.01 %
7026 Charitable Contribution	265.00	875.00	-610.00	-69.71 %
7030 Dues & Subscriptions	2,500.00		2,500.00	
7050 Insurance	1,982.65	1,694.08	288.57	17.03 %
7060 Licenses & Fees	1,620.50	1,442.85	177.65	12.31 %
7070 Maintenance	31,498.72	7,586.49	23,912.23	315.19 %
7084 Meals & Entertainment	471.11	85.10	386.01	453.60 %
7090 Office Supplies	3,426.63	2,904.88	521.75	17.96 %
7120 Professional Development		2,397.19	-2,397.19	-100.00 %
7150 Professional Fees	7,644.00	6,534.34	1,109.66	16.98 %
7180 Security	329.96		329.96	

	TOTAL			
	JUL 2017	JUL 2016 (PY)	CHANGE	% CHANGE
7210 Telephone	933.19	937.90	-4.71	-0.50 %
7230 Uniforms & Apparel	222.39	815.57	-593.18	-72.73 %
7250 Utilities	5,256.49	1,134.63	4,121.86	363.28 %
Total Expenses	\$131,355.54	\$75,621.45	\$55,734.09	73.70 %
NET OPERATING INCOME	\$ -95,750.43	\$ -45,821.73	\$ -49,928.70	-108.96 %
OTHER INCOME				
8020 Insurance Settlement Proceeds		814.10	-814.10	-100.00 %
8040 TVRPD Development Fee Revenues	2,137.00	4,274.00	-2,137.00	-50.00 %
Total Other Income	\$2,137.00	\$5,088.10	\$ -2,951.10	-58.00 %
OTHER EXPENSES				
8501 Fixed Asset Purchases		38,749.21	-38,749.21	-100.00 %
8502 Capital Improvements		48,244.20	-48,244.20	-100.00 %
Total Other Expenses	\$0.00	\$86,993.41	\$ -86,993.41	-100.00 %
NET OTHER INCOME	\$2,137.00	\$ -81,905.31	\$84,042.31	102.61 %
NET INCOME	\$ -93,613.43	\$ -127,727.04	\$34,113.61	26.71 %

Tehachapi Valley Recreation and Park District

STATEMENT OF CASH FLOWS

July 2017

	TOTAL
OPERATING ACTIVITIES	
Net Income	-93,613.43
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	0.00
1040 Taxes Receivable	0.00
1070 Prepaid Expenses	-11,614.81
1085 Interest Receivable	0.00
1085.1 Interest Receivable Cap Proj Fund	0.00
1092 Credit Card Receivables	-70.00
2000 Accounts Payable-General Fund	-19,089.47
2010 Cardmember Services Payable	-3,337.73
2014 Home Depot Payable	-92.11
2021 Accrued Salaries & Wages	2,745.97
2022 Accrued Employer PR Taxes	344.84
2200 Suspense	-450.00
2207 Sales tax payable	-545.99
2208 Kern County Loan Payable	400,000.00
2211 Payroll Liabilities:CalPERS Payable	-1,503.98
2231 Payroll Liabilities:Health Plan Payable	-300.61
2241 Payroll Liabilities:AFLAC Payable	-12.72
2250 Payroll Liabilities:Payroll Tax Liabilities	-2,044.19
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	364,029.20
Net cash provided by operating activities	\$270,415.77
FINANCING ACTIVITIES	
3022 Restricted Funds:Capital Projects	2,149.11
3030 Unrestricted Funds	-2,149.11
Net cash provided by financing activities	\$0.00
NET CASH INCREASE FOR PERIOD	\$270,415.77
CASH AT BEGINNING OF PERIOD	532,082.23
CASH AT END OF PERIOD	\$802,498.00

TEHACHAPI VALLEY RECREATION & PARK DISTRICT
FISCAL YEAR 2017/18 OPERATIONAL BUDGET

Acct No.		ACUTAL	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
		16/17	17/18	18/19	19/20	20/21	21/22
1001	General Fund and BOTS	\$ 196,386.28	\$ 133,489.00	\$ -	\$ -	\$ -	\$ -
1004	BOTS Cash on Hand	\$ -	\$ 154,772.00	\$ -	\$ -	\$ -	\$ -
4000	Income	\$ 1,510,173.63	\$ 1,269,047.95	\$ 1,229,638.95	\$ 1,235,539.95	\$ 1,243,490.95	\$ 1,250,941.95
7290	Reserves to be used			\$ -	\$ -	\$ -	\$ -
	Total Revenues	\$ 1,706,559.91	\$ 1,557,308.95	\$ 1,229,638.95	\$ 1,235,539.95	\$ 1,243,490.95	\$ 1,250,941.95
1162	Improvements	\$ 45,364.00	\$ -	\$ -	\$ -	\$ -	\$ -
1166	Fleet Purchase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1163	Equipment purchase	\$ 64,500.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -
5000	Program Expenses	\$ 129,517.00	\$ 103,793.00	\$ 105,502.77	\$ 105,602.77	\$ 105,702.77	\$ 105,802.77
4	Capital Projects Fund Transfer	\$ 341,416.31	\$ -	\$ -	\$ -	\$ -	\$ -
7000	M&O Expenses	\$ 385,792.30	\$ 414,024.06	\$ 389,075.06	\$ 389,076.06	\$ 389,077.06	\$ 384,178.06
6000	Employee Compensation	\$ 621,499.78	\$ 690,755.00	\$ 687,274.00	\$ 705,275.00	\$ 730,169.00	\$ 763,782.00
7290	To Reserves	\$ -	\$ 45,000.00	\$ 25,000.00	\$ 18,000.00	\$ -	\$ -
	Total Expenditures	\$ 1,588,089.39	\$ 1,258,572.06	\$ 1,206,851.83	\$ 1,217,953.83	\$ 1,224,948.83	\$ 1,253,762.83
1003	Quimby (Emergency Repairs if needed)	\$ 7,911.01	\$ 3,169.00	\$ -	\$ -	\$ -	\$ -
	To Reserves	\$ 110,559.51	\$ 10,475.89	\$ 22,787.12	\$ 17,586.12	\$ 18,542.12	\$ (2,820.88)

5 month pool

3 Month Pool

Five Year Budget		BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
4000 INCOME		17/18	18/19	19/20	20/21	21/22
4000	Income	1% increase	1/2% increase	1/2% increase	1/2% increase	1/2% increase
4010	Property Taxes	\$ 873,650.00	\$ 878,000.00	\$ 882,400.00	\$ 886,850.00	\$ 892,300.00
4020	Interest Income	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
4030	Adult Program Revenues	\$ 31,650.00	\$ 31,400.00	\$ 31,400.00	\$ 31,400.00	\$ 31,400.00
4050	Facility Revenues	\$ 117,825.00	\$ 107,376.00	\$ 107,377.00	\$ 109,378.00	\$ 110,379.00
4200	Contracted Class Revenues	\$ 38,651.00	\$ 29,751.00	\$ 29,751.00	\$ 29,751.00	\$ 29,751.00
4210	Event Revenues	\$ 31,061.95	\$ 33,561.95	\$ 33,561.95	\$ 33,561.95	\$ 33,561.95
4213	Sponsorship (Operational Grant)	\$ 35,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
4300	Youth Program Revenues	\$ 103,350.00	\$ 105,850.00	\$ 107,350.00	\$ 108,850.00	\$ 109,850.00
4610	Billable Expense Income	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
4211	Grant Income (merge with 4215)	\$ -	\$ -	\$ -	\$ -	\$ -
4215	Capitla Grant	\$ -	\$ -	\$ -	\$ -	\$ -
1215	Scholarships Revenue Recievable	\$ -	\$ -	\$ -	\$ -	\$ -
	Insurance Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -
4215	State Tree reimbursement grant	\$ 19,000.00				
4704	Sales					
4701	Beer Sales Taxible	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00
4703	Food Sales Taxible	\$ -	\$ -	\$ -	\$ -	\$ -
4705	Food Sale Non-Taxible	\$ 460.00	\$ 460.00	\$ 460.00	\$ 460.00	\$ 460.00
4707	Merchadise Sales Taxible	\$ -	\$ -	\$ -	\$ -	\$ -
4709	Soda Sales	\$ 200.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00
4711	Vending Sales	\$ -	\$ -	\$ -	\$ -	\$ -
4000	Total Income	\$ 1,269,047.95	\$ 1,229,638.95	\$ 1,235,539.95	\$ 1,243,490.95	\$ 1,250,941.95

FISCAL YEAR 2017/18 BUDGET

5000/7000 - EXPENSES

5000 - PROGRAM EXPENSES

Acct No.	Description	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
		17/18	18/19	19/20	20/21	21/22
5000	Program Expenses					
5001	Adult Program Costs	\$ 3,450.00	\$ 3,454.77	\$ 3,454.77	\$ 3,454.77	\$ 3,454.77
5002	Fish Stocking	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
5004	Contracted Classes Costs	\$ 4,950.00	\$ 2,850.00	\$ 2,850.00	\$ 2,850.00	\$ 2,850.00
5005	Event Costs	\$ 45,178.00	\$ 48,978.00	\$ 49,078.00	\$ 49,178.00	\$ 49,278.00
5008	Youth Program Costs	\$ 30,770.00	\$ 30,770.00	\$ 30,770.00	\$ 30,770.00	\$ 30,770.00
5704	Purchases for Resale					
5701	Beer Purchases	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00
5703	Food Purchases	\$ 395.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
5707	Merchandise Purchases	\$ -	\$ -	\$ -	\$ -	\$ -
5709	Soda Purchases	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
4650	Discounts Given	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
5	Scholarships Given	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
5000	Program Expenses	\$ 103,793.00	\$ 105,502.77	\$ 105,602.77	\$ 105,702.77	\$ 105,802.77
7000	Maintenance & Operation Expenses					
7010	Advertising & Marketing	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 15,000.00
7015	Loan Repayment	\$ 49,702.00	\$ 49,702.00	\$ 49,702.00	\$ 49,702.00	\$ 49,702.00
7020	Bank Service Charges	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
7026	Charitable Contribution	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
7030	Dues & Subscriptions	\$ 8,950.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
7035	Equipment Rent & Lease					
7036	Maintenance Equipment Rental	\$ 6,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
7037	Office Equipment Rental	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
7050	Insurance					
7051	Auto Insurance	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
7052	HUB Insurance	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
7053	Property Insurance	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00
7055	Liability Insurance	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
7056	Interest Expense	\$ 8,720.00	\$ 8,800.00	\$ 8,800.00	\$ 8,800.00	\$ 8,800.00
7060	Licenses & Fees	\$ 8,500.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
7070	Maintenance					
7071	Pool Chemicals	\$ 6,000.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
7072	Building & Park Maintenance	\$ 26,100.00	\$ 16,450.00	\$ 16,450.00	\$ 16,450.00	\$ 16,450.00
7073	Accessibility Upgrades	\$ 100.00	\$ 101.00	\$ 102.00	\$ 103.00	\$ 104.00
7074	Equipment Maintenance	\$ 17,600.00	\$ 17,600.00	\$ 17,600.00	\$ 17,600.00	\$ 17,600.00
7075	Fuel	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
7076	Janitorial	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00
7077	Small Tools & Equipment	\$ 500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00
7078	Materials & Supplies (repairs/upkeep)	\$ 26,900.00	\$ 25,932.00	\$ 25,932.00	\$ 25,932.00	\$ 25,532.00
7079	Fleet Maintenance	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
7080	Master Plan Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
7084	Meals & Entertainment	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
7090	Office Supplies	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00
7120	Professional Development	\$ 9,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00

7150	Professional Fees					
7151	Annual Audit	\$ 11,000.00	\$ 11,500.00	\$ 11,500.00	\$ 12,000.00	\$ 12,500.00
7152	Accounting & Payroll	\$ 22,200.00	\$ 22,200.00	\$ 22,200.00	\$ 22,200.00	\$ 22,200.00
7153	Information Technology	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00
7155	Legal	\$ 8,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
7156	Payroll Expense (merged with 7151)	\$ -	\$ -	\$ -	\$ -	\$ -
7160	Property Tax Collection Fee	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00
7170	Publications & Legal	\$ -	\$ -	\$ -	\$ -	\$ -
7180	Security	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
7210	Telephone	\$ 11,100.00	\$ 11,100.00	\$ 11,100.00	\$ 11,100.00	\$ 11,100.00
7230	Uniforms & Apparel	\$ 2,500.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
7250	Utilities					
7252	Electric Service	\$ 36,150.00	\$ 32,850.00	\$ 32,850.00	\$ 32,850.00	\$ 32,850.00
7254	Gas Service	\$ 12,550.00	\$ 8,550.00	\$ 8,550.00	\$ 8,550.00	\$ 8,550.00
7256	Sanitation Services	\$ 14,036.00	\$ 10,436.00	\$ 10,436.00	\$ 10,436.00	\$ 10,436.00
7258	Water Service	\$ 10,116.06	\$ 8,554.06	\$ 8,554.06	\$ 8,554.06	\$ 8,554.06
7290	Operational Reserve (contingency)	\$ 45,000.00	\$ 25,000.00	\$ 18,000.00	\$ -	\$ -
7000	Total M&O Expenses	\$ 414,024.06	\$ 389,075.06	\$ 389,076.06	\$ 389,077.06	\$ 384,178.06
5000/7000	TOTAL EXPENSES	\$ 517,817.06	\$ 494,577.83	\$ 494,678.83	\$ 494,779.83	\$ 489,980.83
		5 month pool	3 Month Pool			

Acct No.	Description	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
		17/18	18/19	19/20	20/21	21/22
6000	Employee Costs					
6010	ADMINISTRATION	\$ 171,330.00	\$ 169,000.00	\$ 172,000.00	\$ 175,000.00	\$ 178,000.00
6010	RECREATION	\$ 177,150.00	\$ 174,240.00	\$ 178,640.00	\$ 185,620.00	\$ 192,700.00
6010	MAINTENANCE	\$ 156,700.00	\$ 158,680.00	\$ 160,600.00	\$ 163,420.00	\$ 167,600.00
6010	Total Employee Wages	\$ 505,180.00	\$ 501,920.00	\$ 511,240.00	\$ 524,040.00	\$ 538,300.00
6020	Employee Taxable Allowances	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
6030	Safety Program	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00
6050	Benefits					
6051	Group Medical	\$ 54,000.00	\$ 54,000.00	\$ 54,000.00	\$ 54,000.00	\$ 54,000.00
6055	CalPERS	\$ 33,866.00	\$ 30,000.00	\$ 35,000.00	\$ 40,000.00	\$ 50,000.00
6056	CalPERS Unfunded Liability	\$ 8,255.00	\$ 12,500.00	\$ 15,000.00	\$ 20,000.00	\$ 27,000.00
6058	Taxes (FICA) (7.65%)	\$ 49,000.00	\$ 49,000.00	\$ 49,500.00	\$ 50,700.00	\$ 52,000.00
6060	Reimbrused Expenses	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
6070	Vacation & Sick	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
6090	Workers Comp	\$ 28,754.00	\$ 28,154.00	\$ 28,835.00	\$ 29,729.00	\$ 30,782.00
6000	Total Employee Costs	\$ 690,755.00	\$ 687,274.00	\$ 705,275.00	\$ 730,169.00	\$ 763,782.00
		5 month pool	3 month pool			

2017/18 Budget

	minumum wage \$ 10.50	minumum wage \$ 11.00	minumum wage \$ 12.00	minumum wage \$ 13.00	minumum wage \$ 14.00	minumum wage \$ 15.00	minumum wage \$ 15.00
POSITION	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
	16/17	17/18	18/19	19/20	20/21	21/22	22/23
District Manager	\$ 87,360.00	\$ 85,000.00	\$ 81,000.00	\$ 82,000.00	\$ 83,000.00	\$ 84,000.00	\$ 85,000.00
Business Manager	\$ 57,000.00	\$ 60,000.00	\$ 61,000.00	\$ 62,000.00	\$ 63,000.00	\$ 64,000.00	\$ 65,000.00
Office Specialist	\$ 30,000.00	\$ 26,330.00	\$ 27,000.00	\$ 28,000.00	\$ 29,000.00	\$ 30,000.00	\$ 31,000.00
Total Administration	\$ 174,360.00	\$ 171,330.00	\$ 169,000.00	\$ 172,000.00	\$ 175,000.00	\$ 178,000.00	\$ 181,000.00
Recreation Supervisor	\$ 54,000.00	\$ 54,000.00	\$ 55,000.00	\$ 56,000.00	\$ 58,500.00	\$ 61,500.00	\$ 62,400.00
Community Relations & Sports Supervisor*	\$ 22,709.78	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Recreation Coordinator	\$ 11,500.00	\$ 20,000.00	\$ 21,000.00	\$ 21,000.00	\$ 22,000.00	\$ 23,000.00	\$ 23,500.00
Recreation Coordinator/Tot Coordinator		\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Special Event & Youth Programs Supervisor*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gym Supervisor (960)combined to RS							
Recreation Staff (960) (Intern)	\$ 28,000.00	\$ 34,000.00	\$ 36,240.00	\$ 36,140.00	\$ 36,120.00	\$ 35,700.00	\$ 35,700.00
Pool Staff (960)	\$ 45,000.00	\$ 49,150.00	\$ 42,000.00	\$ 45,500.00	\$ 49,000.00	\$ 52,500.00	\$ 52,500.00
Total Recreation	\$ 161,209.78	\$ 177,150.00	\$ 174,240.00	\$ 178,640.00	\$ 185,620.00	\$ 192,700.00	\$ 194,100.00
Operations Manager	\$ 42,000.00	\$ 65,000.00	\$ 66,000.00	\$ 67,000.00	\$ 68,000.00	\$ 69,000.00	\$ 70,000.00
Project Manager (MF)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Maintenance Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Maintenance Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Maintenance Worker	\$ 27,040.00	\$ 27,560.00	\$ 28,000.00	\$ 28,500.00	\$ 29,120.00	\$ 31,200.00	\$ 31,200.00
Park Maintenance Worker	\$ 30,160.00	\$ 30,680.00	\$ 30,680.00	\$ 30,680.00	\$ 30,680.00	\$ 31,200.00	\$ 31,200.00
Park Maintenance Worker (PT)	\$ 4,500.00	\$ 5,900.00	\$ 6,000.00	\$ 5,920.00	\$ 6,500.00	\$ 5,000.00	\$ 5,000.00
Custodian	\$ 27,040.00	\$ 27,560.00	\$ 28,000.00	\$ 28,500.00	\$ 29,120.00	\$ 31,200.00	\$ 31,200.00
Total Maintenance	\$ 130,740.00	\$ 156,700.00	\$ 158,680.00	\$ 160,600.00	\$ 163,420.00	\$ 167,600.00	\$ 168,600.00
		5 month pool			3 month pool		

FISCAL YEAR 2017/18 BUDGET ADMINISTRATION DEPARTMENT

	EMPLOYEE WAGES	ACUTAL	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
Acct No.	Description	16/17	17/18	18/19	19/20	20/21	21/22
6010	ADMINISTRATION WAGES	\$ 174,360.00	\$ 171,330.00	\$ 169,000.00	\$ 172,000.00	\$ 175,000.00	\$ 178,000.00
	REVENUE						
Acct No.	Description						
4000	Income						
4010	Property Taxes	\$ 869,515.00	\$ 873,650.00	\$ 878,000.00	\$ 882,400.00	\$ 886,850.00	\$ 892,300.00
4020	Interest Income	\$ 2,117.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
4610	Billable Expense Income	\$ 7,977.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
4211	Grant Income (merge with 4215)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4215	Donations (capital grant)	\$ 171,752.00	\$ -	\$ -	\$ -	\$ -	\$ -
4000	Total Income	\$ 1,051,361.00	\$ 891,150.00	\$ 895,500.00	\$ 899,900.00	\$ 904,350.00	\$ 909,800.00
	EXPENSES						
Acct No.	Description						
7000	Expenses						
7010	Advertising & Marketing	\$ 24,367.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 15,000.00
7015	Loan repayment	\$ 22,918.20	\$ 49,702.00	\$ 49,702.00	\$ 49,702.00	\$ 49,702.00	\$ 49,702.00
7020	Bank Service Charges	\$ 8,868.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
7026	Charitable Contribution	\$ 1,875.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
7030	Dues & Subscriptions	\$ 8,566.00	\$ 8,950.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
7035	Equipment Rent & Lease						
7037	Office Equipment Rental	\$ 1,606.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
7050	Insurance						
7051	Auto Insurance	\$ 4,000.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
7052	HUB Insurance						
7053	Property Insurance	\$ 10,295.00	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00
7055	Liability Insurance	\$ 7,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
7056	Interest Expense	\$ 16,359.00	\$ 8,720.00	\$ 8,800.00	\$ 8,800.00	\$ 8,800.00	\$ 8,800.00
7060	Licenses & Fees	\$ 8,500.00	\$ 8,500.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
7080	Master Plan Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7084	Meals & Entertainment	\$ 2,014.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
7090	Office Supplies	\$ 12,930.00	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00
7120	Professional Development	\$ 7,586.00	\$ 9,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
7150	Professional Fees						
7151	Annual Audit	\$ 12,500.00	\$ 11,000.00	\$ 11,500.00	\$ 11,500.00	\$ 12,000.00	\$ 12,500.00
7152	Accounting	\$ 22,147.00	\$ 22,200.00	\$ 22,200.00	\$ 22,200.00	\$ 22,200.00	\$ 22,200.00
7153	Information Technology	\$ 8,759.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00
7155	Legal	\$ 8,937.00	\$ 8,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
7156	Payroll Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7160	Property Tax Collection Fee	\$ 13,893.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00
7170	Publications & Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7210	Telephone	\$ 11,034.00	\$ 11,100.00	\$ 11,100.00	\$ 11,100.00	\$ 11,100.00	\$ 11,100.00
7230	Uniforms & Apparel	\$ 4,902.00	\$ 2,500.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
7290	Operational Reserve (contingency)	\$ -	\$ 45,000.00	\$ 25,000.00	\$ 18,000.00	\$ -	\$ -
7000	Total Expenses	\$ 219,056.20	\$ 233,372.00	\$ 234,002.00	\$ 234,002.00	\$ 234,502.00	\$ 230,002.00

FISCAL YEAR 2017/18 BUDGET							
MAINTENANCE DEPARTMENT							
	EMPLOYEE WAGES	ACUTAL	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
Acct No.	Description	16/17	17/18	18/19	19/20	20/21	21/22
6010	MAINTENANCE WAGES	\$ 130,740.00	\$ 156,700.00	\$ 158,680.00	\$ 160,600.00	\$ 163,420.00	\$ 167,600.00
4050	Facility Revenues	\$ 127,070.00	\$ 117,825.00	\$ 107,376.00	\$ 107,377.00	\$ 109,378.00	\$ 110,379.00
4211	Grant Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4213	Sponsorship		\$ -	\$ -	\$ -	\$ -	\$ -
	Total Revenue	\$ 127,070.00	\$ 117,825.00	\$ 107,376.00	\$ 107,377.00	\$ 109,378.00	\$ 110,379.00
	EXPENSES						
Acct No.	Description						
7035	Equipment Rent & Lease						
7036	Maintenance Equipment Rental	\$ 200.00	\$ 6,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
7070	Maintenance						
7071	Pool Chemicals	\$ 4,377.00	\$ 6,000.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
7072	Building Maintenance	\$ 19,825.10	\$ 26,100.00	\$ 16,450.00	\$ 16,450.00	\$ 16,450.00	\$ 16,450.00
7073	Accessibility Upgrades	\$ -	\$ 100.00	\$ 101.00	\$ 102.00	\$ 103.00	\$ 104.00
7074	Equipment Maintenance	\$ 14,759.00	\$ 17,600.00	\$ 17,600.00	\$ 17,600.00	\$ 17,600.00	\$ 17,600.00
7075	Fuel	\$ 8,900.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
7076	Janitorial	\$ 1,036.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00
7077	Small Tools & Equipment	\$ 940.00	\$ 500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00
7078	Materials & Supplies	\$ 35,088.00	\$ 26,900.00	\$ 25,932.00	\$ 25,932.00	\$ 25,932.00	\$ 25,532.00
7079	Fleet Maintenance	\$ 1,828.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
7180	Security	\$ 9,292.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
7250	Utilities						
7252	Electric Service	\$ 36,178.00	\$ 36,150.00	\$ 32,850.00	\$ 32,850.00	\$ 32,850.00	\$ 32,850.00
7254	Gas Service	\$ 12,553.00	\$ 12,550.00	\$ 8,550.00	\$ 8,550.00	\$ 8,550.00	\$ 8,550.00
7256	Sanitation Services	\$ 11,594.00	\$ 14,036.00	\$ 10,436.00	\$ 10,436.00	\$ 10,436.00	\$ 10,436.00
7258	Water Service	\$ 10,116.00	\$ 10,116.06	\$ 8,554.06	\$ 8,554.06	\$ 8,554.06	\$ 8,554.06
	Total Expenses	\$ 166,686.10	\$ 180,552.06	\$ 154,973.06	\$ 154,974.06	\$ 154,475.06	\$ 154,076.06

FISCAL YEAR 2017/18 BUDGET							
RECREATION DEPARTMENT							
	EMPLOYEE WAGES	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
Acct No.	Description	16/17	17/18	18/19	19/20	20/21	21/22
6010	RECREATION WAGES	\$ 161,209.78	\$ 177,150.00	\$ 174,240.00	\$ 178,640.00	\$ 185,620.00	\$ 192,700.00
	REVENUE						
Acct No.	Description						
4030	Adult Program Revenues	\$ 32,657.00	\$ 31,650.00	\$ 31,400.00	\$ 31,400.00	\$ 31,400.00	\$ 31,400.00
4200	Contracted Class Revenues	\$ 32,657.00	\$ 31,650.00	\$ 31,400.00	\$ 31,400.00	\$ 31,400.00	\$ 31,400.00
4210	Event Revenues	\$ 32,116.00	\$ 31,061.95	\$ 33,561.95	\$ 33,561.95	\$ 33,561.95	\$ 33,561.95
4213	Sponsorship	\$ 33,197.00	\$ 35,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
4300	Youth Program Revenues	\$ 108,246.00	\$ 103,350.00	\$ 105,850.00	\$ 107,350.00	\$ 108,850.00	\$ 109,850.00
4211	Grant Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4215	Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1215	Scholarships Revenue Recievable	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
4704	Sales						
4701	Beer Sales Taxable	\$ 158.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00
4703	Food Sales Taxable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4705	Food Sale Non-Taxable	\$ 272.00	\$ 460.00	\$ 460.00	\$ 460.00	\$ 460.00	\$ 460.00
4707	Merchandise Sales Taxable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4709	Soda Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4711	Vending Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Gross Recreation Revenue	\$ 240,803.00	\$ 235,371.95	\$ 229,871.95	\$ 231,371.95	\$ 232,871.95	\$ 233,871.95
	EXPENSES						
Acct No.	Description						
5000	Program Expenses						
5001	Adult Program Costs	\$ 1,855.00	\$ 3,450.00	\$ 3,454.77	\$ 3,454.77	\$ 3,454.77	\$ 3,454.77
5004	Contracted Classes Costs	\$ 31,364.00	\$ 4,950.00	\$ 2,850.00	\$ 2,850.00	\$ 2,850.00	\$ 2,850.00
5005	Event Costs	\$ 50,170.00	\$ 45,178.00	\$ 48,978.00	\$ 49,078.00	\$ 49,178.00	\$ 49,278.00
5008	Youth Program Costs	\$ 22,669.00	\$ 30,770.00	\$ 30,770.00	\$ 30,770.00	\$ 30,770.00	\$ 30,770.00
5704	Purchases for Resale						
5701	Beer Purchases	\$ 839.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00
5703	Food Purchases	\$ 267.00	\$ 395.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
5707	Merchandise Purchases	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5709	Soda Purchases	\$ 123.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
4650	Discounts Given	\$ 4,015.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
5	Scholarships Revenue Receivable	\$ 3,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
5000	Program Expenses	\$ 114,302.00	\$ 93,793.00	\$ 95,502.77	\$ 95,602.77	\$ 95,702.77	\$ 95,802.77

Acct. No	Description	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
4050	Facility Revenue	17/18	18/19	19/20	20/21	21/22
	ABIAC	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
	Gross Facility Revenue	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
7000	Expenses					
7072	Building & Park Maintenance	\$ 1,200.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
7074	Equipment Maintenance	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
7078	Materials & Supplies	\$ 1,400.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7180	Security & Fire System	\$ 1,140.00				
7210	Telephone					
7252	Electric Service	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
7254	Gas Service	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
7256	Sanitation Services	\$ -	\$ -	\$ -	\$ -	\$ -
7258	Water Service	\$ -	\$ -	\$ -	\$ -	\$ -
7000	Total Expenses	\$ 9,140.00	\$ 6,650.00	\$ 6,650.00	\$ 6,650.00	\$ 6,650.00
	Net Facility Revenue	\$ (5,140.00)	\$ (2,650.00)	\$ (2,650.00)	\$ (2,650.00)	\$ (2,650.00)
1163	Reserves	\$ -				

Acct No.	Description	BUDGET 17/18	BUDGET 18/19	BUDGET 19/20	BUDGET 20/21	BUDGET 21/22
4050	Facility Revenues					
	Brite Lake	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
	Brite Lake: Annual Permit	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
	Brite Lake: Annual Senior Permit	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
	Brite Lake: Boat Launching Permit	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
	Brite Lake: Camping	\$ 66,000.00	\$ 66,000.00	\$ 66,000.00	\$ 67,000.00	\$ 68,000.00
	Brite Lake: Day Use	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 26,000.00	\$ 26,000.00
4050	Gross Facility Revenues	\$ 96,500.00	\$ 96,500.00	\$ 96,500.00	\$ 98,500.00	\$ 99,500.00
5002	Fish Stocking	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
7000	Expenses					
7072	Building & Park Maintenance	\$ 15,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
7074	Equipment Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
7078	Materials & Supplies	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 1,700.00
7180	Security	\$ -	\$ -	\$ -	\$ -	\$ -
7210	Telephone					
7252	Electric Service	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00
7254	Gas Service	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
7256	Sanitation Services	\$ 7,000.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00
7258	Water Service	\$ 54.06	\$ 54.06	\$ 54.06	\$ 54.06	\$ 54.06
7000	Total Expenses	\$ 51,154.06	\$ 37,754.06	\$ 37,754.06	\$ 37,754.06	\$ 37,454.06
	Net Facility Revenue	\$ 45,345.94	\$ 58,745.94	\$ 58,745.94	\$ 60,745.94	\$ 62,045.94
1163	Reserves (equipment)	\$ -				

		BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
		17/18	18/19	19/20	20/21	21/22
4050	Facility Revenues					
	Central Park	\$ 3,900.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
4050	Gross Facility Revenues	\$ 3,900.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
7000	Expenses					
7072	Building & Park Maintenance	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
7074	Equipment Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
7078	Materials & Supplies	\$ 3,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
7180	Security					
7210	Telephone	\$ -	\$ -	\$ -	\$ -	\$ -
7252	Electric Service	\$ -	\$ -	\$ -	\$ -	\$ -
7254	Gas Service	\$ -	\$ -	\$ -	\$ -	\$ -
7256	Sanitation Services	2,500.00	2,300.00	2,300.00	2,300.00	2,300.00
7258	Water Service	\$ -	\$ -	\$ -	\$ -	\$ -
7000	Total Expenses	\$ 10,500.00	\$ 9,300.00	\$ 9,300.00	\$ 9,300.00	\$ 9,300.00
	Net Facility Revenue	\$ (6,600.00)	\$ (7,300.00)	\$ (7,300.00)	\$ (7,300.00)	\$ (7,300.00)
1163	Reserves	\$ -				

7000	Expenses	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
	District Office	17/18	18/19	19/20	20/21	21/22
7072	Building & Park Maintenance	\$ 500.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
7074	Equipment Maintenance	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
7078	Materials & Supplies	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
7180	Security	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
7210	Telephone	\$ 9,600.00	\$ 9,600.00	\$ 9,600.00	\$ 9,600.00	\$ 9,600.00
7252	Electric Service	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
7254	Gas Service	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00
7256	Sanitation Services	\$ -	\$ -	\$ -	\$ -	\$ -
7258	Water Service	\$ -	\$ -	\$ -	\$ -	\$ -
7000	Total Expenses	\$ 14,450.00	\$ 15,150.00	\$ 15,150.00	\$ 15,150.00	\$ 15,150.00
1163	Reserves	\$ -				

Acct No.	Description	BUDGET 5 mos	BUDGET	BUDGET	BUDGET	BUDGET
		17/18	18/19	19/20	20/21	21/22
4050	Facility Revenues					
	Dye Natatorium	\$ 9,300.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00
	Gross Facility Revenue	\$ 9,300.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00
7000	Expenses					
7072	Building & Park Maintenance	\$ 900.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
7074	Equipment Maintenance	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
7078	Materials & Supplies	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7081	Pool Chemicals	\$ 6,000.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
7180	Security	\$ -	\$ -	\$ -	\$ -	\$ -
7210	Telephone					
7252	Electric Service	\$ 7,300.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
7254	Gas Service	\$ 8,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
7256	Sanitation Services	\$ -	\$ -	\$ -	\$ -	\$ -
7258	Water Service					
7000	Total Expenses	\$ 35,700.00	\$ 25,500.00	\$ 25,500.00	\$ 25,500.00	\$ 25,500.00
	Net Facility Revenue	\$ (26,400.00)	\$ (24,750.00)	\$ (24,750.00)	\$ (24,750.00)	\$ (24,750.00)
1163	Reserves	\$ -				

3 Month Pool

Acct No.	Description					
		BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
4050	Facility Revenues	17/18	18/19	19/20	20/21	21/22
	Maintenance Yard	\$ -	\$ -	\$ -	\$ -	\$ -
	Gross Facility Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
7000	Expenses					
7072	Building & Park Maintenance	\$ 1,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
7074	Equipment Maintenance	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
7078	Materials & Supplies	\$ 12,000.00	\$ 14,932.00	\$ 14,932.00	\$ 14,932.00	\$ 14,932.00
7180	Security	\$ -	\$ -	\$ -	\$ -	\$ -
7210	Telephone	\$ -	\$ -	\$ -	\$ -	\$ -
7252	Electric Service	\$ -	\$ -	\$ -	\$ -	\$ -
7254	Gas Service	\$ -	\$ -	\$ -	\$ -	\$ -
7256	Sanitation Services	\$ -	\$ -	\$ -	\$ -	\$ -
7258	Water Service	\$ -	\$ -	\$ -	\$ -	\$ -
7000	Total Expenses	\$ 17,500.00	\$ 21,432.00	\$ 21,432.00	\$ 21,432.00	\$ 21,432.00
	Net Facility Revenue	\$ (17,500.00)	\$ (21,432.00)	\$ (21,432.00)	\$ (21,432.00)	\$ (21,432.00)
1163	Reserves (Fleet)	\$ -				

Acct No.	Description					
		BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
4050	Facility Revenues	17/18	18/19	19/20	20/21	21/22
	Meadowbrook Park	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00
	Gross Facility Revenue	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00
7000	Expenses					
7072	Building & Park Maintenance	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
7074	Equipment Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
7078	Materials & Supplies	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,400.00
7180	Security	\$ -	\$ -	\$ -	\$ -	\$ -
7210	Telephone					
7252	Electric Service	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00
7254	Gas Service	\$ -	\$ -	\$ -	\$ -	\$ -
7256	Sanitation Services	\$ -	\$ -	\$ -	\$ -	\$ -
7258	Water Service	\$ -	\$ -	\$ -	\$ -	\$ -
7000	Total Expenses	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00	\$ 3,200.00
	Net Facility Revenue	\$ (3,175.00)	\$ (3,175.00)	\$ (3,175.00)	\$ (3,175.00)	\$ (3,075.00)
1163	Reserves	\$ -	\$ -	\$ -	\$ -	\$ -

Acct No.	Description					
		BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
		17/18	18/19	19/20	20/21	21/22
4050	Facility Revenues					
	Stake Park	\$ -	\$ -	\$ -	\$ -	\$ -
	Gross Facility Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
7000	Expenses					
7072	Building & Park Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
7074	Equipment Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
7078	Materials & Supplies	\$ 4,000.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
7180	Security	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
7210	Telephone	\$ -	\$ -	\$ -	\$ -	\$ -
7252	Electric Service	\$ -	\$ -	\$ -	\$ -	\$ -
7254	Gas Service	\$ -	\$ -	\$ -	\$ -	\$ -
7256	Sanitation Services	\$ -	\$ -	\$ -	\$ -	\$ -
7258	Water Service	\$ -	\$ -	\$ -	\$ -	\$ -
7000	Total Expenses	\$ 4,500.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
	Net Facility Revenue	\$ (4,500.00)	\$ (2,000.00)	\$ (2,000.00)	\$ (2,000.00)	\$ (2,000.00)
1163	Reserves	\$ -				

Acct No.	Description					
		BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
4050	Facility Revenues	17/18	18/19	19/20	20/21	21/22
	Steven Shy	\$ -	\$ -	\$ -	\$ -	\$ -
	Gross Facility Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
7000	Expenses					
7072	Building & Park Maintenance	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
7074	Equipment Maintenance	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7078	Materials & Supplies	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
7180	Security					
7210	Telephone	\$ -	\$ -	\$ -	\$ -	\$ -
7252	Electric Service	\$ 550.00	\$ 550.00	\$ 550.00	\$ 550.00	\$ 550.00
7254	Gas Service	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
7256	Sanitation Services	\$ -	\$ -	\$ -	\$ -	\$ -
7258	Water Service	\$ -	\$ -	\$ -	\$ -	\$ -
7000	Total Expenses	\$ 2,850.00	\$ 2,850.00	\$ 2,850.00	\$ 2,850.00	\$ 2,850.00
	Net Facility Revenue	\$ (2,850.00)	\$ (2,850.00)	\$ (2,850.00)	\$ (2,850.00)	\$ (2,850.00)
1163	Reserves	\$ -				

Acct. No	Description	BUDGET 17/18	BUDGET 18/19	BUDGET 19/20	BUDGET 20/21	BUDGET 21/22
4050	Facility Revenue					
	West Park	\$ 4,000.00	\$ 4,001.00	\$ 4,002.00	\$ 4,003.00	\$ 4,004.00
	Gross Facility Revenue	\$ 4,000.00	\$ 4,001.00	\$ 4,002.00	\$ 4,003.00	\$ 4,004.00
7000	Expenses					
7072	Building & Park Maintenance	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7074	Equipment Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
7078	Materials & Supplies	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7180	Security					
7210	Telephone	\$ -	\$ -	\$ -	\$ -	\$ -
7252	Electric Service	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00
7254	Gas Service	\$ -	\$ -	\$ -	\$ -	\$ -
7256	Sanitation Services	\$ 4,536.00	\$ 4,536.00	\$ 4,536.00	\$ 4,536.00	\$ 4,536.00
7258	Water Service	\$ 10,062.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00
7000	Total Expenses	\$ 22,098.00	\$ 20,536.00	\$ 20,536.00	\$ 20,536.00	\$ 20,536.00
	Net Facility Revenue	\$ (18,098.00)	\$ (16,535.00)	\$ (16,534.00)	\$ (16,533.00)	\$ (16,532.00)
1163	Reserves	\$ -	\$ -	\$ -	\$ -	\$ -

Acct. No	Description	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
		17/18	18/19	19/20	20/21	21/22
4050	Facility Revenue					
	Undeveloped Properties	\$ -	\$ -	\$ -	\$ -	\$ -
	Gross Facility Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
7000	Expenses					
7072	Building Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
7074	Equipment Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
7078	Materials & Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
7180	Security					
7210	Telephone					
7252	Electric Service					
7254	Gas Service					
7256	Sanitation Services					
7258	Water Service					
7000	Total Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
	Net Facility Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
1163	Reserves	\$ -	\$ -	\$ -	\$ -	\$ -

4030	Description	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
		17/18	18/19	19/20	20/21	21/22
4030	Adult Program Revenues					
	Adult Lap Swim	\$ 2,750.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
		\$ -	\$ -	\$ -	\$ -	\$ -
	Deep Water Aerobics	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -
	Mens Basketball	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
	Adult Softball	\$ 6,300.00	\$ 6,300.00	\$ 6,300.00	\$ 6,300.00	\$ 6,300.00
	Open Gym	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
	Volleyball	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00
	Pool Pass	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
			\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
4030	Gross Program Revenues	\$ 31,650.00	\$ 31,400.00	\$ 31,400.00	\$ 31,400.00	\$ 31,400.00
5001	Adult Program Costs					
	Adult Lap Swim	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ 35.58	\$ 35.58	\$ 35.58	\$ 35.58
	Deep Water Aerobics	\$ -	\$ -	\$ -	\$ -	\$ -
	Mens Basketball	\$ 1,300.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
	Adult Softball	\$ 1,150.00	\$ 1,119.19	\$ 1,119.19	\$ 1,119.19	\$ 1,119.19
	Open Gym	\$ -	\$ -	\$ -	\$ -	\$ -
	Volleyball	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
	Pool Pass	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
	5001	Total Adult Program Costs	\$ 3,450.00	\$ 3,454.77	\$ 3,454.77	\$ 3,454.77
	Net Adult Program Revenues	\$ 28,200.00	\$ 27,945.23	\$ 27,945.23	\$ 27,945.23	\$ 27,945.23

	Description	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
		17/18	18/19	19/20	20/21	21/22
4200	Contract Class Revenues					
	Aqua Zumba (discontinued)					
	Ballroom Dance	\$ 1,900.00	\$ 1,900.00	\$ 1,900.00	\$ 1,900.00	\$ 1,900.00
	Basketball Lessons	\$ -	\$ -	\$ -	\$ -	\$ -
	Lifeguard Training	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
	Mad Science (discontinued)	\$ -	\$ -	\$ -	\$ -	\$ -
	Tehachapi Tots Craft Fee	\$ 3,000.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
	Playwell	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
	Spring Volleyball (discontinued)	\$ -	\$ -	\$ -	\$ -	\$ -
	Summer Volleyball (discontinued)	\$ -	\$ -	\$ -	\$ -	\$ -
	THS Basketball Camp	\$ -	\$ -	\$ -	\$ -	\$ -
	Tehachapi Tots	\$ 29,000.00	\$ 23,000.00	\$ 23,000.00	\$ 23,000.00	\$ 23,000.00
	Trial Programs - British Soccer	\$ 151.00	\$ 151.00	\$ 151.00	\$ 151.00	\$ 151.00
	Water Workout	\$ 1,400.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
	Zumba (discontinued)	\$ -	\$ -	\$ -	\$ -	\$ -
	Trail - Misc.					
4200	Gross Class Revenues	\$ 38,651.00	\$ 29,751.00	\$ 29,751.00	\$ 29,751.00	\$ 29,751.00
5004	Contract Class Costs					
	Aqua Zumba (discontinued)					
	Ballroom Dance	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00
	Basketball Lessons	\$ -	\$ -	\$ -	\$ -	\$ -
	Lifeguard Training	\$ -	\$ -	\$ -	\$ -	\$ -
	Mad Science (discontinued)	\$ -	\$ -	\$ -	\$ -	\$ -
	Tehachapi Tots Craft Fee	\$ 2,500.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
	Parent & Me	\$ -	\$ -	\$ -	\$ -	\$ -
	Playwell	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00
	Spring Volleyball (discontinued)	\$ -	\$ -	\$ -	\$ -	\$ -
	Summer Volleyball (discontinued)	\$ -	\$ -	\$ -	\$ -	\$ -
	THS Basketball Camp	\$ -	\$ -	\$ -	\$ -	\$ -
	Tot Enrichment	\$ -	\$ -	\$ -	\$ -	\$ -
	Trial Programs	\$ -	\$ -	\$ -	\$ -	\$ -
	Water Workout	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00
	Zumba (discontinued)	\$ -	\$ -	\$ -	\$ -	\$ -
5400	Total Contact Classes Costs	\$ 4,950.00	\$ 2,850.00	\$ 2,850.00	\$ 2,850.00	\$ 2,850.00
	Net Contact Class Revenues	\$ 33,701.00	\$ 26,901.00	\$ 26,901.00	\$ 26,901.00	\$ 26,901.00

	Description	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
		17/18	18/19	19/20	20/21	21/22
4210	Event Revenues					
	Egg Hunt	\$ -	\$ -	\$ -	\$ -	\$ -
	Fishing Derby	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
	Fourth of July Parade	\$ -	\$ -	\$ -	\$ -	\$ -
	Kid Color Fun Run	\$ -	\$ -	\$ -	\$ -	\$ -
	Mountain Gallop 5k/10k	\$ 5,700.00	\$ 5,700.00	\$ 5,700.00	\$ 5,700.00	\$ 5,700.00
	Movies in the Park	\$ -	\$ -	\$ -	\$ -	\$ -
	Music in the Park	\$ -	\$ -	\$ -	\$ -	\$ -
	Old Timers Reunion	\$ 561.95	\$ 561.95	\$ 561.95	\$ 561.95	\$ 561.95
	Partner Events	\$ -	\$ -	\$ -	\$ -	\$ -
	Run/Ride with the Wind 5k	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
	Tarmac 5k	\$ -	\$ -	\$ -	\$ -	\$ -
	Tarmac Kids One Mile Run	\$ -	\$ -	\$ -	\$ -	\$ -
	Trial Programs (OCT DU & 5K)	\$ -	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
	Warrior Run 5k	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00
	Hot Chocolate Turkey Trot	\$ 3,800.00	\$ 3,800.00	\$ 3,800.00	\$ 3,800.00	\$ 3,800.00
	Misc.					
4210	Gross Event Revenues	\$ 31,061.95	\$ 33,561.95	\$ 33,561.95	\$ 33,561.95	\$ 33,561.95
5005	Event Costs					
	Egg Hunt	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
	Fishing Derby	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00
	Fourth of July Parade					
	Kid Color Fun Run	\$ -	\$ -	\$ -	\$ -	\$ -
	Mountain Gallop 5k/10k	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
	Movies in the Park	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
	Music in the Park	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
	Old Timers Reunion	\$ 4,600.00	\$ 4,600.00	\$ 4,700.00	\$ 4,800.00	\$ 4,900.00
	Partner Events	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00
	Run/Ride with the Wind 5k	\$ 4,328.00	\$ 4,328.00	\$ 4,328.00	\$ 4,328.00	\$ 4,328.00
	Tarmac 5k	\$ -	\$ -	\$ -	\$ -	\$ -
	Tarmac Kids One Mile Run	\$ -	\$ -	\$ -	\$ -	\$ -
	Trial Programs (OCT DU & 5K)		\$ 4,300.00	\$ 4,300.00	\$ 4,300.00	\$ 4,300.00
	Warrior Run 5k	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
	Hot Chocolate Turkey Trot	\$ 4,000.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
	Memorial Day Ceremony	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
5005	Total Event Costs	\$ 45,178.00	\$ 48,978.00	\$ 49,078.00	\$ 49,178.00	\$ 49,278.00
	Net Event Revenues	\$ (14,116.05)	\$ (15,416.05)	\$ (15,516.05)	\$ (15,616.05)	\$ (15,716.05)

	Description	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
		17/18	18/19	19/20	20/21	21/22
4300	Youth Program Revenues					
	Instructional Basketball	\$ -	\$ -	\$ -	\$ -	\$ -
	Official Training Bball	\$ -	\$ -	\$ -	\$ -	\$ -
	Open Gym Basketball	\$ -	\$ -	\$ -	\$ -	\$ -
	Open Recreational Swim	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
	Parent & Child Swim Lessons	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
	Summer Swim Lessons	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00
	Junior Lifeguards	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
	T Ball	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
	Youth Volleyball	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
	NFL Youth Flag Football	\$ 7,000.00	\$ 7,500.00	\$ 8,000.00	\$ 8,500.00	\$ 8,500.00
	Smart Start Football	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
	Smart Start Soccer	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00
	Smart Start Baseball	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00
	Smart Start Basketball	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00
	Youth Basketball	\$ 40,000.00	\$ 42,000.00	\$ 43,000.00	\$ 44,000.00	\$ 45,000.00
	Youth Adventure Camp	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
	Trial Programs					
4300	Gross Youth Program Revenues	\$ 103,350.00	\$ 105,850.00	\$ 107,350.00	\$ 108,850.00	\$ 109,850.00
5008	Youth Program Costs					
	Instructional Basketball					
	Official Training Bball					
	Open Gym Basketball					
	Open Recreational Swim					
	Parent & Child Swim Lessons	\$ -	\$ -	\$ -	\$ -	\$ -
	Summer Swim Lessons	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
	Junior Lifeguards	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
	T Ball	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
	Youth Volleyball	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
	NFL Youth Flag Football	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
	Smart Start Football	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00
	Smart Start Soccer	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
	Smart Start Baseball	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
	Smart Start Basketball	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
	Youth Basketball	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
	Youth Adventure Camp	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
5008	Total Youth Program Cost	\$ 30,770.00	\$ 30,770.00	\$ 30,770.00	\$ 30,770.00	\$ 30,770.00
	Net Youth Program Revenues	\$ 72,580.00	\$ 75,080.00	\$ 76,580.00	\$ 78,080.00	\$ 79,080.00

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

IN THE MATTER OF

**ADOPTING THE ANNUAL BUDGET FOR THE 2017-2018 FISCAL
YEAR AND FIVE YEAR BUDGET FOR FISCAL YEARS 2018/19, 2019/20,
2020/21, AND 2021/22**

I, Carrie Champlin, Clerk of the Board of Directors of the Tehachapi Valley Recreation and Park 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 22nd day of August 2017 by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

RESOLUTION NO. 10-17

**TEHACHAPI VALLEY RECREATION AND PARK DISTRICT RESOLUTION OF
THE BOARD OF DIRECTORS OF THE TEHACHAPI VALLEY RECREATION AND
PARK DISTRICT ADOPTING THE ANNUAL BUDGET FOR THE
2017/2018 FISCAL YEAR AND FIVE YEAR BUDGET FOR FISCAL
YEARS 2018/19, 2019/20, 2020/21, AND 2021/22**

WHEREAS, the Tehachapi Valley Recreation and Park 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 Park District did publish a notice of a Public Hearing for the taxpayers of said District.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Tehachapi Valley Recreation and Park District adopts the Annual Budget for the 2017-2018 Fiscal Year and Five Year Budget for Fiscal Years 2018/19, 2019/20, 2020/21, and 2021/22.

BE IT FURTHER RESOLVED that the Board of Directors of the Tehachapi Valley Recreation and Park District shall adjust the Annual Budget for 2017-2018 Fiscal Year and Five Year Budget for Fiscal Years 2018/19, 2019/20, 2020/21, and 2021/22 as necessary to accommodate changes that result from decisions made by the California State Legislature and approved by the Governor and/or as a result of determination made by the Kern County Board of Supervisors and/or others that dictate adjustments be made to the Annual Budget during the 2017-2018 Fiscal Year and Five Year Budget for Fiscal Years 2018/19, 2019/20, 2020/21, and 2021/22.