

**TEHACHAPI VALLEY  
RECREATION AND PARK DISTRICT**

**DUE TO COVID 19 AND TO COMPLY WITH SOCIAL DISTANCING GUIDELINES,  
THIS MEETING WILL BE HELD AT  
THE ASPEN BUILDERS INC. ACTIVITY CENTER LOCATED AT  
410 WEST D STREET, TEHACHAPI, CA 93561  
(We encourage the wearing of face masks. In addition seating will be six feet apart.)**

**REGULAR BOARD MEETING  
TUESDAY, AUGUST 18, 2020, 5:30 P.M.**

**BOARD OF DIRECTORS**

IAN STEELE, CHAIRPERSON  
KALEB JUDY, VICE-CHAIRPERSON  
WES BACKES, DIRECTOR  
DWIGHT DREYER, DIRECTOR  
SANDY CHAVEZ, 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 21 2020, (Pages 4-5).
- C. Approval of the TVRPD Kids Club Counselor Job Description, (Page 6-8).

**5. RECREATION MANAGER REPORT**

**6. OPERATIONS MANAGER REPORT**

**7. DISTRICT MANAGER REPORT**

**8. AGENDA ITEMS**

A. Discussion/Approval of the Tehachapi Valley Recreation and Park District's Fiscal Year 2020/2021 Annual Budget.

1. Public Hearing

2. Approval of Tehachapi Valley Recreation and Park District's Fiscal Year 2020/2021 Annual Budget - Discussion/Approval, Resolution #3-20 (Pages 9-46).

B. Dye Natatorium Facility – Discussion.

**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 15, 2020.*



## 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 18, 2020, Regular Board Meeting Agenda was posted at the following public places within the District on Friday, August 14, 2020, at 5:30 P.M. approximately:

- TVRPD District Office, 410 West D Street, Tehachapi, California 93561
- The TVRPD Web site at [www.tvrpd.org](http://www.tvrpd.org)

The agenda and related documents were also provided to the Tehachapi Valley Recreation and Park District Board of Directors on the 14<sup>th</sup> day of August 2020.

Dated this 14<sup>th</sup> day of August 2020.

*Carrie Champlin*

Carrie Champlin

Clerk of the Board of Directors

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT  
410 WEST D STREET, TEHACHAPI, CALIFORNIA 93561  
TUESDAY JULY 21, 2020, 5:30 P.M.**

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

**BOARD MEMBERS**

Ian Steele, Chairperson  
Kaleb Judy, Director  
Wes Backes, Director  
Sandy Chavez, Director  
Dwight Dreyer, Director

**1. FLAG SALUTE:** Bill Fisher led the flag salute.

**2. ROLL CALL:** Chairperson Steele and Director Dreyer were absent.

**3. PUBLIC COMMENTS:** None.

**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.

**Chavez - Backes: Ayes: Steele; Judy; Chavez; Backes**

**Noes: None. Motion carried.**

**Absent: Steele; Dreyer**

**B. Approval of the Minutes from the Regular Board Meeting held January 31, February 18 and June 16, 2020.**

BOARD APPROVES THE MINUTES FROM THE REGULAR BOARD MEETING HELD JANUARY 31, FEBRUARY 18, AND JUNE 16, 2020.

**Chavez - Backes: Ayes: Steele; Judy; Chavez; Backes**

**Noes: None. Motion carried.**

**Absent: Steele; Dreyer**

**C. Approval of the Preliminary Financial Reports for May, 2020.**

BOARD APPROVES THE PRELIMINARY FINANCIAL REPORTS FOR MAY 2020.

**Chavez - Backes: Ayes: Steele; Judy; Chavez; Backes**

**Noes: None. Motion carried.**

**Absent: Steele; Dreyer**

**5. RECREATION MANGER REPORT**

Recreation Manager Ashley Krempien gave the report.

- Adventure Camp is running with approximately 40 children. We are working in groups of 10 children to one counselor.

**6. OPERATIONS MANAGER REPORT**

Operations Manager Bill Fisher gave the report.

- Brite Lake pay arm and pay station is up and running.
- Maintenance crew has been busy with three different pipe ruptures at three properties.
- Installation of cable fencing project continues at Brite Lake.

**7. DISTRICT MANAGER REPORT**

District Manager Torres gave the report.

- Working on round four of the grant proposal. The deadline to submit is December 14th.
- Work continues on the new agreement with Tehachapi Cumming County Water District.
- Working on the final budget for 2020-2021.

**8. AGENDA ITEMS**

- A. Authorizing the Treasurer of the County of Kern to Transfer Funds in its Custody for Meeting the Obligations Incurred for the Maintenance and Operations of the District – Tehachapi Valley Recreation and Parks District is Requesting a Property Tax Advance in the Amount of \$450,000.00, Resolution # 2-20.

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 \$450,000.00, RESOLUTION #2-20.

**Chavez - Backes: Ayes: Steele; Judy; Chavez; Backes**

**Noes: None. Motion carried.**

**Absent: Steele; Dreyer**

- 9. BOARD OF DIRECTORS TIME:** The board thanked TVRPD staff and District Manager Torres for all their hard work.

**10. ADJOURNMENT**

Having no further business the meeting was adjourned at 5:53 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled on August 18, 2020.

**Chavez - Backes: Ayes: Steele; Judy; Chavez; Backes**

**Noes: None. Motion carried.**

**Absent: Steele; Dreyer**

Respectfully Submitted,

Carrie Champlin  
Carrie Champlin, Clerk of the Board



# Tehachapi Valley

## Recreation & Park District

### KIDS CLUB COUNSELOR JOB DESCRIPTION

#### SALARY RANGE

Minimum Wage - \$15.00 per hour

**POSITION: KIDS CLUB COUNSELOR**  
**REPORTS TO: RECREATION SUPERVISOR**

**CATEGORY: SEASONAL**

**FLSA STATUS: NON-EXEMPT**

**SUPERVISES: N/A**

#### POSITION SUMMARY

Under the direct supervision of the Recreation Supervisor, the Kids Club Counselor is responsible for planning, leading, and implementing core and non-core programs and experiences for children in a group setting (up to 20 kids). They will also be responsible for the general safety and development, growth, and skill achievement of the participants in his/her group. The incumbent will provide high quality outdoor/ indoor educational and recreational experiences for participants.

#### ESSENTIAL RESPONSIBILITIES:

- Help write and implement a weekly schedule for your group.
- Organize and lead a variety of small and large group activities each week. Activities may include homework help, crafts, nature, songs, games, opening and closing ceremonies, swimming, etc. This includes time spent on the bus.
- Identify and respond to children behavioral issues.
- Ensure that the site is kept clean, organized, and free of litter.
- Communicate with parents about participant's experiences and report concerns to Kids Club Leadership.
- Assist in maintaining accurate program records including incident reports, logbook documentation, and daily attendance.
- Know and understand ALL emergency procedures associated with the Kids Club program.
- Know, enforce, and follow all safety guidelines associated with the camp and all program areas. This includes but is not limited to being responsible for your campers' safety and their whereabouts at all times.
- If applicable, maintain constant surveillance of the pool area/body of water, know/review all emergency procedures and respond to emergency situations immediately.

#### QUALIFICATIONS:

- Within 90 days of hire, must complete First Aid, CPR and AED training/certification.
- Education classes or experience in camp, youth programs, recreation, working with children, or in a related field.
- Ability to lead, plan, organize, and implement program activities.
- Ability to work as a member of a team and the ability to accomplish tasks with little direct supervision.
- Strong organizational and communication skills.

- Ability to use up to date technology and applications and assist children in learning when needed.
- Must be 18 years or older.

**Work Conditions:**

- Must have the physical ability to lead and participate in Kids Club activities which include, but are not limited to, hiking, swimming, team building initiatives, physical games, and activities.
- Must be capable of carrying loads of up to 90 pounds and able to traverse hilly and uneven terrain without undue exertion.
- Work in conditions that will create dirt and dust.
- Perform essential program support to camp activities and programs which may include, but not limited to the following activities: semi – reaching to full-reach overhead, crouching, kneeling, shoveling, working in narrow and/or confining spaces underground, overhead, and at ground level, twisting of the waist, shoulders, and legs, and lying on stomach and/or back.
- Must have the ability to physically manage and support children when needed for safety in general camp activities (child weighing 50 - 200 pounds).
- Ability to perform a variety of tasks outdoor in different climate.
- If applicable, hear noises and distress signals in the aquatic environment, including in the water and anywhere around the zone of responsibility, with or without reasonable accommodation.
- If applicable, remain alert with no lapses of consciousness.
- If applicable, see and observe all sections of an assigned zone of responsibility, with or without reasonable accommodation.

**COMPENSATION**

Minimum Wage - \$15.00 DOE.

Employment offer contingent DOJ background check, including fingerprinting.

## ORGANIZATIONAL RELATIONSHIP



## CLASS HISTORY:

Adopted:

Revised: 08/18/2020





**Tehachapi Valley**  

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**Recreation & Park District**

**Fiscal Year  
2020/2021  
Operational  
Budget**

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# **Tehachapi Valley Recreation & Park District**

**Play Up. Live Up.**

## **Fiscal Year 2020/2021 Operational Budget**

### **Board of Directors**

**Ian Steele, Chairperson**

**Kaleb Judy, Vice-Chairperson**

**Wes Backes, Director**

**Dwight Dreyer, Director**

**Sandy Chavez, Director**

### **Department Heads**

**Corey Torres, MPA, District Manager**

**Carrie Champlin, Business Manager/Clerk of the Board**

**Bill Fisher, Operations Manager**

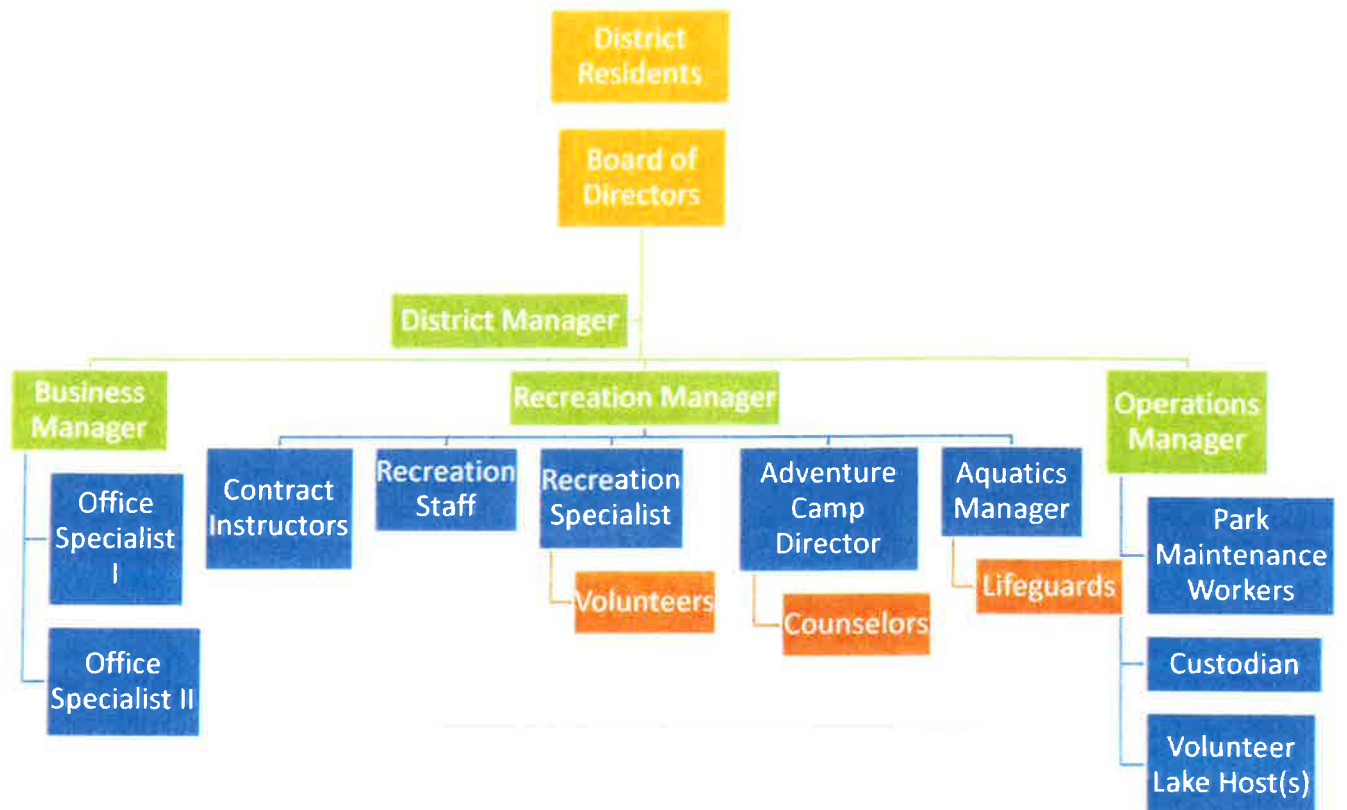
**Ashley Krempien, Recreation Manager**

## **Mission Statement**

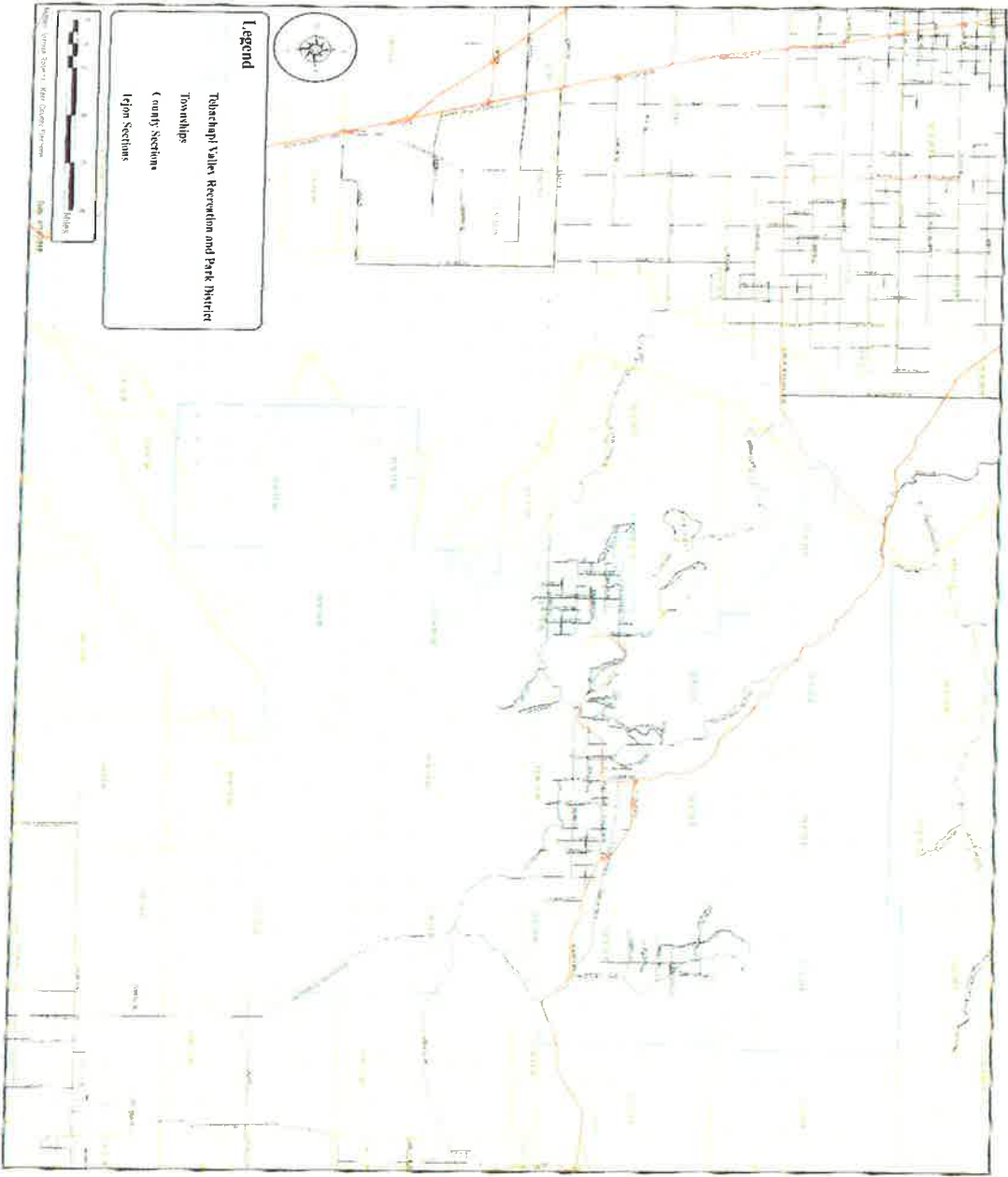
**The Tehachapi Valley Recreation & Park District enriches lives and fosters harmony within the community through area-wide leisure services targeted to improve healthy lifestyles, educational and recreational opportunities, public participation, and environmental and economical stewardship.**

**We accomplish this through community outreach, quality programming, activities and events, well maintained parks and facilities and an aesthetically pleasing environment that is provided by professional and caring employees, contractors, and volunteers.**

## Organizational Chart



# District Boundary Map



Tehachapi Valley Recreation and Park District Boundary

## Introduction

This document contains the 2020/2021 fiscal year operating budget for the Tehachapi Valley Recreation & Park District. This budget reflects the District's anticipated programs and operational estimates. It not only lays out fiscal information, but also assists staff and Board of Directors in planning and accomplishing goals and objectives based on the District's Mission.

*It is important to note the approach of how this budget was prepared given COVID-19 and the current pandemic. This budget reflects a fully functioning operation. In FY 2019/2020, many programs and events were cancelled in response to State and County guidelines, restrictions, and stay-at-home orders. FY 2020/2021 reflects a budget that includes ALL programs and events as if they will be facilitated. While it remains uncertain if/when the District will be able to function "normally," the District's team include some of the best in the recreation and park profession. The District has adapted to the challenging times and will continue to do so while keeping the District's mission and purpose the top priority.*



## **Budget Highlights**

- The operating budget Expenditures totals \$1,757,442.00. The income Revenue in this budget totals \$1,815,269.97, with \$57,827.97 set to go to Reserves.
- The District's County Treasury Capital Projects Fund totals \$192,440.03.
- A part-time Recreation Specialist was added in response to staffing needs.
- A seasonal Park Maintenance Worker is budgeted in response to operational needs at Brite Lake. Tentatively slated to work April-September.
- A new fleet vehicle is budgeted for a truck replacement not to exceed \$32,000.00.
- Added a line item for Safety Equipment for \$2,000.00.
- Combined line item Materials and Supplies with Building and Park Maintenance.
- In FY 2019/2020, the Board approved the purchase and installation of a payment arm system for Brite Lake, answering many of the overdue needs including, but not limited to:
  - 1. Ensures all patrons paying to enter.
  - 2. Frees up availability for Lake Hosts to perform other duties instead of constantly stationed at kiosk for extended times or relying on envelop method.
    - In FY 2019/2020, the Lake generated \$30,734.00 in Day-Use.
    - For FY 2020/2021, the District anticipates to generate \$45,000.00.
- Addition of Kids Club – *new youth program*.
  - Program created in response to childcare needs due to distance learning.
  - If facilitated all school year, projected net revenue is estimated at \$40,000.00.

# **TEHACHAPI VALLEY RECREATION & PARK DISTRICT**

## **FISCAL YEAR 2020/2021 OPERATIONAL BUDGET**

Acct No.	Description	BUDGET
		<b>20/21</b>
1001	General Fund and BOTS	\$ -
1004	BOTS Cash on Hand	\$ 98,297.52
4000	Income	\$ 1,716,972.45
7290	Reserves to be used	\$ -
	Total Revenues	\$ 1,815,269.97
1162	Improvements	\$ -
1163	Equipment purchase	\$ -
1164	Capital Improvement	\$ -
1166	Fleet Purchase	\$ 32,000.00
5000	Program Expenses	\$ 203,240.00
4	Capital Projects Fund Transfer	\$ -
7000	M&O Expenses	\$ 531,502.00
6000	Employee Compensation	\$ 990,700.00
	Total Expenditures	\$ 1,757,442.00
7290	To Reserves	\$ 57,827.97

Acct No.	Description	BUDGET
4000	REVENUE	20/21
		1% increase
4010	Property Taxes	\$ 953,595.63
4020	Interest Income	\$ 10,551.82
4030	Adult Program Revenues	\$ 41,360.00
4050	Facility Revenues	\$ 199,870.00
4210	Event Revenues	\$ 59,100.00
4213	Operational Grant - Sponsorships	\$ 61,375.00
4300	Youth Program Revenues	\$ 372,470.00
4610	Billable Expense Income	\$ 18,050.00
4211	Grant Income (merge with 4215)	\$ -
4215	Capital Grant	\$ -
1215	Scholarships Revenue Receivable	\$ -
	Insurance Proceeds	\$ -
4215	State Tree reimbursement grant	
4704	Sales	
4701	Beer Sales Taxable	
4703	Food Sales Taxable	\$ 100.00
4705	Food Sale Non-Taxable	\$ 300.00
4707	Merchandise Sales Taxable	\$ -
4709	Soda Sales	\$ 200.00
4711	Vending Sales	\$ -
4000	Total Income	\$ 1,716,972.45

Acct No.	Description	BUDGET
		20/21
<b>5000</b>	<b>Program Expenses</b>	
5001	Adult Program Costs	\$ 5,940.00
5002	Fish Stocking	\$ 7,500.00
5004	Program Contractors	\$ 38,225.00
5005	Event Costs	\$ 73,025.00
5008	Youth Program Costs	\$ 65,650.00
<b>5704</b>	<b>Purchases for Resale</b>	
5701	Beer Purchases	\$ 2,300.00
5703	Food Purchases	\$ 400.00
5707	Merchandise Purchases	\$ -
5709	Soda Purchases	\$ 200.00
4650	Discounts Given	\$ 6,000.00
5115	Scholarships Given	\$ 4,000.00
<b>5000</b>	<b>Total Program Expenses</b>	<b>\$203,240.00</b>
<b>7000</b>	<b>Maintenance &amp; Operation Expenses</b>	
7010	Advertising & Marketing	\$ 40,000.00
7015	Loan Repayment	\$ 49,702.00
7020	Bank Service Charges	\$ 14,000.00
7026	Charitable Contribution	\$ 18,500.00
7030	Dues & Subscriptions	\$ 7,000.00
<b>7035</b>	<b>Equipment Rent &amp; Lease</b>	
7036	Maintenance Equipment Rental	\$ 800.00
7037	Office Equipment Rental	\$ 3,500.00
<b>7050</b>	<b>Insurance</b>	
7052	HUB Insurance	\$ 500.00
7055	Liability Insurance (Gen, Auto, Property)	\$ 35,000.00
7056	Interest Expense	\$ 18,000.00
7060	Licenses & Fees	\$ 21,000.00
<b>7070</b>	<b>Maintenance</b>	
7071	Pool Chemicals	\$ 7,500.00
7072	Building & Park Maintenance	\$ 55,000.00
7073	Accessibility Upgrades	\$ 150.00
7074	Equipment Maintenance	\$ 7,050.00
7075	Fuel	\$ 13,000.00

7076	Janitorial	\$ 11,000.00
7077	Small Tools & Equipment	\$ 1,500.00
7079	Fleet Maintenance	\$ 7,000.00
7080	Master Plan Expenses	\$ -
7084	Meals & Entertainment	\$ 4,000.00
7090	Office Supplies	\$ 14,000.00
7120	Professional Development	\$ 7,500.00
<b>7150</b>	<b>Professional Fees</b>	
7151	Annual Audit	\$ 12,500.00
7152	Bookkeeping & Payroll	\$ 40,000.00
7153	Information Technology	\$ 12,000.00
7155	Legal	\$ 15,000.00
7160	Property Tax Collection Fee	\$ 14,000.00
7180	Security	\$ 5,700.00
7210	Telephone	\$ 12,000.00
7220	Safety Equipment	\$ 2,000.00
7230	Uniforms & Apparel	\$ 3,000.00
<b>7250</b>	<b>Utilities</b>	
7252	Electric Service	\$ 45,650.00
7254	Gas Service	\$ 16,950.00
7256	Sanitation Services	\$ 8,100.00
7258	Water Service	\$ 8,900.00
<b>7000</b>	<b>Total M&amp;O Expenses</b>	<b>\$531,502.00</b>
<b>5000/7000</b>	<b>TOTAL EXPENSES</b>	<b>\$734,742.00</b>

Acct No.	Description	BUDGET
		<b>20/21</b>
<b>6000</b>	<b>Employee Costs</b>	
6010	ADMINISTRATION	\$ 217,900.00
6010	RECREATION	\$ 325,980.00
6010	MAINTENANCE	\$ 217,120.00
<b>6010</b>	<b>Total Employee Wages</b>	<b>\$ 761,000.00</b>
6020	Employee Taxable Allowances	\$ 7,000.00
6030	Safety Program	\$ 2,200.00
<b>6050</b>	<b>Benefits</b>	
6051	Group Medical	\$ 60,000.00
6055	CalPERS	\$ 42,000.00
6056	CalPERS Unfunded Liability	\$ 20,500.00
6058	Taxes (FICA) (7.65%)	\$ 58,000.00
6060	Reimbursed Expenses	\$ 500.00
6070	Vacation & Sick	\$ 1,500.00
6090	Workers Comp	\$ 38,000.00
<b>6000</b>	<b>Total Employee Costs</b>	<b>\$ 990,700.00</b>

POSITION	BUDGET
	<b>20/21</b>
District Manager	\$ 89,000.00
Business Manager	\$ 66,500.00
Office Specialist I	\$ 29,120.00
Office Specialist II	\$ 33,280.00
<b>Total Administration</b>	<b>\$ 217,900.00</b>
Recreation Manager	\$ 61,500.00
Recreation Specialist	\$ 33,000.00
Recreation Staff (960)	\$ 181,480.00
Pool Staff (960)	\$ 50,000.00
<b>Total Recreation</b>	<b>\$ 325,980.00</b>
Operations Manager	\$ 71,500.00
Project Manager (MF)	\$ -
Park Maintenance Worker	\$ -
Park Maintenance Worker	\$ -
Park Maintenance Worker	\$ 33,280.00
Park Maintenance Worker	\$ 33,280.00
Park Maintenance Worker	\$ 33,280.00
Custodian (PT)	\$ 33,280.00
Park Maintenance Worker (Seasonal)	\$ 12,500.00
<b>Total Maintenance</b>	<b>\$ 217,120.00</b>

<b>ADMINISTRATION</b>		
<b>Acct No.</b>	<b>Description</b>	<b>BUDGET</b>
		<b>20/21</b>
<b>6010</b>	<b>ADMINISTRATION WAGES</b>	<b>\$ 217,900.00</b>
	<b>REVENUE</b>	
<b>Acct No.</b>	<b>Description</b>	
<b>4000</b>	<b>Revenue</b>	
4010	Property Taxes	\$ 953,595.63
4020	Interest Income	\$ 10,551.82
4610	Billable Expense Income	\$ 18,050.00
4211	Grant Income (merge with 4215)	\$ -
4215	Donations (capital grant)	\$ -
<b>4000</b>	<b>Total Revenue</b>	<b>\$ 982,197.45</b>
	<b>EXPENSES</b>	
<b>Acct No.</b>	<b>Description</b>	
<b>7000</b>	<b>Expenses</b>	
7010	Advertising & Marketing	\$ 40,000.00
7015	Loan repayment	\$ 49,702.00
7020	Bank Service Charges	\$ 12,500.00
7026	Charitable Contribution	\$ 15,000.00
7030	Dues & Subscriptions	\$ 5,500.00
<b>7035</b>	<b>Equipment Rent &amp; Lease</b>	
7037	Office Equipment Rental	\$ 3,500.00
<b>7050</b>	<b>Insurance</b>	
7052	HUB Insurance	\$ 500.00
7055	Liability Insurance (Gen, Auto, Property)	\$ 35,000.00
7056	Interest Expense	\$ 16,000.00
7060	Licenses & Fees	\$ 21,000.00
7080	Master Plan Expenses	\$ -
7084	Meals & Entertainment	\$ 4,000.00
7090	Office Supplies	\$ 14,000.00
7120	Professional Development	\$ 7,500.00
<b>7150</b>	<b>Professional Fees</b>	
7151	Annual Audit	\$ 12,500.00
7152	Accounting	\$ 35,000.00
7153	Information Technology	\$ 12,000.00
7155	Legal	\$ 15,000.00



7160	Property Tax Collection Fee	\$ 12,000.00
7210	Telephone and Internet	\$ 12,500.00
	Safety Equipment	\$ 2,000.00
7230	Uniforms & Apparel	\$ 3,000.00
<b>7000</b>	<b>Total Expenses</b>	<b>\$ 328,202.00</b>

MAINTENANCE DEPARTMENT		
Acct No.	EMPLOYEE WAGES	BUDGET
	Description	20/21
6010	MAINTENANCE WAGES	\$ 217,120.00
4050	Facility Revenues	\$ 199,870.00
4211	Grant Income	\$ -
4213	Sponsorship	\$ -
	<b>Total Revenue</b>	<b>\$ 199,870.00</b>
	<b>EXPENSES</b>	
Acct No.	Description	
7035	Equipment Rent & Lease	
7036	Maintenance Equipment Rental	\$ 800.00
7070	<b>Maintenance</b>	
7071	Pool Chemicals	\$ 7,500.00
7072	Building & Park Maintenance	\$ 55,000.00
7073	Accessibility Upgrades	\$ 150.00
7074	Equipment Maintenance	\$ 7,050.00
7075	Fuel	\$ 13,000.00
7076	Janitorial	\$ 11,000.00
7077	Small Tools & Equipment	\$ 1,500.00
7079	Fleet Maintenance	\$ 7,000.00
7180	Security	\$ 5,700.00
7250	<b>Utilities</b>	
7252	Electric Service	\$ 45,650.00
7254	Gas Service	\$ 16,950.00
7256	Sanitation Services	\$ 8,100.00
7258	Water Service	\$ 8,900.00
	<b>Total Expenses</b>	<b>\$ 188,300.00</b>

RECREATION DEPARTMENT		
Acct No.	EMPLOYEE WAGES	BUDGET
	Description	20/21
6010	RECREATION WAGES	\$ 325,980.00
	REVENUE	
Acct No.	Description	
4030	Adult Program Revenues	\$ 41,360.00
4200	Contracted Class Revenues	\$ 41,360.00
4210	Event Revenues	\$ 59,100.00
4213	Sponsorship	\$ 61,375.00
4300	Youth Program Revenues	\$ 372,470.00
4211	Grant Income	\$ -
4215	Donations	\$ -
1215	Scholarships Revenue Receivable	\$ 1,500.00
4704	Sales	
4701	Beer Sales Taxable	\$ -
4703	Food Sales Taxable	\$ 100.00
4705	Food Sale Non-Taxable	\$ 300.00
4707	Merchandise Sales Taxable	\$ -
4709	Soda Sales	\$ -
4711	Vending Sales	\$ -
	Gross Recreation Revenue	\$ 577,565.00
	EXPENSES	
Acct No.	Description	
5000	Program Expenses	
5001	Adult Program Costs	\$ 5,940.00
5004	Contracted Classes Costs	\$ 38,225.00
5005	Event Costs	\$ 73,025.00
5008	Youth Program Costs	\$ 65,650.00
5704	Purchases for Resale	
5701	Beer Purchases	\$ 2,300.00
5703	Food Purchases	\$ 400.00
5707	Merchandise Purchases	\$ -
5709	Soda Purchases	\$ 200.00
4650	Discounts Given	\$ 6,000.00

5	Scholarships Revenue Receivable	\$ 4,000.00
<b>5000</b>	<b>Program Expenses</b>	<b>\$ 195,740.00</b>

<b>ABIAC</b>		
<b>Acct. No</b>	<b>Description</b>	<b>BUDGET</b>
<b>4050</b>	<b>Facility Revenue</b>	<b>20/21</b>
		\$ 4,000.00
	<b>Gross Facility Revenue</b>	<b>\$ 4,000.00</b>
<b>7000</b>	<b>Expenses</b>	
7072	Building & Park Maintenance	\$ 3,000.00
7074	Equipment Maintenance	\$ 500.00
7180	Security	\$ 1,200.00
7210	Telephone and Internet	\$ 1,400.00
7252	Electric Service	\$ 3,500.00
7254	Gas Service	\$ 3,000.00
<b>7000</b>	<b>Total Expenses</b>	<b>\$ 12,600.00</b>
	<b>Net Facility Revenue</b>	<b>\$ (8,600.00)</b>

<b>BRITE LAKE</b>		
<b>Acct No.</b>	<b>Description</b>	<b>BUDGET</b>
		<b>20/21</b>
<b>4050</b>	<b>Facility Revenues</b>	
	Brite Lake	
	Brite Lake: Annual Permit	\$ 4,000.00
	Brite Lake: Annual Senior Permit	\$ 2,500.00
	Brite Lake: Boat Launching Permit	\$ 1,200.00
	Brite Lake: Camping	\$ 120,000.00
	Brite Lake: Day Use	\$ 45,000.00
<b>4050</b>	<b>Gross Facility Revenues</b>	<b>\$ 172,700.00</b>
5002	Fish Stocking	\$ 7,500.00
<b>7000</b>	<b>Expenses</b>	
7072	Building & Park Maintenance	\$ 20,000.00
7074	Equipment Maintenance	\$ 150.00
7180	Security	\$ -
7210	Telephone & Internet	\$ 400.00
7252	Electric Service	\$ 20,500.00
7256	Sanitation Services	\$ 7,300.00
7258	Water Service	\$ 55.00
<b>7000</b>	<b>Total Expenses</b>	<b>\$ 55,905.00</b>
	<b>Net Facility Revenue</b>	<b>\$ 116,795.00</b>

<b>CENTRAL PARK</b>		
<b>Acct No.</b>	<b>Description</b>	<b>BUDGET</b>
		<b>20/21</b>
<b>4050</b>	<b>Facility Revenues</b>	<b>\$ 1,500.00</b>
<b>4050</b>	<b>Gross Facility Revenues</b>	<b>\$ 1,500.00</b>
<b>7000</b>	<b>Expenses</b>	
7072	Building & Park Maintenance	\$ 5,500.00
7074	Equipment Maintenance	\$ 300.00
7256	Sanitation Services	\$ 500.00
7258	Water Service	\$ -
<b>7000</b>	<b>Total Expenses</b>	<b>\$ 6,300.00</b>
	<b>Net Facility Revenue</b>	<b>\$ (4,800.00)</b>

<b>DISTRICT OFFICE</b>		
<b>Acct No.</b>	<b>Description</b>	<b>BUDGET</b>
<b>7000</b>		<b>20/21</b>
7072	Building & Park Maintenance	\$ 3,000.00
7074	Equipment Maintenance	\$ 100.00
7180	Security	\$ 1,000.00
7210	Telephone and Internet	\$ 12,000.00
7252	Electric Service	\$ 2,800.00
7254	Gas Service	\$ 1,300.00
7256	Sanitation Services	\$ -
7258	Water Service	\$ -
<b>7000</b>	<b>Total Expenses</b>	<b>\$ 20,200.00</b>



<b>DYE NATATORIUM</b>		
<b>Acct No.</b>	<b>Description</b>	<b>BUDGET</b>
		<b>20/21</b>
<b>4050</b>	<b>Facility Revenues</b>	
		\$ 2,420.00
4610	Billable Expense	
	Barracudas	\$ 7,900.00
	TUSD - Year 3	\$ -
	<b>Gross Facility Revenue</b>	<b>\$ 10,320.00</b>
<b>7000</b>	<b>Expenses</b>	
7072	Building & Park Maintenance	\$ 3,000.00
7074	Equipment Maintenance	\$ 2,000.00
7071	Pool Chemicals	\$ 7,500.00
7180	Security	\$ 600.00
7252	Electric Service	\$ 8,500.00
7254	Gas Service	\$ 12,000.00
<b>7000</b>	<b>Total Expenses</b>	<b>\$ 33,600.00</b>
	<b>Net Facility Revenue</b>	<b>\$ (23,280.00)</b>

MAINTENANCE YARD		
Acct No.	Description	BUDGET
<b>7000</b>	<b>Expenses</b>	<b>20/21</b>
7072	Building & Park Maintenance	\$ 8,000.00
7074	Equipment Maintenance	\$ 3,500.00
7180	Security	\$ -
7210	Telephone	\$ -
7252	Electric Service	\$ -
7254	Gas Service	\$ -
7256	Sanitation Services	\$ -
7258	Water Service	\$ -
<b>7000</b>	<b>Total Expenses</b>	<b>\$ 11,500.00</b>

MEADOWBROOK PARK		
Acct No.	Description	BUDGET
		<b>20/21</b>
<b>4050</b>	<b>Facility Revenues</b>	
		\$ 700.00
	<b>Gross Facility Revenue</b>	<b>\$ 700.00</b>
<b>7000</b>	<b>Expenses</b>	
7072	Building & Park Maintenance	\$ 1,500.00
7074	Equipment Maintenance	\$ -
7180	Security	\$ -
7210	Telephone	
7252	Electric Service	\$ 1,300.00
7254	Gas Service	\$ -
7256	Sanitation Services	\$ -
7258	Water Service	\$ -
<b>7000</b>	<b>Total Expenses</b>	<b>\$ 2,800.00</b>
	<b>Net Facility Revenue</b>	<b>\$ (2,100.00)</b>

SKATE PARK		
Acct No.	Description	BUDGET
<b>7000</b>	<b>Expenses</b>	<b>20/21</b>
7072	Building & Park Maintenance	\$ 4,000.00
7074	Equipment Maintenance	\$ -
7180	Security	\$ -
7210	Telephone	\$ -
7252	Electric Service	\$ -
7254	Gas Service	\$ -
7256	Sanitation Services	\$ -
7258	Water Service	\$ -
<b>7000</b>	<b>Total Expenses</b>	<b>\$ 4,000.00</b>

SSAC		
Acct No.	Description	BUDGET
		<b>20/21</b>
<b>4050</b>	<b>Facility Revenues</b>	
		\$ 840.00
	<b>Gross Facility Revenue</b>	<b>\$ 840.00</b>
<b>7000</b>	<b>Expenses</b>	
7072	Building & Park Maintenance	\$ 2,500.00
7074	Equipment Maintenance	\$ 500.00
7180	Security	\$ 600.00
7210	Telephone and Internet	\$ 500.00
7252	Electric Service	\$ 550.00
7254	Gas Service	\$ 650.00
<b>7000</b>	<b>Total Expenses</b>	<b>\$ 5,300.00</b>
	<b>Net Facility Revenue</b>	<b>\$ (4,460.00)</b>

<b>WEST PARK</b>		
<b>Acct. No</b>	<b>Description</b>	<b>BUDGET</b>
		<b>20/21</b>
<b>4050</b>	<b>Facility Revenue</b>	
		\$ 500.00
4610	Billable Little League	\$ 10,150.00
	<b>Gross Facility Revenue</b>	<b>\$ 10,650.00</b>
<b>7000</b>	<b>Expenses</b>	
7072	Building & Park Maintenance	\$ 4,500.00
7074	Equipment Maintenance	\$ -
7210	Telephone	\$ -
7252	Electric Service	\$ 8,500.00
7254	Gas Service	
7256	Sanitation Services	\$ 300.00
7258	Water Service	\$ 8,900.00
<b>7000</b>	<b>Total Expenses</b>	<b>\$ 22,200.00</b>
	<b>Net Facility Revenue</b>	<b>\$ (11,550.00)</b>

Acct. No	Description	BUDGET
		20/21
<b>4213</b>	<b>Operational Grants</b>	
	Adult Softball	\$ 1,500.00
	Adult Basketball	\$ 500.00
	Adult Volleyball	\$ 375.00
	Adult 3v3	\$ -
	Fishing Derby	\$ 7,500.00
	Run & Ride	\$ 4,000.00
	Movies in the Park	\$ 6,000.00
	All American 5K	\$ 4,000.00
	Mountain Gallop	\$ 4,000.00
	Old Timers Picnic	\$ -
	Christmas Bazaar	\$ -
	Music in the Park	\$ 6,500.00
	Turkey Trot	\$ 3,000.00
	Youth Basketball	\$ 1,000.00
	Youth Volleyball	\$ 1,000.00
	Youth NFL Flag Football	\$ 1,000.00
	Youth Baseball	\$ 1,000.00
	Adventure Camp	\$ -
	Tehachapi GranFondo	\$ 20,000.00
<b>4213</b>	<b>Gross Operational Grants</b>	<b>\$ 61,375.00</b>

Acct. No	Description	BUDGET
		20/21
<b>4030</b>	<b>Adult Program Revenues</b>	
	Adult Lap Swim	\$ 2,500.00
	Adult Softball	\$ 6,600.00
	Deep Water Aerobics	\$ 1,200.00
	Water Workout	\$ 1,400.00
	Mindfulness Meditation	\$ 660.00
	Adult Basketball	\$ 5,000.00
	Adult 3v3 Basketball	\$ 3,000.00
	Open Gym	\$ 6,000.00
	Adult Volleyball	\$ 3,000.00
	Pool Pass	\$ 12,000.00
<b>4030</b>	<b>Gross Program Revenues</b>	<b>\$ 41,360.00</b>
<b>5001</b>	<b>Adult Program Costs</b>	
	Adult Lap Swim	\$ -
	Adult Softball	\$ 4,950.00
	Deep Water Aerobics	\$ -
	Water Workout	\$ -
	Mindfulness Meditation	\$ -
	Adult Basketball	\$ 500.00
	Adult 3v3 Basketball	\$ 100.00
	Open Gym	\$ -
	Adult Volleyball	\$ 390.00
	Pool Pass	\$ -
<b>5001</b>	<b>Total Adult Program Costs</b>	<b>\$ 5,940.00</b>
	<b>Net Adult Program Revenues</b>	<b>\$ 35,420.00</b>



<b>Description</b>	<b>BUDGET</b>
	<b>20/21</b>
<b>Program Contactors</b>	
Adult Softball	\$ 1,800.00
Adult Basketball	\$ 2,600.00
Adult Volleyball	\$ 440.00
Adult 3v3	\$ 840.00
Tehachapi Tots	\$ 26,100.00
Tehachapi GranFondo	\$ 2,000.00
NFL Flag Football	\$ 500.00
Youth Basketball	\$ 1,205.00
Water Workout	\$ 940.00
Playwell	\$ 1,000.00
Challenger Soccer Camp	\$ -
Mindfulness Meditation	\$ 800.00
	\$ -
<b>Gross Program Costs</b>	<b>\$ 38,225.00</b>

Acct. No	Description	BUDGET
		20/21
<b>4210</b>	<b>Event Revenues</b>	
	Egg Hunt	\$ -
	Fishing Derby	\$ 7,000.00
	Fourth of July Parade	\$ -
	Mountain Gallop 5k/10k	\$ 1,700.00
	Movies in the Park	
	Tehachapi GranFondo	\$ 40,000.00
	Music in the Park	\$ -
	Old Timers Reunion	
	Christmas Bazaar	\$ -
	Partner Events	\$ -
	Run/Ride with the Wind 5k/Duathlon	\$ 2,400.00
	Trial Programs	\$ -
	All American 5K	\$ 7,000.00
	Hot Chocolate Turkey Trot	\$ 1,000.00
	Memorial Day Ceremony	\$ -
<b>4210</b>	<b>Gross Event Revenues</b>	<b>\$ 59,100.00</b>
<b>5005</b>	<b>Event Costs</b>	
	Egg Hunt	\$ 1,000.00
	Fishing Derby	\$ 4,500.00
	Fourth of July Parade	\$ -
	Mountain Gallop 5k/10k	\$ 1,000.00
	Movies in the Park	\$ 8,400.00
	Tehachapi GranFondo	\$ 40,000.00
	Music in the Park	\$ 8,000.00
	Old Timers Reunion	\$ -
	Christmas Bazaar	\$ -
	Partner Events	\$ 800.00
	Run/Ride with the Wind 5k/Duathlon	\$ 3,875.00
	Trial Programs	
	All American 5K	\$ 4,300.00
	Hot Chocolate Turkey Trot	\$ 1,000.00
	Memorial Day Ceremony	\$ 150.00

<b>5005</b>	<b>Total Event Costs</b>	<b>\$ 73,025.00</b>
	<b>Net Event Revenues</b>	<b>\$ (13,925.00)</b>

<b>Acct. No</b>	<b>Description</b>	<b>BUDGET</b>
		<b>20/21</b>
<b>4300</b>	<b>Youth Program Revenues</b>	
	Open Recreational Swim	\$ 8,500.00
	Lifeguard Training	\$ 3,000.00
	Parent & Child Swim Lessons	\$ 3,200.00
	Tehachapi Tots	\$ 21,420.00
	Tehachapi Tot Craft Fee	\$ 2,700.00
	Playwell	\$ -
	Challenger Soccer Camp	\$ -
	Summer Swim Lessons	\$ 25,000.00
	Junior Lifeguards	\$ 550.00
	Youth Baseball	\$ 16,000.00
	Youth COED Volleyball	\$ 5,000.00
	Youth NFL Flag Football	\$ 6,800.00
	Youth Basketball	\$ 40,000.00
	Summer Adventure Camp	\$ 77,000.00
	Kids Club	\$ 162,000.00
	Trial Programs	\$ 1,300.00
<b>4300</b>	<b>Gross Youth Program Revenues</b>	<b>\$ 372,470.00</b>
<b>5008</b>	<b>Youth Program Costs</b>	
	Open Recreational Swim	\$ -
	Lifeguard Training	\$ 200.00
	Parent & Child Swim Lessons	\$ 100.00
	Tehachapi Tots	\$ 19,800.00
	Tehachapi Tots Craft Fee	\$ 2,700.00
	Playwell	\$ -
	Challenger Soccer Camp	\$ -
	Summer Swim Lessons	\$ 1,500.00
	Junior Lifeguards	\$ -

	Youth Baseball	\$ 7,200.00
	Youth COED Volleyball	\$ 3,200.00
	Youth NFL Flag Football	\$ 4,900.00
	Youth Basketball	\$ 8,900.00
	Summer Adventure Camp	\$ 10,150.00
	Kids Club	\$ 6,200.00
	Trial Programs	\$ 800.00
<b>5008</b>	<b>Total Youth Program Cost</b>	<b>\$ 65,650.00</b>
	<b>Net Youth Program Revenues</b>	<b>\$ 306,820.00</b>

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

IN THE MATTER OF

**ADOPTING THE FINAL BUDGET FOR THE 2020-2021 FISCAL  
YEAR**

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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 18<sup>th</sup> day of August 2020 by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

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**RESOLUTION NO. 3-20**

**TEHACHAPI VALLEY RECREATION AND PARK DISTRICT RESOLUTION OF  
THE BOARD OF DIRECTORS OF THE TEHACHAPI VALLEY RECREATION AND  
PARK DISTRICT ADOPTING THE FINAL BUDGET FOR THE  
2020/2021 FISCAL YEAR**

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 Final Budget for the 2020-2021 Fiscal Year.

**BE IT FURTHER RESOLVED** that the Board of Directors of the Tehachapi Valley Recreation and Park District shall adjust the Final Budget for 2020-2021 Fiscal Year, 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 Final Budget during the 2020-2021 Fiscal Year.