



Tehachapi Valley
Recreation & Park District

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

**REGULAR BOARD MEETING
TUESDAY MARCH 15, 2016 5:30 P.M.**

BOARD OF DIRECTORS

CRAIG MIFFLIN, CHAIRPERSON
PAULETTE RUSH, VICE-CHAIRPERSON
BRIAN DUHART, DIRECTOR
MARY LOU CORPUS-ZAMUDIO, DIRECTOR
LAURA LYNNE WYATT, 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 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 the Minutes from the Regular Board Meeting held February 8, 2016, (Pages 4-6).
- C. Revised Tehachapi Valley Recreation and Park District Job Titles and Descriptions – Discussion/Approval, Resolution #2-16 (Pages 7-41).
- D. Approval of the Revised Brite Lake Monthly Rental Application and Fees, (Pages 42-52).

5. RECREATION COORDINATOR REPORTS

6. MAINTENANCE FOREMAN REPORTS

7. DISTRICT MANAGER REPORT

8. FINANCIAL REPORT

9. AGENDA ITEMS

- A. Approval of the Preliminary Financial Reports for January and February 2016 – Discussion/Approval, (Pages 53-77).
- B. Eagle Scout Project Presentation by Tyler Savage from Boy Scouts of America Troop #178 – Discussion/Approval.
- C. Approving District Manager to Purchase Infield Mix and Field Conditioner for Installation at West Park Ball Fields in an Amount not to Exceed \$6,500.00 with the Stipulation that \$5,500.00 will be Reimbursed to the District through Donations – Discussion/Approval, Resolution #3-16 (Pages 78-82).
- D. Approval of the Revised TVRPD Board Meeting Schedule for 2016 – Discussion/Approval, (Page 83).
- F. Dye Natatorium – Discussion.

10. CLOSED SESSION

- a. Conference with Counsel – Existing Litigation
Government Code Section 54956.9 (a)
DFEH Complaint- Mike Walsh
- b. Public Employee Performance Evaluation – General Manager
Government Code Section 54957 (b)(1)

11. BOARD OF DIRECTORS' TIME

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

12. OTHER BUSINESS

13. ADJOURNMENT

Adjourn to the next Regular Meeting of the Board of Directors of the Tehachapi Valley Recreation and Park District scheduled on April 19, 2016.



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 March 15, 2016, Regular Board Meeting Agenda was posted at the following public places within the District on Friday, March 11, 2016, 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 11th day of March 2016.

Dated this 11th day of March 2016.

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
MONDAY FEBRUARY 8, 2016, 5:30 P.M.**

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

BOARD MEMBERS:

Craig Mifflin, Chairperson
Paulette Rush, Vice-Chairperson
Brian Duhart, Director
Mary Lou Corpus-Zamudio, Director
Laura Lynn Wyatt, Director

ALSO PRESENT:

LeAnn Williams, TVRPD District Manager
Seth Carroll, TVRPD Recreation Coordinator
Corey Torres, TVRPD Recreation Coordinator
Nolan Ferdinand, TVRPD Maintenance Foreman
Mike Walsh, TVRPD Maintenance Foreman
Greg Garrett, Manager City of Tehachapi
William Fisher, General Manager GHCSO
Cameron Landers, Keathley, Maxwell & Antongiovanni
Mark Stainer, Keathley, Maxwell & Antongiovanni
Carrie Champlin, TVRPD Clerk of the Board

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

2. **ROLL CALL:** Chairperson Mifflin was absent.

3. **PUBLIC COMMENTS:** None.

4. CONSENT CALENDAR

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

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.

Duhart - Wyatt: Ayes: Rush; Corpus-Zamudio; Duhart; Wyatt

Noes: None. Motion carried.

Absent: Mifflin

B. Approval of the Minutes from the Regular Board Meeting held January 19, 2016.

Request by Clerk of the Board of Directors to approve the minutes from the January 19, 2016 Regular Board Meeting.

Duhart - Wyatt: Ayes: Rush; Corpus-Zamudio; Duhart; Wyatt

Noes: None. Motion carried.

Absent: Mifflin

5. RECREATION COORDINATORS REPORTS

Recreation Coordinator Seth Carroll:

- T-Ball registration in progress. Early registrations numbers are looking good.
- New program-Parent & Me Fitness is a fitness program for parents with children six to eighteen months of age.
- Will attend CPRS conference in March.
- WPAC meeting room: Coordinator Carroll explained the need for a dedicated fitness room and the benefits it would provide to our programs and customers. The meeting room of West Park Activity Center is in need of a floor conducive to exercise programs, improved lighting, and floor mats.

Recreation Coordinator Corey Torres:

- Youth Basketball program is in progress. Nine divisions with 365 participants. Games are being held in three facilities. Six weeks left in the program.
- Will attend the CPRS conference in March.

6. MAINTENANCE FOREMAN REPORTS

Maintenance Foreman Nolan Ferdinand gave the report.

- Maintenance staff attended a professional development conference on January 29th sponsored by CPRS District 15. The conference was informative and contained great learning sessions. This was a great team building experience for the staff.
- Working with Tehachapi Little League for their upcoming season.

Maintenance Foreman Mike Walsh gave the report.

- Work continues on the required documents for the Meadowbrook Park project.
- Meadowbrook Park construction staking will be taken care of by the contractor. Estimated savings for the staking, grubbing and clearing is \$20,000.00.
- West Park storage building is scheduled for removal next week.

Director Duhart inquired about the light poles at Meadowbrook Park. District Manager Williams explained that RST Cranes has donated the crane for the removal of the light poles. We will work with SCE for the removal. Some of the ballasts will be used at West Park. We are waiting for the weather to subside and the ground to harden.

Director Wyatt inquired about the insurance documents and contract for the Meadowbrook Park project and weather they had been signed by the contractor and returned to TVRPD.

Walsh stated that he is working with the contractor to obtain the required forms, and an equitable outcome for all parties. Walsh also stated that the contractor would most likely want to complete the project all at once and it would be preferable to have good weather predicted for an extended period of time when we start the project.

8. AGENDA ITEMS:

A. Fiscal Year 2014/2015 Audit Presentation from Keathley, Maxwell & Antongiovanni LLP.

Clean audit report issued with no findings.

Audit report on file.

B. Agenda Item "B" Tabled.

C. West Park Activity Center Refurbishment – Discussion.

District Manager Williams updated the Board on the WPAC refurbishment project. Looking at using the National Joint Powers Association for the project. Pricing for the project is expected by March. Spring renovation planned. Donation for the project will go through the Tehachapi Parks Foundation. Further updates to come in March.

Vice-Chairperson Rush asked if the WPAC meeting room was included in the project. District Manager Williams stated she would look at adding an estimate for the inclusion of the meeting room refurbishment to the project.

D. 2016 Minimum Wage/Exempt Employee Rules – Discussion/Approval.

Director Wyatt asked the Board for approval to direct staff to research the impact the exempt employee wage change will have on the District if the U.S Department of Labor signs the new rule into law as is expected to happen in July of 2016. The new rule changes the minimum salary for an exempt employee from \$23,660.00 to \$50,440.00 per year.

BOARD APPROVES TO DIRECT STAFF TO RESEARCH THE IMPACT THE EXEMPT EMPLOYEE WAGE CHANGE WOULD HAVE ON THE DISTRICT.

Corpus-Zamudio - Wyatt: Ayes: Rush; Corpus-Zamudio; Duhart; Wyatt

Noes: None. Motion carried.

Absent: Mifflin

E. Dye Natatorium – Discussion.

Maintenance Foreman Nolan Ferdinand presented the Board with cost estimates for the removal and replacement options for the fiberglass ceiling insulation. Ferdinand reported that the back wash leaks have been fixed and the estimate to fix the remaining leaks are approximately \$4,600.00. It was the consensus of the Board to review the options and revisit the discussion at the next meeting.

- 9. BOARD OF DIRECTORS TIME:** Vice-Chairperson Rush thanked the TVRPD staff for their work and stated that she is happy to see a great relationship with Tehachapi Little League.

10. OTHER BUSINESS: None

11. ADJOURNMENT:

Having no further business the meeting was adjourned at 6:15 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled on March 15, 2016.

Wyatt - Duhart: Ayes: Rush; Duhart; Corpus-Zamudio; Wyatt

Noes: None. Motion carried.

Absent: Mifflin

Respectfully Submitted.


Carrie Champlin, Clerk of the Board



Tehachapi Valley

Recreation & Park District

OFFICE SPECIALIST JOB DESCRIPTION

SALARY RANGE

\$20,800 - \$30,000 Annually

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

CATEGORY: FULL TIME
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY

The Office Specialist 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 Office 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 Administrative Assistant 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

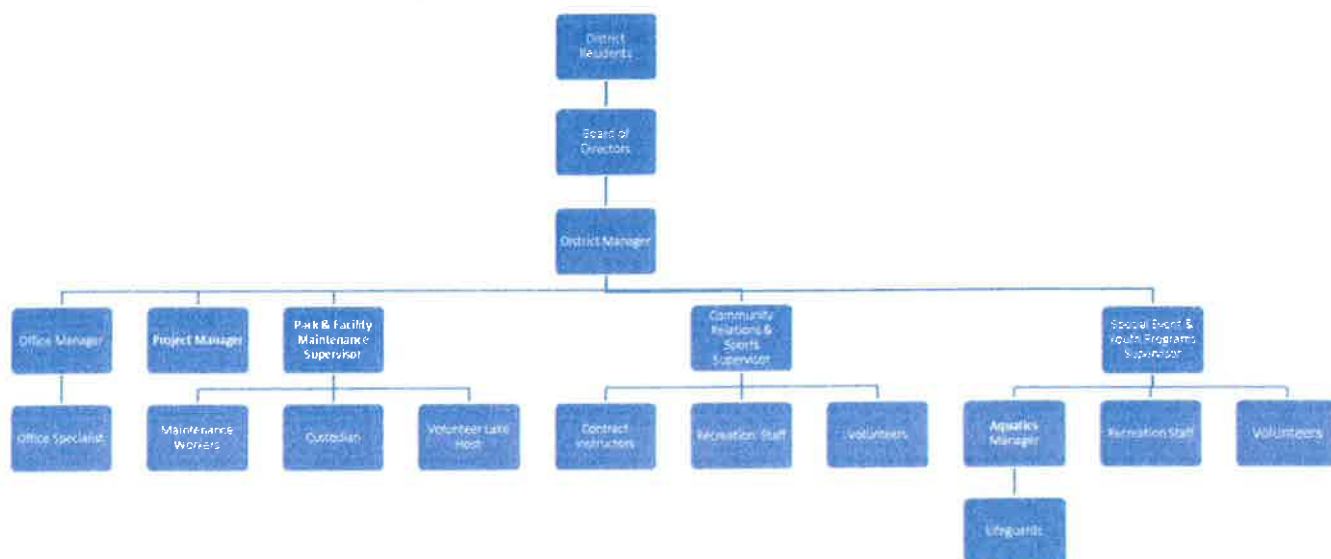
Hourly, commensurate with experience.

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 three (3) months of satisfactory probation.

ORGANIZATIONAL RELATIONSHIP



CLASS HISTORY

Adopted: Revised:

Title Change:

Technical Update:

Abolished:



Tehachapi Valley

Recreation & Park District

OFFICE MANAGER JOB DESCRIPTION

SALARY RANGE

\$35,838 - \$58,000 Annually

POSITION: OFFICE MANAGER
REPORTS TO: DISTRICT MANAGER
SUPERVISES: OFFICE SPECIALIST

CATEGORY: FULL TIME
FLSA STATUS: EXEMPT

POSITION SUMMARY

Responsible for the organization and coordination of office operations, 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.
- Opening and/or closing of the office at the beginning and/or ending of each day as needed.
- 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 as 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, fingerprinting, complete employee files, communication, employee benefit compliance, etc.)
- Maintain all District Director files
- Make travel arrangements for TVRPD staff
- 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.

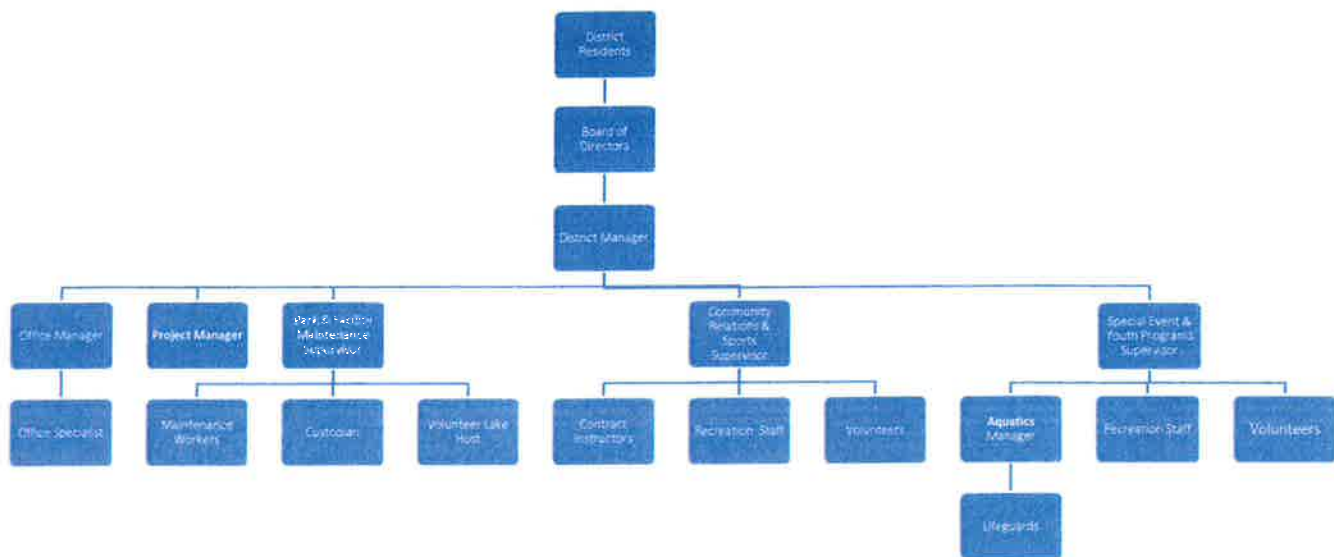
Employees must complete three (3) months of satisfactory probation.

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:

Title Change:

Technical Update:

Abolished:



Tehachapi Valley

Recreation & Park District

SPECIAL EVENT & YOUTH PROGRAMS SUPERVISOR

SALARY RANGE

\$41,600 - \$70,000 Annually

POSITION: SPECIAL EVENT & YOUTH PROGRAMS 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 Special Event & Youth Programs 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 Special Event & Youth Programs Supervisor plans, organizes and directs a comprehensive community services program to meet the needs of the diverse population within the District. This includes personnel, budget management, the purchasing of supplies, materials and equipment, fundraising, marketing, community outreach and involvement. 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 at all times;
- Direct on-site supervision and logistics of assigned programs, activities 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.
- Maintains contacts with neighborhood groups, schools, businesses, law enforcement agencies, volunteer and other community groups and provides necessary coordination of services.
- Prepares goals and objectives for community based classes, programs, events and activities including youth programs, tot programs, aquatics; special events and special activity classes;
- Meets with the community and neighborhood groups to formulate program ideas;
- Expands and provides new programs, classes, events and activities for the community;
- Develops procedures for initiating, supervising, and evaluating activities;
- Recommends purchasing and inventory;
- Develops marketing strategies and materials to promote programs within budgetary constraints;
- Recruits, trains, supervises and evaluates part-time and seasonal staff, coaches, contract instructors and volunteers;
- Monitor employee and volunteer professionalism;

- Monitor the day-to-day operations of youth programs and special events 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;
- Maintain inventory of supplies and equipment; distributes supplies and equipment; orders supplies and equipment for recreation and athletic programs.
- Coordinates with other units for the program registration and facility usage;
- Recommends and assists in the development of programmatic policies and procedures;

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 Aide, 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 Bachelor's 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. Certified Youth Sports Administrator, or ability to obtain certification within one (1) year of appointment;
4. Computer proficiency, to include Microsoft Office and recreation registration software;
5. Social and digital media fluency;
6. American Red Cross First Aid/CPR/AED certified or willingness to obtain in three (3) months;
7. Possess and maintain a valid Driver's License with good driving record;
8. Possess a positive attitude, and be a self-starter; and,
9. Ability to read, write, speak and understand the English language at a level adequate to perform the job.

PREFERRED QUALIFICATIONS

1. Master's degree in Recreation and Park Administration, Sports Administration or closely related field.
2. American Red Cross LGIT and WSIT certified
3. Statistical and photo editing software skills.
4. Ability to read, write, speak and understand the Spanish language.
5. 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 office environment
 - 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.

ADDITIONAL INFORMATION

Employment is contingent on satisfactory DMV and SSCI background check.

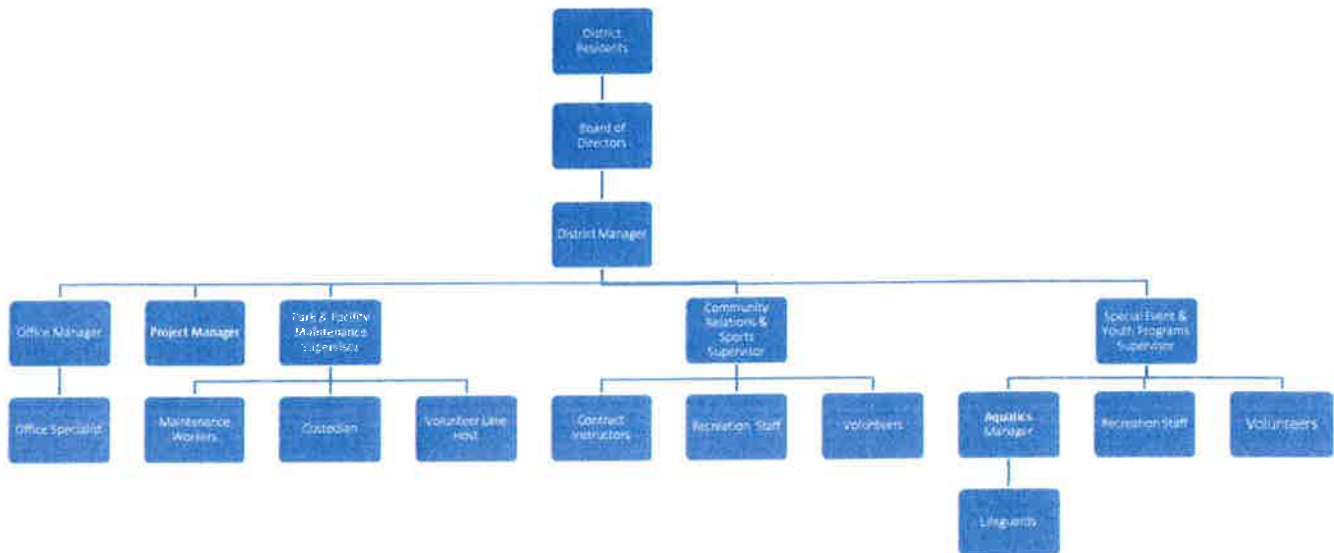
Employees must complete three (3) months of satisfactory probation.

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:

Title Change:

Technical Update:

Abolished:



Tehachapi Valley

Recreation & Park District

COMMUNITY RELATIONS & SPORTS SUPERVISOR

SALARY RANGE

\$41,600 - \$70,000 Annually

POSITION: COMMUNITY RELATIONS & SPORTS 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 Community Relations & Adult Sports 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 Community Relations & Sports Supervisor plans, organizes and directs a comprehensive community services program to meet the needs of the diverse population within the District. This includes personnel, budget management, the purchasing of supplies, materials and equipment, fundraising, marketing, community outreach and involvement. 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 at all times;
- 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.
- Maintains contacts with neighborhood groups, schools, businesses, law enforcement agencies, volunteer and other community groups and provides necessary coordination of services.
- Prepares goals and objectives for community based classes, programs, events and activities including adult sports; excursions; and special activity classes;
- Meets with the community and neighborhood groups to formulate program ideas;
- Actively seeks, establishes and nurtures equitable community partnerships and sponsorships enhancing District revenues;
- Expands and provides new programs, classes, events and activities for the community;
- Directs on-site supervision of adult sports.
- 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 yearly event rack card.

- Maintain the TVRPD master calendar, social and digital media as assigned;
- Recruitment of volunteers, coaches, instructors, and sponsors;
- Coordinates with other units for the program registration and facility usage;
- Recommends and develops programmatic policies and procedures;

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 Aide, 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 Bachelor's 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. Master's degree in Recreation and Park Administration, Sports Administration or closely related field.
2. Statistical and photo editing software skills.
3. Ability to read, write, speak and understand the Spanish language.

4. 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 office environment
 - 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.

ADDITIONAL INFORMATION

Employment is contingent on satisfactory DMV and SSCI background check.

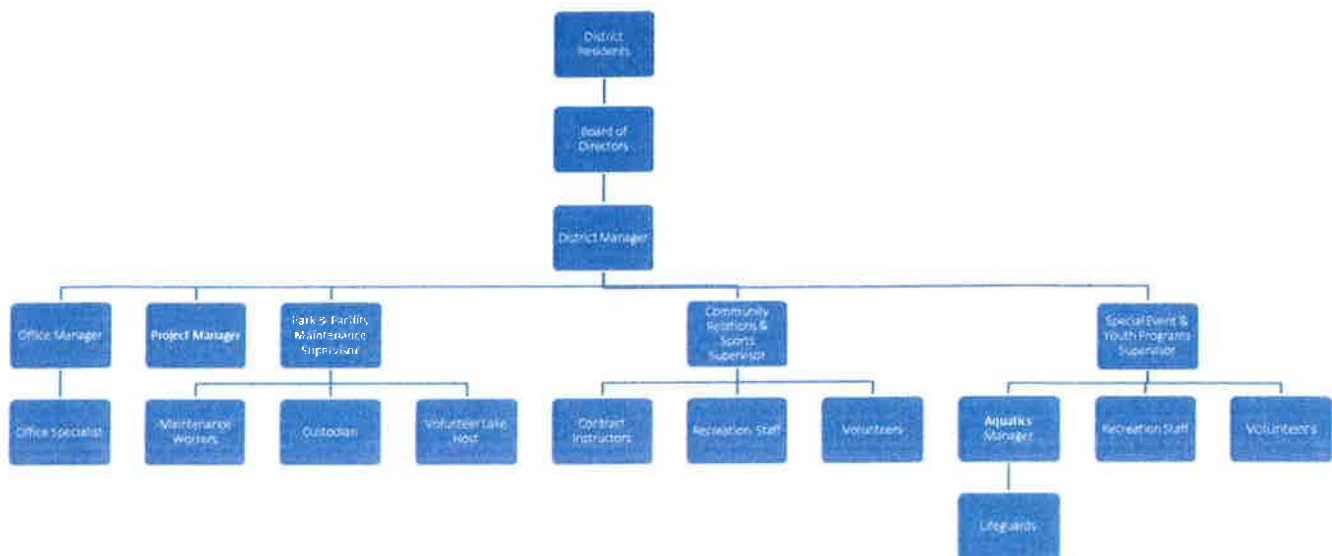
Employees must complete three (3) months of satisfactory probation.

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:

Title Change:

Technical Update:

Abolished:



Tehachapi Valley

Recreation & Park District

PARK & FACILITY MAINTENANCE SUPERVISOR JOB DESCRIPTION

SALARY RANGE

\$43,000 - \$59,000 Annually

POSITION: PARK & FACILITY MAINTENANCE SUPERVISOR
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 Park & Facility Maintenance Supervisor 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 Park & Facility Maintenance Supervisor and do not constitute an all-inclusive list.

- Coordinate the organization, staffing and operational activities of the maintenance department.
- Direct, coordinate and review the work plan for assigned 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.

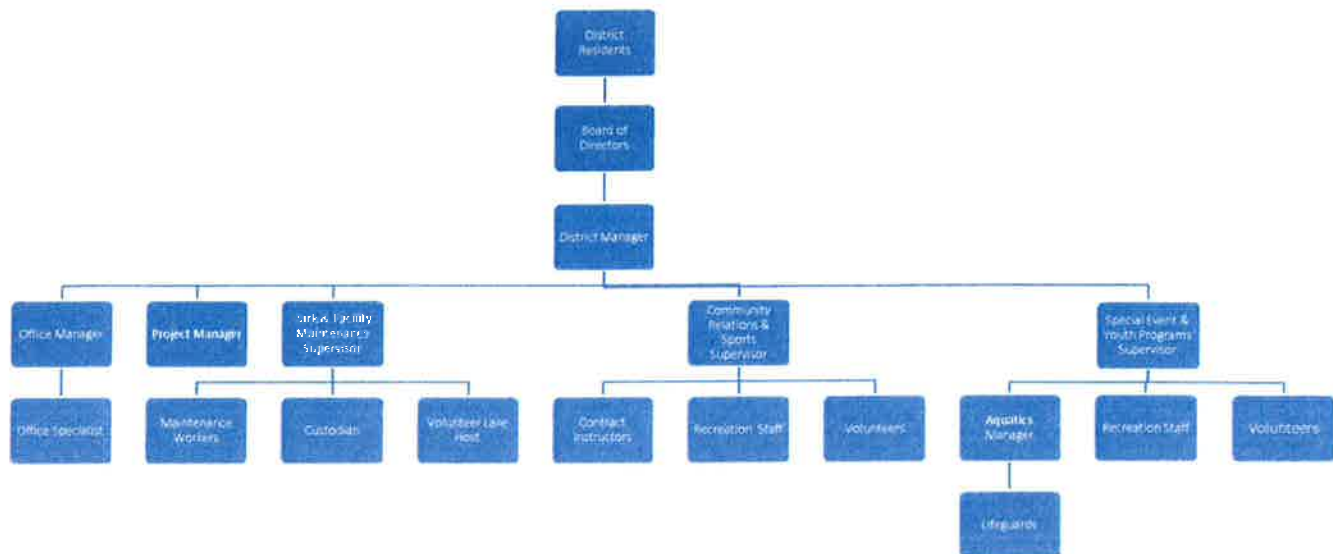
Employees must complete three (3) months of satisfactory probation.

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:

Title Change:

Technical Update:

Abolished:



Tehachapi Valley

Recreation & Park District

PROJECT MANAGER JOB DESCRIPTION

SALARY RANGE

\$45,000 - \$59,000 Annually

POSITION: PROJECT MANAGER
REPORTS TO: DISTRICT MANAGER
SUPERVISES: SPECIAL PROJECTS

CATEGORY: FULL TIME
FLSA STATUS: EXEMPT

POSITION SUMMARY

Highly responsible administrative position responsible for managing a number of complex assignments with minimal supervision. Individual will be assigned special projects that are broad in scope and require a significant amount of coordination, development and follow-up. Work is performed under the general direction of the District Manager.

ESSENTIAL JOB FUNCTIONS

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

- Performs a wide variety of complex and responsible duties.
- Works with committees or organizations on special projects and issues.
- Prepares correspondence, memoranda, reports, administrative directives, policy drafts and other documents.
- Manages special projects requiring considerable coordination with staff and/or community stakeholders
- Participates in budget preparation and management of resources in the respective area of supervision.
- 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.
- Performs other work as assigned by the District Manager.

QUALIFICATIONS

Core Competencies and Skill Sets

- Extensive knowledge of the principles and practices of public affairs, public administration and local government administration.

Ability to:

- Assess needs and prioritize them.
- Conduct research, collect data and make sound recommendations on diverse policy issues.
- Clearly and concisely express ideas through comprehensive reports and presentations.
- Manage multiple projects.
- 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.
- 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.
- 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. Bachelor Degree in public administration, construction management, recreation or related field and three years of progressively responsible administrative experience; or
- B. Associates Degree and ten years of progressively responsible administrative 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 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.

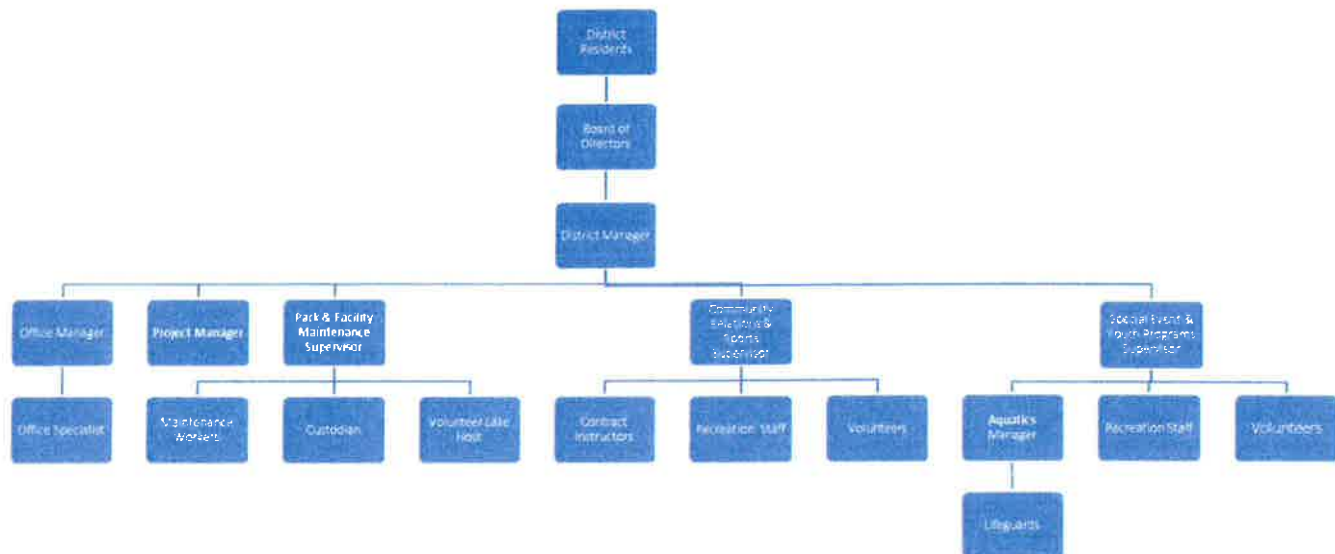
Employees must complete three (3) months of satisfactory probation.

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:

Title Change:

Technical Update:

Abolished:



Tehachapi Valley

Recreation & Park District

PARK MAINTENANCE WORKER

SALARY RANGE

\$20,800 - \$40,967 Annually

POSITION: PARK MAINTENANCE WORKER

CATEGORY: FULL TIME

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 Maintenance Foreman.
- 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 Maintenance Foreman; cleans equipment.
- Performs janitorial duties as assigned.
- 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 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 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/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

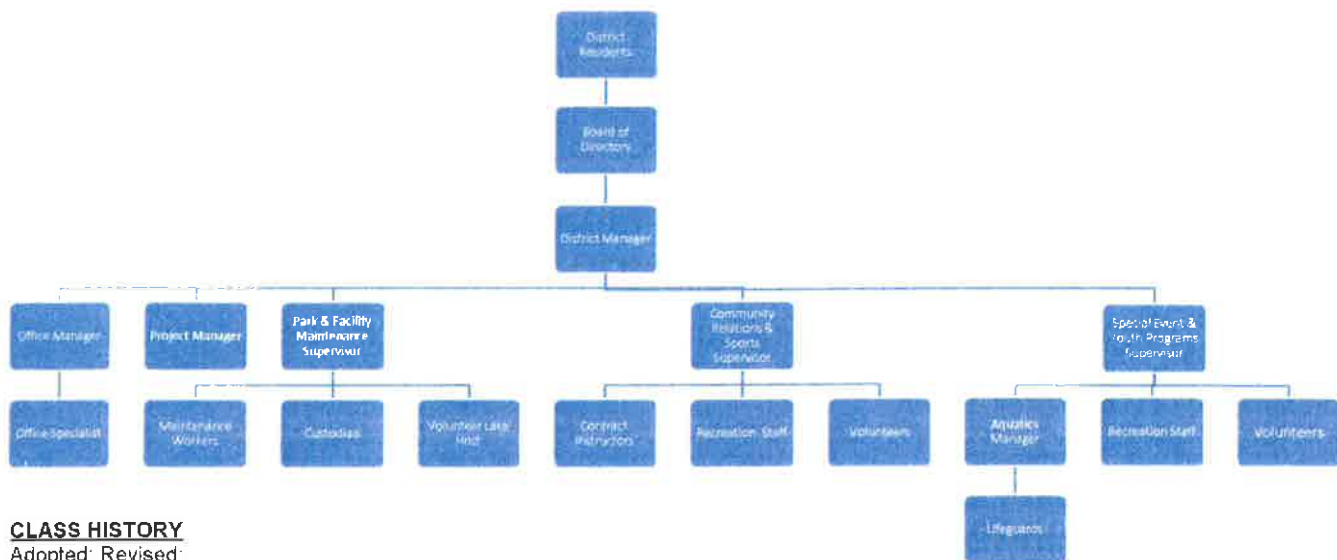
Hourly, commensurate with experience.

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 three (3) months of satisfactory probation.

ORGANIZATIONAL RELATIONSHIP



CLASS HISTORY

Adopted: Revised:

Title Change:

Technical Update:

Abolished:



Tehachapi Valley

Recreation & Park District

CUSTODIAN JOB DESCRIPTION

SALARY RANGE

\$20,800 - \$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 Maintenance Foreman, the Custodian has the primary responsibility for cleaning District facilities in such a way to promote health and safety while reducing the spread of infection. It is the role of the custodian to follow daily, weekly and monthly cleaning schedules District-wide including, but not limited to, offices areas, classrooms, kitchen, bathrooms, storage areas and entrances. The custodian follows the cleaning schedule when the patrons are not in the center so no interference with recreational programming or events.

ESSENTIAL JOB FUNCTIONS

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

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

QUALIFICATIONS

Core Competencies and Skill Sets

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

Personal Attributes

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

Education, Training, & Experience

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

Licenses and Certificates

- CPR 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

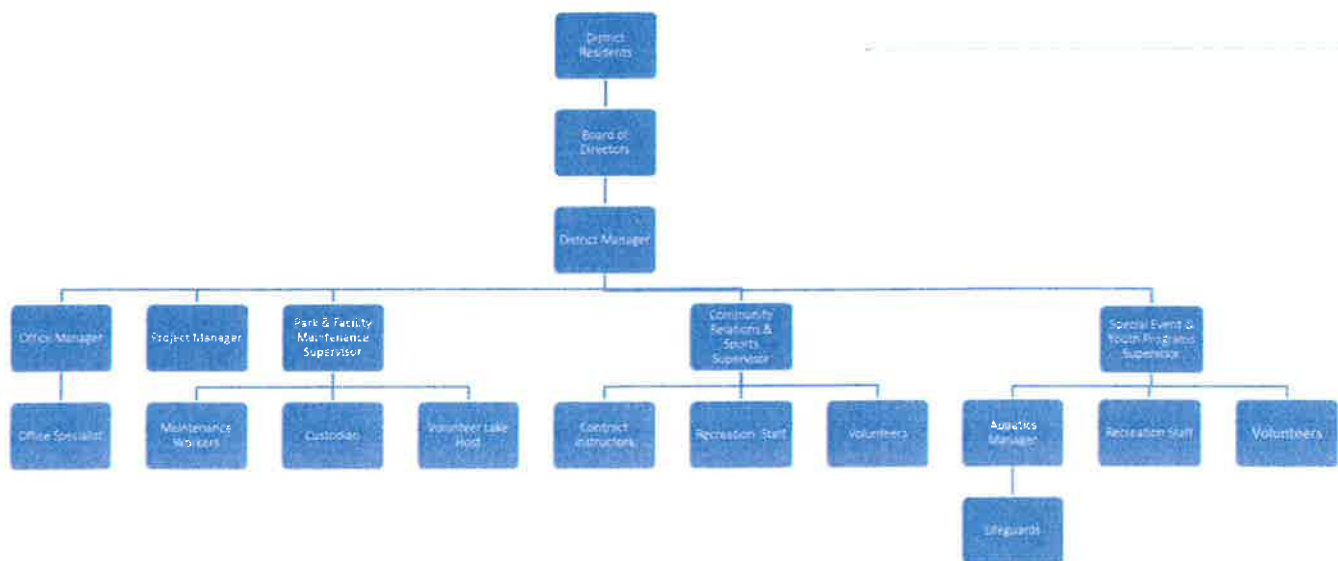
- Requires the ability to lift, carry, push or pull medium weights, up to 75 pounds.
- Requires the use of hands for simple grasping and fine manipulations.
- Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing; reading and communicating 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

\$10.00 - \$12.00 per/hour DOE. Comprehensive District health and retirement package. Twelve (12) paid holidays, accrued vacation and sick leave.

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

ORGANIZATIONAL RELATIONSHIP



CLASS HISTORY:

Adopted: 6/17/13

Revised:

Title Change:

Technical Update: 12/2/15ly



Tehachapi Valley

Recreation & Park District

CUSTODIAN JOB DESCRIPTION

SALARY RANGE

\$20,800 - \$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.
- 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

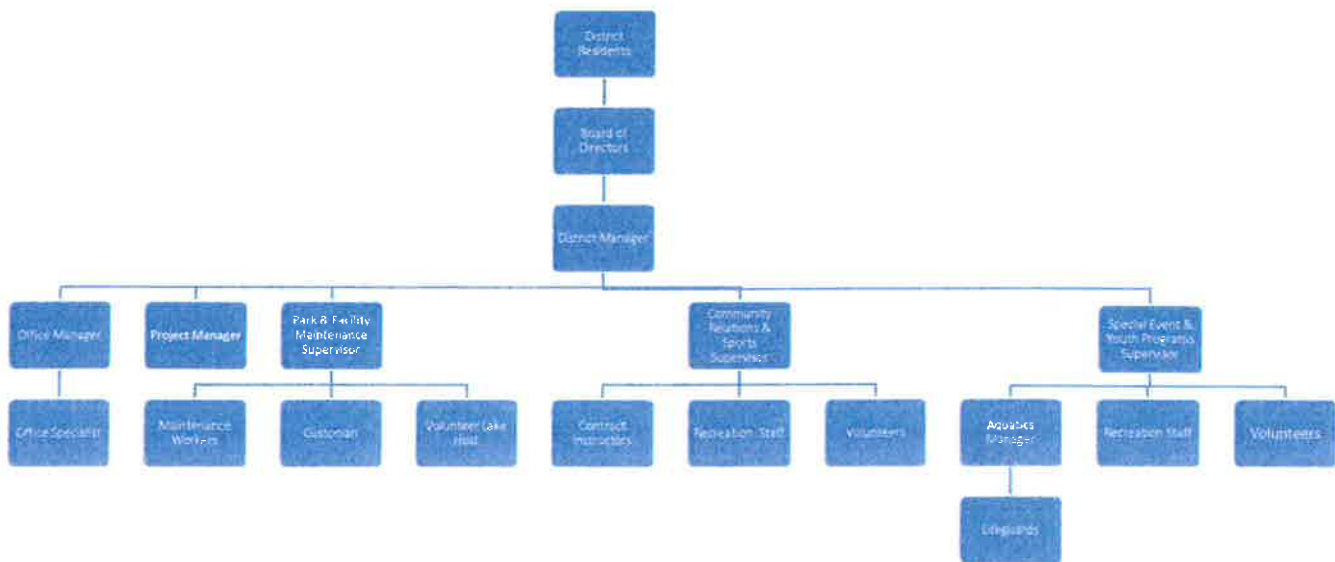
Hourly, commensurate with experience.

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 three (3) months of satisfactory probation.

ORGANIZATIONAL RELATIONSHIP



CLASS HISTORY:

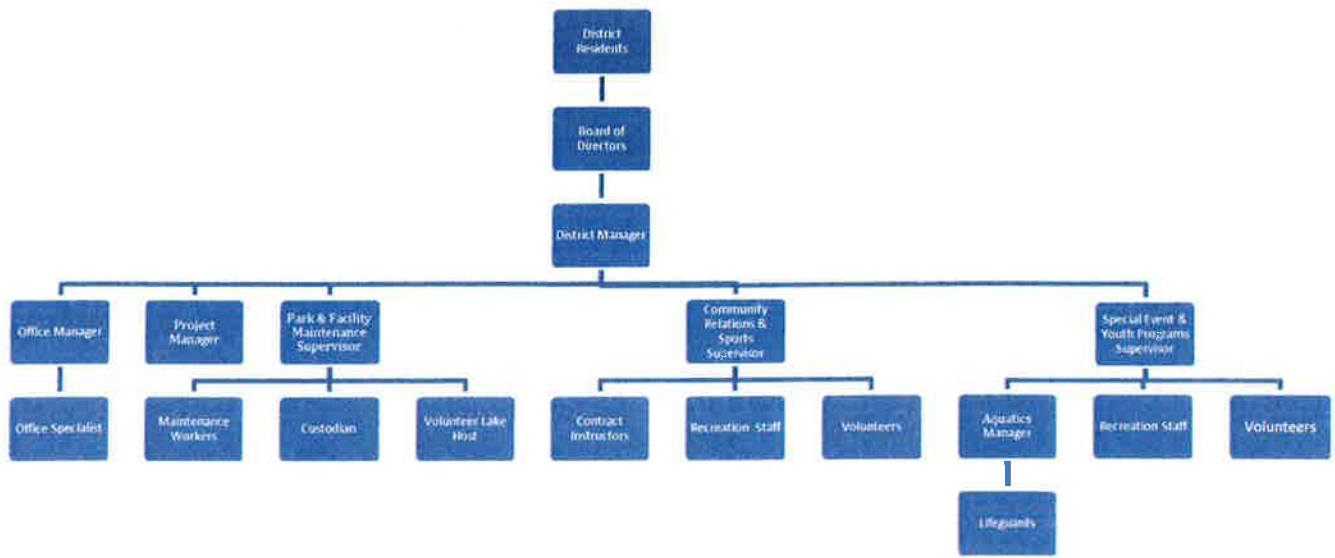
Adopted: 6/17/13

Revised:

Title Change:

Technical Update: 12/2/15ly

TVRPD Organizational Chart



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

IN THE MATTER OF

ADOPTING THE REVISED JOB DESCRIPTIONS AND JOB TITLES

I, Carrie Champlin, Acting 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 15th day of March 2016 by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

RESOLUTION NO. 02-16

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

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 job description for each position; and

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

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

WHEREAS, revised job descriptions and job titles have been developed and reviewed by counsel; and

WHEREAS, the board desires to adopt said job descriptions and job titles

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



Date Received: _____

Received by: _____

BRITE LAKE MONTHLY RENTAL AGREEMENT

THIS RENTAL AGREEMENT (this "Agreement"), made and entered into on this _____ day of 20____ (the "Effective Date") by and between **TEHACHAPI VALLEY RECREATION & PARK DISTRICT**, a political subdivision of the state of California ("Landlord"), and

("Renter") Print Name

(Contact #)

("Renter") Print Name

(Contact #)

Recitals

A. Landlord operates the **BRITE VALLEY AQUATIC RECREATION AREA** located at 22902 Banducci Road in Tehachapi, California, which includes a recreational vehicle campground (the "Campground"); and,

B. Renter wishes to rent a space within the Campground; NOW, THEREFORE, in consideration of the covenants and agreements to be kept and performed by Renter here under. Landlord rents to Renter and Renter rents from Landlord, the property more particularly described below, subject to the terms and conditions as hereinafter set forth:

Agreement

1. Space Rental: Landlord hereby rents to Renter Space# _____ (the "Space"), within the Campground. Renter's RV and vehicle(s) shall be occupied solely as a private dwelling by Renter and Renter's immediate family, electricity and water are included with the rental of the Space. If this Agreement is for the rental of Spaces A-F, then sewer hook-up is also included with the rental of the Space. Renter shall be solely responsible for providing propane for Renter's use.

2. Term:

2.1. Month-to Month Rental. **CHECK HERE IF APPLICABLE:** _____. Renter shall rent the space on a month-to-month basis commencing upon the Effective Date and continuing until

terminated pursuant to this Agreement.

2.2. Rental for a Set Term. **CHECK HERE IF APPLICABLE:** _____. The term of this Agreement shall commence on the Effective Date, and shall expire on _____, 20____. (the "Initial Term"), unless terminated earlier pursuant to this Agreement.

3. Rent: Renter shall pay Landlord monthly rent in advance commencing on the Effective Date and then on the first (1st) day of each month thereafter. Monthly Rent shall be in the amount of Five Hundred Seventy Five Dollars and No Cents (\$575.00) per month. The Rent shall increase to _____ Dollars and No Cents (\$____.00) on January 1, 20____. Renter shall pay Landlord the Rent in the form of either cash, Visa, Master Card or cashier's check made payable to the order of Landlord at 490 West "D" Street in Tehachapi, California 93561 or at such other place(s) as Landlord may designate from time to time. Any rent due for a partial month shall be pro-rated based on a thirty (30) day month. All rent shall be paid in lawful money of the United States of America. Should Renter fail to pay any part of the rent by the fifth (5th) day after it is due, Renter shall pay Landlord a late in the amount of Twenty-Five dollars (\$25.00). A bounce check fee is twenty five dollars (\$25.00) for the first check and thirty five dollars (\$35.00) for any check after. A late fee will be assessed of twenty two dollars and fifty cents (\$22.50) and will require a cash payment

4. Deposit: Upon the Effective Date Renter shall deliver to Landlord a deposit in the amount of One Thousand dollars and No cents (\$1000.00), which shall be held as security for the performance of the terms of this Agreement. Upon termination of this Agreement, Landlord shall refund the above referenced security deposit and/or prepaid rents, the balance thereof remaining to Renter, after first deducting sums authorized under California Law. Deposit needs to be received in form of cash or cashiers check.

5. Renters Responsibilities and Obligations:

5.1. Renter, Renter's immediate family, and Renter's guests shall abide by the Rules.

5.2. Renter hereby acknowledges receipt of a copy of the "Brite Lake Campground reference (the "Rules"). The Rules may be amended from time to time by Landlord upon at least thirty (30) days' prior notice to Renter. Renter acknowledges that prior to executing this Rental Agreement he or she had a reasonable opportunity to read and review this Rental Agreement and the Rules and by signing this Rental Agreement, he or she binds himself or herself to fully abide by this Rental Agreement and the Rules.

5.3. Renter shall not assign or sublease his or her rights to this Rental Agreement, or any interest therein, and shall not sublet the Renter's RV or the Space, or allow any other person or persons to occupy or use Renter's RV or the Space without the specific written

consent of the Landlord. Any assignment or subletting without the Landlord's consent shall be void, and shall constitute a default by Renter under this Rental Agreement.

5.4. Renter, his or her family members and guests, and any other persons related to or affiliated in any way with Renter, shall not engage in any unlawful activity.

5.5. Renter acknowledges that weather conditions in and around the Campground can drop below freezing temperatures during winter months, and Renter agrees to prepare Renter's RV in a comfortable and non-hazardous condition during such times.

5.6. Upon the termination of this Agreement, Renter shall surrender the Space to Landlord in the same condition as it existed upon the commencement of this Agreement, clean and free of debris. At the termination of this Agreement Renter gives Landlord or its duly appointed agents or representatives express authority to re-enter and repossess the Space immediately thereafter.

6. Termination by Renter:

6.1. Month-to-Month Rental. If Section 2.1 is marked, then Tenant may terminate this agreement at any time. With written notice to landlord

6.2. Rental for a Set Term. If Section 2.2 is marked, then Tenant may terminate this Agreement upon thirty (30) day's prior written notice to Landlord.

7. Termination by Landlord:

7.1. Tenancies of Less than Thirty-One (31) Days. If Renter has rented the Space for less than thirty-one (31) days, Landlord may terminate this Agreement for Renter's failure to pay rent or for Renter's failure to comply with the Rules upon seventy-two (72) hours' prior written notice. If Renter fails to remove Renter's RV within such seventy-two (72) hour notice period, then Landlord may request local law enforcement to remove any person in the Renter's RV, after which Landlord may remove Renter's RV from the Campground and deliver the same to the nearest secured storage facility. Renter has no right to a judicial hearing before Landlord takes such action.

7.2. Tenancies of more than Thirty (30) Days, but less than Nine (9) Months.

7.2.1. Termination for failure to pay amounts due. If Renter has rented the Space for more than thirty (30) days, but less than nine (9) months, then Landlord may terminate this Agreement for Renter's failure to pay rent, utilities, or incidental service charges, provided that such amount shall have been unpaid for a period of five (5) days from its due

date, and provided the Renter has been given a three (3) day written notice subsequent to such five (5) day period to pay the total amount due or to vacate the Campground. If Renter does not pay the amounts specified in the three (3) day notice prior to its expiration, then Renter shall be liable for all payments that become due and payable prior to Renter's vacancy of the Campground. For purposes of this Section 7.2.1, the five (5) day period does not include the due date of any amount due and payable.

7.2.2. Termination for any other reason. If Renter has rented the Space for more than thirty (30) days, but less than nine (9) months, Landlord may terminate or refuse to renew this Agreement for any reason other than those set forth in Section 7.2.1 by giving advance written notice of such termination not less than thirty (30) days prior to the effective date of termination.

7.3. Tenancies of more than Nine (9) Months. If Renter has rented the Space for more than nine (9) months, Landlord may terminate this Agreement upon sixty (60) days' prior written notice for any of the following reasons:

- a. Renter's nonpayment of Rent within Five (5) days from the date it is due and provided Renter has been given a three (3) day notice subsequent to such five (5) day period requesting that Renter pay all amounts due and payable or vacate the Campground. If Renter does not pay the amounts specified in the three (3) day notice prior to its expiration, then Renter shall be liable for all payments that become due and payable prior to Renter's vacancy of the Campground;
- b. Renter's failure to comply with the Rules, provided that Renter has been notified in writing of the violation of the Rules and has failed to correct such violation within seven (7) days of such notice;
- c. Renter's failure to comply with any local ordinance or state law or regulation relating to the Campground or recreational vehicles within a reasonable time after the Resident or Landlord receives a notice of non-compliance from the appropriate government agency and Resident has been provided with a copy of such notice;
- d. Renter, or Renter's guest, has exhibited conduct at the Campground that constitutes a substantial annoyance to other renters;
- e. Renter has been convicted of prostitution, or a felony controlled substance offense, if such offense was committed at the Campground;

- f. Upon condemnation of the Campground; or,
- g. Upon a change or use of the Campground or any portion thereof.

8. Indemnification: Renter shall indemnify Landlord against, and hold Landlord harmless, from any and all costs, claims, losses, recoveries, deficiencies, injuries, liabilities, legal or administrative proceedings, and penalties, including attorney's fees and costs, arising from or relating to (a) Renter's use of the Space and the Campground; (b) any breach or default on the performance of Renter's obligations under this Agreement; and (c) any other claim for injury damage or liability, which are caused, by reason of any act, omission, fault, or negligence, whether active or passive, of Renter and not caused by the negligence or willful misconduct of Landlord.

9. Lien: Landlord shall have a lien upon Renter's RV for proper charges due and payable to Landlord which result from Renter's default of any of its duties, obligations or responsibilities under this Agreement.

10. Attorneys' Fees. Landlord shall be entitled to reasonable attorneys' fees in any action undertaken by Landlord to enforce the provisions of this Agreement or to collect any amount due and payable by Renter to Landlord hereunder.

11. Remedies Not Exclusive: Any party's use of any remedy specified herein for the enforcement of this Agreement is not exclusive and shall not deprive such party of, or limit the application of, any other remedy provided by law, at equity or otherwise.

12. Binding Agreement: This Agreement shall be binding upon, and inure to the benefit of Landlord and Tenant and to their respective heirs, personal representative, or successors, and assigns.

13. Entire Agreement: This Agreement contains the entire agreement between the parties and constitutes an integration of the entire agreement, contract, promise and understandings of the parties. All prior agreements, conditions, contracts, promises, representations, understanding, or warranties, whether oral or written, express or implied, concerning the subject matter of this Agreement are expressly superseded hereby and have no further force or effect.

14. Modification: This Agreement may not be altered, amended, or modified in any respect, except by a writing duly executed by all the parties.

15. Waiver: The waiver by Landlord of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or any subsequent breach of the same or any other term, covenant or condition herein contained. The subsequent acceptance of rent hereunder by Landlord shall not be deemed to be a waiver of any preceding breach by Renter of any term, covenant or condition of this Agreement, other than the failure of Renter to pay the particular rental so accepted, regardless of Landlord's knowledge of such preceding breach at the time of acceptance of such rent.

16. Time of the Essence. Time is of the Essence under this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date and year first above written.

"Renter(s)"

Dated: _____

Signature

Print Name

Signature

Print Name

"Landlord"

Dated: _____

TEHACHAPI VALLEY RECREATION & PARK DISTRICT,
a political subdivision of the state of California

By: _____
Signature

Print Name

Its: _____

Exhibit "A"

Brite Lake Campground Monthly Rules

1. No out buildings may be constructed at any Space.
2. Recreational vehicles shall be in operable and road worthy condition at all times.
3. No skirting shall be installed on the recreational vehicles unless approved by the District Manager.
4. The towing of a recreational vehicles from the Campground should the vehicle get stuck during wet weather shall be the Renter's sole responsibility.
5. Renters shall keep their spaces clean and clear of any hazardous conditions.
6. Renters shall dispose of all trash and other waste in a clean and sanitary manner.
7. Quiet hours at the campground shall be between 10:00 pm and 8:00 am.
8. A refundable cleaning deposit \$1000.00 dependent on cleaning and damages.
9. A late fee of \$25.00 will be charged if the rent is not paid by the fifth of the month.
10. Propane is the Renter's responsibility.
11. All payments must be made at the district office located at 490 West "D" Street
12. All 30 day move notices must be brought to the district office
13. Giving up to date information of trailer and vehicle registration, insurance and drivers license is the responsibility of the renter.
14. Can't change spots assigned to renter unless approved by District Manager and Maintenance Foreman.
15. Recreation vehicle and tow vehicle must be in the renters name.
16. Renters must call in a visitors pass to avoid a \$5.00 cover charge

APPLICATION FOR RESIDENCY MONTH-TO-MONTH

Tehachapi Valley Recreation & Park District – Brite Lake Facility

22902 Banducci Road, Tehachapi, California 93561

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

Personal

Full Name of applicant: _____

Present Address: _____

Address City State Zip

Social Security No.: _____ Driver's License No.: _____

Home Phone No.: _____ Cell Phone No.: _____

Spouse's Full Name of applicant: _____

Present Address: _____

Address City State Zip

Social Security No.: _____ Driver's License No.: _____

Home Phone No.: _____ Cell Phone No.: _____

Name and relationship of any other person(s) who will be occupying the space here;

_____: _____
_____: _____
_____: _____

Previous Residency

Name of Previous Landlord or Mortgage Co.: _____

Address City State Zip

Monthly Rent or Loan Payment: _____ Telephone No.: _____

Name of Previous Landlord or Mortgage Co.: _____

Address City State Zip

Monthly Rent or Loan Payment: _____ Telephone No.: _____

Have you ever been evicted? Yes ____ No ____ If yes, please explain: _____

Have you ever lived in a RV Park before? Yes ____ No ____ Date of Residency _____

Name of RV Park and Address: _____

Vehicles

Number of automobiles: _____

We must have a complete description of all vehicles:

1. Make: _____ Model: _____ License No. _____ State: _____

Financed by: _____ Address: _____ Ph. No. _____

2. Make: _____ Model: _____ License No. _____ State: _____

Financed by: _____ Address: _____ Ph. No. _____

Employment

Employers Name: _____ Telephone No. _____

Address: _____

City State Zip

Position: _____ Gross Monthly Salary: _____

Immediate Supervisor: _____ Length of employment: _____

If not employed, please provide source and amount of means of financial support: _____

Emergency

Person(s) to notify in case of an emergency (other than co-resident):

Name: _____ Relationship: _____

Address: _____ City: _____

State/Zip: _____ Phone Number(s): _____

Pets

If you have dogs and/or cats, please provide the following information:

Name	Age	Type	Color/Description	Height	Weight
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

References

Name: _____	City: _____	Phone No.: _____
Name: _____	City: _____	Phone No.: _____
Name: _____	City: _____	Phone No.: _____

Recreational Vehicle to occupy space: Space# _____

Make/Model: _____ Length: _____ Width: _____ Height: _____
Year: _____ Breaker Size: _____ AMPS Slide outs? No. & size _____
License or Decal No.: _____ Serial No.: _____
Legal Owner Name(s): _____
Registered Owner Name(s): _____
Financed by: _____
Junior Lien holder Name/Address (If any): _____

The undersigned requests management to check the above credit references, background check and representations. The undersigned acknowledges that in the event both the management and the undersigned execute a rental agreement, it is subject to approval by the management of the undersigned's recreational vehicle as provided in the Rental Agreement.

The undersigned represents and warrants that the above information is true and correct and has been made for the purpose of informing the management of the park. The management of the park. The management has permission to verify any and all information offered on this application. In the event of any misrepresentation by applicant, management will have grounds to cancel any agreement entered in reliance upon the misrepresentation.

The undersigned understand that in the event that the management of the Park cannot verify any of the above information, the management of the Park has the right to deny the application. The undersigned further understands that Prospective Residents(s) shall have no rights of tenancy until the Park has signed a Rental Agreement.

Applicant: _____

Date: _____

Approved by: _____

Date: _____

District Manager

**Please return this completed application to the main office of
Tehachapi Valley Recreation & Park District
490 West "D" Street
Tehachapi, CA 93561
(661) 822-3228**

Along with the following items:

1. A copy of your valid driver's license or photo identification card.
2. Provide a recent photograph of recreational vehicle as well as vehicle.
3. A copy of the current registration for recreation vehicle and tow vehicle.
4. A copy of your current proof of insurance for recreation vehicle and tow vehicle

Financial Report

Tehachapi Valley Recreation and Park District
For the period ended January 31, 2016

Prepared by

Better Ledger Inc

Prepared on

February 11, 2016

Table of Contents

Balance Sheet..... 3

Profit and Loss..... 6

Profit & Loss Prior Year Comparison..... 8

Statement of Cash Flows..... 10

TVRPD Budget vs Actual 2015-2016..... 11

Balance Sheet

As of January 31, 2016

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash in County Treasury General Fund	
1001 Cash in County Treasury-General Fund	209,095.91
1002 Cash in County Treasury-Development Fees	10,099.60
1003 Cash in County Treasury-Quimby	20,311.98
Total 1000 Cash in County Treasury General Fund	239,507.49
1004 Check BOTS 4470	140,963.49
1005 County Treasury Capital Projects Fund	269,587.38
1050 Cash Box-Events	400.00
1051 Change Fund	500.00
1100 Petty Cash Fund	200.00
Total Bank Accounts	651,158.36
Accounts Receivable	
1200 Accounts Receivable	17,510.00
Total Accounts Receivable	17,510.00
Other current assets	
1070 Prepaid Expenses	13,187.10
1092 Credit Card Receivables	1,271.00
1210 Inventory Asset	4,448.55
Total Other current assets	18,906.65
Total Current Assets	687,575.01
Fixed Assets	
1150 Land	166,734.76
1161 Building	556,453.52
1162 Improvements	1,492,697.35
1163 Equipment	668,227.60
1163.1 Equipment Not Placed In Service	141,715.86
1164 Swimming Pool & Building	265,383.67
1165 Lake	412,294.78
1170 Accumulated Depreciation	-2,514,288.00
1180 Fleet Vehicles and Equipment	85,118.77
1190 Construction In Progress	171,830.11

	Total
Total Fixed Assets	1,446,168.42
TOTAL ASSETS	\$2,133,743.43
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	19,556.75
Total Accounts Payable	19,556.75
Credit Cards	
2010 Cardmember Services Payable	1,599.35
2014 Home Depot Payable	180.27
Total Credit Cards	1,779.62
Other Current Liabilities	
2021 Accrued Salaries & Wages	10,169.21
2022 Accrued Employer PR Taxes	1,181.21
2024 Accrued Vacation, Sick, & Comp Time	0.00
2024.2 Accrued Vacation	11,791.26
2024.3 Accrued Sick Leave	17,691.25
Total 2024 Accrued Vacation, Sick, & Comp Time	29,482.51
2207 Sales tax payable	544.26
2210 Payroll Liabilities	
2211 CalPERS Payable	590.02
2231 Health Plan Payable	-3,347.39
2250 Payroll Tax Liabilities	7,257.31
Total 2210 Payroll Liabilities	4,499.94
2259 Deferred Revenues-Grant Dog Park	25,500.00
2260 Veterans Memorial Fund Payable	89.58
2261 Pool Fund Payable	484.00
2270 Refundable Deposits	1,000.00
Total Other Current Liabilities	72,950.71
Total Current Liabilities	94,287.08
Long-Term Liabilities	
2305 CalPERS Unfunded Accrued Liability Valuation	20,200.00
Total Long-Term Liabilities	20,200.00
Total Liabilities	114,487.08
Equity	

	Total
3010 Net Investment In Capital Assets	
3012 Investment in Fixed Assets	1,288,723.79
Total 3010 Net Investment In Capital Assets	1,288,723.79
3020 Restricted Funds	
3022 Capital Projects	427,925.26
Total 3020 Restricted Funds	427,925.26
3030 Unrestricted Funds	418,701.22
3110 Retained Earnings	-174,214.65
Net Income	58,120.73
Total Equity	2,019,256.35
TOTAL LIABILITIES AND EQUITY	\$2,133,743.43

Profit and Loss

January 2016

	Jan 2016	Jul 2015 - Jan 2016 (YTD)	Total % of Income
INCOME			
4010 Property Taxes	13,485.33	474,073.04	52.23 %
4020 Interest Income	158.64	2,095.77	0.61 %
4030 Adult Program Revenues	762.00	13,920.51	2.95 %
4050 Facility Revenue	5,995.00	63,423.04	23.22 %
4200 Contracted Classes Revenues	3,493.50	21,992.41	13.53 %
4210 Events Revenues		23,232.50	
4211 Grant Income		25,000.00	
4213 Sponsorship Revenues	100.00	3,272.60	0.39 %
4215 Donations		3,000.00	
4300 Youth Program Revenues	2,449.50	47,779.00	9.49 %
4610 Billable Expense Income		14,513.81	
4650 Discounts given	-626.50	-2,618.15	-2.43 %
4704 Sales		1,315.79	
4760 Other Income		2,779.00	
Total Income	25,817.47	693,779.32	100.00 %
COST OF GOODS SOLD			
5001 Adult Program Costs	180.00	4,697.99	0.70 %
5004 Contracted Classes Costs	1,180.00	19,346.29	4.57 %
5005 Events Costs	1,870.00	25,340.96	7.24 %
5008 Youth Program Costs	1,655.12	8,850.57	6.41 %
5704 Purchases for Resale	355.96	448.39	1.38 %
Total Cost of Goods Sold	5,241.08	58,684.20	20.30 %
GROSS PROFIT	20,576.39	635,095.12	79.70 %
EXPENSES			
6000 Employee Costs	52,856.88	370,042.89	204.73 %
7010 Advertising & Marketing	2,569.60	11,842.82	9.95 %
7020 Bank Service Charges	453.62	3,662.70	1.76 %
7026 Charitable Contribution	800.00	2,994.57	3.10 %
7030 Dues & Subscriptions		7,249.20	
7035 Equipment Rents & Leases		998.41	
7050 Insurance	1,671.25	12,221.42	6.47 %
7060 Licenses & Fees	467.91	4,589.04	1.81 %

	Jan 2016	Jul 2015 - Jan 2016 (YTD)	Total % of Income
7070 Maintenance	2,848.23	61,305.27	11.03 %
7084 Meals & Entertainment	184.19	1,264.77	0.71 %
7090 Office Supplies	1,172.02	11,709.99	4.54 %
7120 Professional Development		10,151.03	
7150 Professional Fees	2,795.39	36,409.67	10.83 %
7175 Scholarship Fund Expense	89.00	271.00	0.34 %
7180 Security		4,597.26	
7210 Telephone	1,577.19	9,264.28	6.11 %
7230 Uniforms & Apparel		2,200.20	
7250 Utilities	8,507.36	51,843.87	32.95 %
Total Expenses	75,992.64	602,618.39	294.35 %
NET OPERATING INCOME	-55,416.25	32,476.73	-214.65 %
OTHER INCOME			
8040 TVRPD Development Fee Revenues		25,644.00	
Total Other Income	0.00	25,644.00	0.00%
NET OTHER INCOME	0.00	25,644.00	0.00 %
NET INCOME	\$ -55,416.25	\$58,120.73	-214.65 %

Profit & Loss Prior Year Comparison

July 2013 - January 2015

	Jul 2015 - Jan 2016	Jul 2014 - Jan 2015 (PY)	Change	Total % Change
INCOME				
4010 Property Taxes	474,073.04	470,071.49	4,001.55	0.85 %
4020 Interest Income	2,095.77	1,741.03	354.74	20.38 %
4030 Adult Program Revenues	13,920.51	15,725.59	-1,805.08	-11.48 %
4050 Facility Revenue	63,423.04	64,875.92	-1,452.88	-2.24 %
4200 Contracted Classes Revenues	21,992.41	16,275.19	5,717.22	35.13 %
4210 Events Revenues	23,232.50	17,013.87	6,218.63	36.55 %
4211 Grant Income	25,000.00		25,000.00	
4213 Sponsorship Revenues	3,272.60	620.34	2,652.26	427.55 %
4215 Donations	3,000.00	30,100.00	-27,100.00	-90.03 %
4300 Youth Program Revenues	47,779.00	38,841.50	8,937.50	23.01 %
4610 Billable Expense Income	14,513.81	13,824.99	688.82	4.98 %
				-1,048.31 %
4650 Discounts given	-2,618.15	-228.00	-2,390.15	
4704 Sales	1,315.79	1,354.86	-39.07	-2.88 %
4750 Commission Income		19.40	-19.40	-100.00 %
4760 Other Income	2,779.00		2,779.00	
Total Income	693,779.32	670,236.18	23,543.14	3.51 %
COST OF GOODS SOLD				
5001 Adult Program Costs	4,697.99	2,488.41	2,209.58	88.79 %
5004 Contracted Classes Costs	19,346.29	19,943.35	-597.06	-2.99 %
5005 Events Costs	25,340.96	26,196.69	-855.73	-3.27 %
5008 Youth Program Costs	8,850.57	7,477.05	1,373.52	18.37 %
5704 Purchases for Resale	448.39	595.70	-147.31	-24.73 %
Total Cost of Goods Sold	58,684.20	56,701.20	1,983.00	3.50 %
GROSS PROFIT	635,095.12	613,534.98	21,560.14	3.51 %
EXPENSES				
6000 Employee Costs	370,042.89	336,751.38	33,291.51	9.89 %
7010 Advertising & Marketing	11,842.82	8,840.23	3,002.59	33.97 %
7020 Bank Service Charges	3,662.70	4,417.09	-754.39	-17.08 %
7025 Cash Short/Over		-0.05	0.05	100.00 %
7026 Charitable Contribution	2,994.57	2,441.61	552.96	22.65 %
7030 Dues & Subscriptions	7,249.20	6,287.39	961.81	15.30 %

				Total
	Jul 2015 - Jan 2016	Jul 2014 - Jan 2015 (PY)	Change	% Change
7035 Equipment Rents & Leases	998.41	3,034.36	-2,035.95	-67.10 %
7050 Insurance	12,221.42	9,921.23	2,300.19	23.18 %
7060 Licenses & Fees	4,589.04	2,393.83	2,195.21	91.70 %
7070 Maintenance	61,305.27	43,079.98	18,225.29	42.31 %
7084 Meals & Entertainment	1,264.77	883.09	381.68	43.22 %
7090 Office Supplies	11,709.99	7,958.22	3,751.77	47.14 %
7120 Professional Development	10,151.03	9,426.17	724.86	7.69 %
7150 Professional Fees	36,409.67	29,924.55	6,485.12	21.67 %
7175 Scholarship Fund Expense	271.00	612.50	-341.50	-55.76 %
7180 Security	4,597.26	700.00	3,897.26	556.75 %
7210 Telephone	9,264.28	10,015.20	-750.92	-7.50 %
7230 Uniforms & Apparel	2,200.20	3,640.89	-1,440.69	-39.57 %
7250 Utilities	51,843.87	53,870.68	-2,026.81	-3.76 %
Total Expenses	602,618.39	534,198.35	68,420.04	12.81 %
NET OPERATING INCOME	32,476.73	79,336.63	-46,859.90	-59.06 %
OTHER INCOME				
8040 TVRPD Development Fee Revenues	25,644.00	25,644.00	0.00	0.00 %
Total Other Income	25,644.00	25,644.00	0.00	0.00 %
NET OTHER INCOME	25,644.00	25,644.00	0.00	0.00 %
			\$ -	
NET INCOME	\$58,120.73	\$104,980.63	46,859.90	-44.64 %

Statement of Cash Flows

July 2015 - January 2016

	Total
OPERATING ACTIVITIES	
Net Income	58,120.73
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	-9,966.71
1070 Prepaid Expenses	-5,397.64
1075 Employee Cash Advances	370.67
1092 Credit Card Receivables	-1,271.00
2000 Accounts Payable	-37,993.57
2010 Cardmember Services Payable	798.59
2014 Home Depot Payable	-696.36
2020 Year End Accruals	-1,074.31
2021 Accrued Salaries & Wages	-17,917.85
2022 Accrued Employer PR Taxes	-1,682.52
2207 Sales tax payable	-425.47
2211 Payroll Liabilities:CalPERS Payable	590.02
2231 Payroll Liabilities:Health Plan Payable	-511.86
2250 Payroll Liabilities:Payroll Tax Liabilities	4,807.98
2258 Deferred Revenue-Events	-7,864.50
2259 Deferred Revenues-Grant Dog Park	500.00
2261 Pool Fund Payable	-2,000.00
Net cash provided by operating activities	-21,613.80
INVESTING ACTIVITIES	
1162 Improvements	-2,544.31
1163 Equipment	-91,275.95
1163.1 Equipment Not Placed In Service	-11,248.10
1180 Fleet Vehicles and Equipment	-31,829.05
1190 Construction In Progress	-20,547.22
Net cash provided by investing activities	-157,444.63
FINANCING ACTIVITIES	
2305 CalPERS Unfunded Accrued Liability Valuation	4,592.00
Net cash provided by financing activities	4,592.00
NET CASH INCREASE FOR PERIOD	-174,466.43
Cash at beginning of period	825,624.79
CASH AT END OF PERIOD	\$651,158.36

TVRPD Budget vs Actual 2015-2016

July 2015 January 2016

	Actual	Budget	Remaining	Total % Remaining
INCOME				
4010 Property Taxes	474,073.04	846,980.00	372,906.96	44.03 %
4020 Interest Income	2,095.77	3,500.00	1,404.23	40.12 %
4030 Adult Program Revenues	13,920.51	31,800.00	17,879.49	56.22 %
4050 Facility Revenue	63,423.04	140,000.00	76,576.96	54.70 %
4200 Contracted Classes Revenues	21,992.41	42,575.00	20,582.59	48.34 %
4210 Events Revenues	23,232.50	59,000.00	35,767.50	60.62 %
4211 Grant Income	25,000.00	27,500.00	2,500.00	9.09 %
4213 Sponsorship Revenues	3,272.60	40,000.00	36,727.40	91.82 %
4215 Donations	3,000.00		-3,000.00	
4300 Youth Program Revenues	47,779.00	78,000.00	30,221.00	38.74 %
4610 Billable Expense Income	14,513.81	25,000.00	10,486.19	41.94 %
4650 Discounts given	-2,618.15	-500.00	2,118.15	-423.63 %
4704 Sales	1,315.79	5,100.00	3,784.21	74.20 %
4760 Other Income	2,779.00		-2,779.00	
Total Income	693,779.32	1,298,955.00	605,175.68	46.59 %
COST OF GOODS SOLD				
5001 Adult Program Costs	4,697.99	4,700.00	2.01	0.04 %
5004 Contracted Classes Costs	19,346.29	36,000.00	16,653.71	46.26 %
5005 Events Costs	25,340.96	54,000.00	28,659.04	53.07 %
5008 Youth Program Costs	8,850.57	20,000.00	11,149.43	55.75 %
5704 Purchases for Resale	448.39	3,300.00	2,851.61	86.41 %
Total Cost of Goods Sold	58,684.20	118,000.00	59,315.80	50.27 %
GROSS PROFIT	635,095.12	1,180,955.00	545,859.88	46.22 %
EXPENSES				
6000 Employee Costs	370,042.89	725,056.00	355,013.11	48.96 %
7010 Advertising & Marketing	11,842.82	16,000.00	4,157.18	25.98 %
7020 Bank Service Charges	3,662.70	9,000.00	5,337.30	59.30 %
7026 Charitable Contribution	2,994.57	3,000.00	5.43	0.18 %
7030 Dues & Subscriptions	7,249.20	7,000.00	-249.20	-3.56 %
7035 Equipment Rents & Leases	998.41	7,500.00	6,501.59	86.69 %
7050 Insurance	12,221.42	21,000.00	8,778.58	41.80 %
7056 Interest Expense		300.00	300.00	100.00 %

				Total
	Actual	Budget	Remaining	% Remaining
7060 Licenses & Fees	4,589.04	8,000.00	3,410.96	42.64 %
7070 Maintenance	61,305.27	146,200.00	84,894.73	58.07 %
7084 Meals & Entertainment	1,264.77	2,000.00	735.23	36.76 %
7090 Office Supplies	11,709.99	14,500.00	2,790.01	19.24 %
7120 Professional Development	10,151.03	20,000.00	9,848.97	49.24 %
7150 Professional Fees	36,409.67	62,500.00	26,090.33	41.74 %
7160 Property Tax Collection Fee		12,500.00	12,500.00	100.00 %
7170 Publications & Legal		500.00	500.00	100.00 %
7175 Scholarship Fund Expense	271.00	5,000.00	4,729.00	94.58 %
7180 Security	4,597.26	1,800.00	-2,797.26	-155.40 %
7210 Telephone	9,264.28	11,000.00	1,735.72	15.78 %
7230 Uniforms & Apparel	2,200.20	5,500.00	3,299.80	60.00 %
7250 Utilities	51,843.87	101,000.00	49,156.13	48.67 %
Total Expenses	602,618.39	1,179,356.00	576,737.61	48.90 %
NET OPERATING INCOME	32,476.73	1,599.00	-30,877.73	-1,931.07 %
OTHER INCOME				
8040 TVRPD Development Fee Revenues	25,644.00		-25,644.00	
Total Other Income	25,644.00	0.00	-25,644.00	0.00%
NET OTHER INCOME	25,644.00	0.00	-25,644.00	0.00%
NET INCOME	\$58,120.73	\$1,599.00	\$ -56,521.73	-3,534.82 %

Financial Report

Tehachapi Valley Recreation and Park District
For the period ended February 29, 2016

Prepared by
Better Ledger Inc

Prepared on
March 9, 2016

Table of Contents

Balance Sheet.....3

Profit and Loss.....6

Profit & Loss Prior Year Comparison.....8

Statement of Cash Flows.....10

TVRPD Budget vs Actual 2015-2016.....12

Balance Sheet

As of February 29, 2016

		Total
ASSETS		
Current Assets		
Bank Accounts		
1000 Cash in County Treasury General Fund		
1001 Cash in County Treasury-General Fund		240,876.73
1003 Cash in County Treasury-Quimby		19,729.68
Total 1000 Cash in County Treasury General Fund		260,606.41
1004 Check BOTS 4470		68,770.06
1005 County Treasury Capital Projects Fund		271,724.38
1050 Cash Box-Events		400.00
1051 Change Fund		500.00
1100 Petty Cash Fund		200.00
Total Bank Accounts		602,200.85
Accounts Receivable		
1200 Accounts Receivable		17,413.00
Total Accounts Receivable		17,413.00
Other current assets		
1070 Prepaid Expenses		11,458.94
1092 Credit Card Receivables		1,282.26
1210 Inventory Asset		4,448.55
Total Other current assets		17,189.75
Total Current Assets		636,803.60
Fixed Assets		
1150 Land		166,734.76
1161 Building		556,453.52
1162 Improvements		1,492,697.35
1163 Equipment		668,227.60
1163.1 Equipment Not Placed In Service		141,715.86
1164 Swimming Pool & Building		265,383.67
1165 Lake		412,294.78
1170 Accumulated Depreciation		-2,514,288.00
1180 Fleet Vehicles and Equipment		85,118.77
1190 Construction In Progress		182,211.81
Total Fixed Assets		1,456,550.12

	Total
TOTAL ASSETS	\$2,093,353.72
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	15,121.85
Total Accounts Payable	15,121.85
Credit Cards	
2010 Cardmember Services Payable	1,551.07
2014 Home Depot Payable	1,428.34
Total Credit Cards	2,979.41
Other Current Liabilities	
2021 Accrued Salaries & Wages	14,549.05
2022 Accrued Employer PR Taxes	1,473.89
2024 Accrued Vacation, Sick, & Comp Time	0.00
2024.2 Accrued Vacation	11,791.26
2024.3 Accrued Sick Leave	17,691.25
Total 2024 Accrued Vacation, Sick, & Comp Time	29,482.51
2207 Sales tax payable	107.64
2210 Payroll Liabilities	
2211 CalPERS Payable	845.68
2231 Health Plan Payable	-3,286.52
2250 Payroll Tax Liabilities	8,424.96
Total 2210 Payroll Liabilities	5,984.12
2259 Deferred Revenues-Grant Dog Park	25,500.00
2260 Veterans Memorial Fund Payable	89.58
2261 Pool Fund Payable	484.00
2270 Refundable Deposits	1,000.00
Total Other Current Liabilities	78,670.79
Total Current Liabilities	96,772.05
Long-Term Liabilities	
2305 CalPERS Unfunded Accrued Liability Valuation	20,856.00
Total Long-Term Liabilities	20,856.00
Total Liabilities	117,628.05
Equity	
3010 Net Investment In Capital Assets	

	Total
3012 Investment in Fixed Assets	1,288,723.79
Total 3010 Net Investment in Capital Assets	1,288,723.79
3020 Restricted Funds	
3022 Capital Projects	427,925.26
Total 3020 Restricted Funds	427,925.26
3030 Unrestricted Funds	418,701.22
3110 Retained Earnings	-174,214.65
Net Income	14,590.05
Total Equity	1,975,725.67
TOTAL LIABILITIES AND EQUITY	\$2,093,353.72

Profit and Loss

February 2016

	Feb 2016	Jul 2015 - Feb 2016 (YTD)	Total % of Income
INCOME			
4010 Property Taxes	21,006.93	495,079.97	50.05 %
4020 Interest Income	91.99	2,187.76	0.22 %
4030 Adult Program Revenues	1,000.00	14,920.51	2.38 %
4050 Facility Revenue	8,547.00	71,970.04	20.36 %
4200 Contracted Classes Revenues	2,390.00	24,382.41	5.69 %
4210 Events Revenues		23,232.50	
4211 Grant Income		25,000.00	
4213 Sponsorship Revenues	1,000.00	4,272.60	2.38 %
4215 Donations		3,000.00	
4300 Youth Program Revenues	7,960.00	55,739.00	18.96 %
4610 Billable Expense Income	143.00	14,656.81	0.34 %
4650 Discounts given	-165.50	-2,783.65	-0.39 %
4704 Sales		1,315.79	
4760 Other Income		2,779.00	
Total Income	41,973.42	735,752.74	100.00 %
COST OF GOODS SOLD			
5001 Adult Program Costs	220.00	4,917.99	0.52 %
5004 Contracted Classes Costs	795.00	20,141.29	1.89 %
5005 Events Costs	450.43	25,546.39	1.07 %
5008 Youth Program Costs	2,426.06	11,276.63	5.78 %
5704 Purchases for Resale		448.39	
Total Cost of Goods Sold	3,891.49	62,330.69	9.27 %
GROSS PROFIT	38,081.93	673,422.05	90.73 %
EXPENSES			
6000 Employee Costs	55,371.87	425,414.76	131.92 %
7010 Advertising & Marketing	9,195.11	21,037.93	21.91 %
7020 Bank Service Charges	484.82	4,147.52	1.16 %
7026 Charitable Contribution		2,994.57	
7030 Dues & Subscriptions		7,249.20	
7035 Equipment Rents & Leases	343.44	1,341.85	0.82 %
7050 Insurance	1,671.25	13,892.67	3.98 %
7060 Licenses & Fees	189.52	4,778.56	0.45 %

			Total
	Feb 2016	Jul 2015 - Feb 2016 (YTD)	% of Income
7070 Maintenance	3,051.51	64,838.44	7.27 %
7084 Meals & Entertainment	98.29	1,363.06	0.23 %
7090 Office Supplies	769.98	12,479.97	1.83 %
7120 Professional Development	200.00	10,351.03	0.48 %
7150 Professional Fees	983.16	37,392.83	2.34 %
7175 Scholarship Fund Expense	150.00	421.00	0.36 %
7180 Security		4,597.26	
7210 Telephone	1,324.02	10,588.30	3.15 %
7230 Uniforms & Apparel		2,200.20	
7250 Utilities	8,917.40	60,941.55	21.25 %
Total Expenses	82,750.37	686,030.70	197.15 %
NET OPERATING INCOME	-44,668.44	-12,608.65	-106.42 %
OTHER INCOME			
8040 TVRPD Development Fee Revenues	2,137.00	27,781.00	5.09 %
Total Other Income	2,137.00	27,781.00	5.09 %
OTHER EXPENSES			
8505 Quimby Expense	582.30	582.30	1.39 %
Total Other Expenses	582.30	582.30	1.39 %
NET OTHER INCOME	1,554.70	27,198.70	3.70 %
NET INCOME	\$ -43,113.74	\$14,590.05	-102.72 %

Profit & Loss Prior Year Comparison

July 2015 - February 2016

	Jul 2015 - Feb 2016	Jul 2014 - Feb 2015 (PY)	Change	Total % Change
INCOME				
4010 Property Taxes	495,079.97	493,599.76	1,480.21	0.30 %
4020 Interest Income	2,187.76	1,814.28	373.48	20.59 %
4030 Adult Program Revenues	14,920.51	18,526.59	-3,606.08	-19.46 %
4050 Facility Revenue	71,970.04	76,694.47	-4,724.43	-6.16 %
4200 Contracted Classes Revenues	24,382.41	21,410.94	2,971.47	13.88 %
4210 Events Revenues	23,232.50	17,143.87	6,088.63	35.51 %
4211 Grant Income	25,000.00		25,000.00	
4213 Sponsorship Revenues	4,272.60	18,145.34	-13,872.74	-76.45 %
4215 Donations	3,000.00	30,100.00	-27,100.00	-90.03 %
4300 Youth Program Revenues	55,739.00	48,502.00	7,237.00	14.92 %
4610 Billable Expense Income	14,656.81	13,824.99	831.82	6.02 %
				-978.93 %
4650 Discounts given	-2,783.65	-258.00	-2,525.65	
4704 Sales	1,315.79	1,466.49	-150.70	-10.28 %
				-100.00 %
4750 Commission Income		19.40	-19.40	
4760 Other Income	2,779.00		2,779.00	
Total Income	735,752.74	740,990.13	-5,237.39	-0.71 %
COST OF GOODS SOLD				
5001 Adult Program Costs	4,917.99	2,573.87	2,344.12	91.07 %
5004 Contracted Classes Costs	20,141.29	22,308.11	-2,166.82	-9.71 %
5005 Events Costs	25,546.39	27,342.89	-1,796.50	-6.57 %
5008 Youth Program Costs	11,276.63	8,167.91	3,108.72	38.06 %
5704 Purchases for Resale	448.39	595.70	-147.31	-24.73 %
Total Cost of Goods Sold	62,330.69	60,988.48	1,342.21	2.20 %
GROSS PROFIT	673,422.05	680,001.65	-6,579.60	-0.97 %
EXPENSES				
6000 Employee Costs	425,414.76	399,708.96	25,705.80	6.43 %
7010 Advertising & Marketing	21,037.93	9,897.87	11,140.06	112.55 %
7020 Bank Service Charges	4,147.52	4,808.10	-660.58	-13.74 %
7025 Cash Short/Over		-0.05	0.05	100.00 %
7026 Charitable Contribution	2,994.57	2,441.61	552.96	22.65 %

	Jul 2015 - Feb 2016	Jul 2014 - Feb 2015 (PY)	Change	Total % Change
7030 Dues & Subscriptions	7,249.20	6,287.39	961.81	15.30 %
7035 Equipment Rents & Leases	1,341.85	3,677.64	-2,335.79	-63.51 %
7050 Insurance	13,892.67	11,323.56	2,569.11	22.69 %
7060 Licenses & Fees	4,778.56	2,985.83	1,792.73	60.04 %
7070 Maintenance	64,838.44	49,299.22	15,539.22	31.52 %
7084 Meals & Entertainment	1,363.06	971.74	391.32	40.27 %
7090 Office Supplies	12,479.97	8,833.40	3,646.57	41.28 %
7120 Professional Development	10,351.03	9,844.77	506.26	5.14 %
7150 Professional Fees	37,392.83	36,147.57	1,245.26	3.44 %
7175 Scholarship Fund Expense	421.00	1,052.50	-631.50	-60.00 %
7180 Security	4,597.26	800.00	3,797.26	474.66 %
7210 Telephone	10,588.30	11,483.36	-895.06	-7.79 %
7230 Uniforms & Apparel	2,200.20	4,214.32	-2,014.12	-47.79 %
7250 Utilities	60,941.55	62,413.37	-1,471.82	-2.36 %
Total Expenses	686,030.70	626,191.16	59,839.54	9.56 %
NET OPERATING INCOME	-12,608.65	53,810.49	-66,419.14	-123.43 %
OTHER INCOME				
8040 TVRPD Development Fee Revenues	27,781.00	29,918.00	-2,137.00	-7.14 %
Total Other Income	27,781.00	29,918.00	-2,137.00	-7.14 %
OTHER EXPENSES				
8505 Quimby Expense	582.30	5,395.00	-4,812.70	-89.21 %
Total Other Expenses	582.30	5,395.00	-4,812.70	-89.21 %
NET OTHER INCOME	27,198.70	24,523.00	2,675.70	10.91 %
NET INCOME	\$14,590.05	\$78,333.49	\$ -	-81.37 %

Statement of Cash Flows

	Total
OPERATING ACTIVITIES	
Net Income	14,590.05
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	-9,869.71
1070 Prepaid Expenses	-3,669.48
1075 Employee Cash Advances	370.67
1092 Credit Card Receivables	-1,282.26
2000 Accounts Payable	-42,428.47
2010 Cardmember Services Payable	750.31
2014 Home Depot Payable	551.71
2020 Year End Accruals	-1,074.31
2021 Accrued Salaries & Wages	-13,538.01
2022 Accrued Employer PR Taxes	-1,389.84
2207 Sales tax payable	-862.09
2211 Payroll Liabilities:CalPERS Payable	845.68
2231 Payroll Liabilities:Health Plan Payable	-450.99
2250 Payroll Liabilities:Payroll Tax Liabilities	5,975.63
2258 Deferred Revenue-Events	-7,864.50
2259 Deferred Revenues-Grant Dog Park	500.00
2261 Pool Fund Payable	-2,000.00
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	-75,435.66
Net cash provided by operating activities	-60,845.61
INVESTING ACTIVITIES	
1162 Improvements	-2,544.31
1163 Equipment	-91,275.95

Approved: Mayor, Recorder, and Board of Directors

Page 11 of 11

	Total
1163.1 Equipment Not Placed In Service	-11,248.10
1180 Fleet Vehicles and Equipment	-31,829.05
1190 Construction In Progress	-30,928.92
Net cash provided by investing activities	-167,826.33
<hr/>	
FINANCING ACTIVITIES	
2305 CalPERS Unfunded Accrued Liability Valuation	5,248.00
Net cash provided by financing activities	5,248.00
<hr/>	
NET CASH INCREASE FOR PERIOD	-223,423.94
Cash at beginning of period	825,624.79
CASH AT END OF PERIOD	\$602,200.85
<hr/>	

TVRPD Budget vs Actual 2015-2016

July 2015 - February 2016

	Actual	Budget	Remaining	Total % Remaining
INCOME				
4010 Property Taxes	495,079.97	837,734.00	342,654.03	40.90 %
4020 Interest Income	2,187.76	3,500.00	1,312.24	37.49 %
4030 Adult Program Revenues	14,920.51	31,400.00	16,479.49	52.48 %
4050 Facility Revenue	71,970.04	137,925.00	65,954.96	47.82 %
4200 Contracted Classes Revenues	24,382.41	38,115.00	13,732.59	36.03 %
4210 Events Revenues	23,232.50	34,000.00	10,767.50	31.67 %
4211 Grant Income	25,000.00	27,500.00	2,500.00	9.09 %
4213 Sponsorship Revenues	4,272.60	34,000.00	29,727.40	87.43 %
4215 Donations	3,000.00		-3,000.00	
4300 Youth Program Revenues	55,739.00	70,200.00	14,461.00	20.60 %
4610 Billable Expense Income	14,656.81	25,000.00	10,343.19	41.37 %
4650 Discounts given	-2,783.65	-500.00	2,283.65	-456.73 %
4704 Sales	1,315.79	1,900.00	584.21	30.75 %
4760 Other Income	2,779.00		-2,779.00	
Total Income	735,752.74	1,240,774.00	505,021.26	40.70 %
COST OF GOODS SOLD				
5001 Adult Program Costs	4,917.99	4,700.00	-217.99	-4.64 %
5004 Contracted Classes Costs	20,141.29	32,960.00	12,818.71	38.89 %
5005 Events Costs	25,546.39	52,600.00	27,053.61	51.43 %
5008 Youth Program Costs	11,276.63	22,900.00	11,623.37	50.76 %
5704 Purchases for Resale	448.39	3,300.00	2,851.61	86.41 %
Total Cost of Goods Sold	62,330.69	116,460.00	54,129.31	46.48 %
GROSS PROFIT	673,422.05	1,124,314.00	450,891.95	40.10 %
EXPENSES				
6000 Employee Costs	425,414.76	739,556.00	314,141.24	42.48 %
7010 Advertising & Marketing	21,037.93	16,000.00	-5,037.93	-31.49 %
7020 Bank Service Charges	4,147.52	9,000.00	4,852.48	53.92 %
7026 Charitable Contribution	2,994.57	3,000.00	5.43	0.18 %
7030 Dues & Subscriptions	7,249.20	7,000.00	-249.20	-3.56 %
7035 Equipment Rents & Leases	1,341.85	7,000.00	5,658.15	80.83 %
7050 Insurance	13,892.67	29,400.00	15,507.33	52.75 %
7056 Interest Expense		300.00	300.00	100.00 %

				Total
	Actual	Budget	Remaining	% Remaining
7060 Licenses & Fees	4,778.56	10,000.00	5,221.44	52.21 %
7070 Maintenance	64,838.44	87,000.00	22,161.56	25.47 %
7084 Meals & Entertainment	1,363.06	2,000.00	636.94	31.85 %
7090 Office Supplies	12,479.97	14,500.00	2,020.03	13.93 %
7120 Professional Development	10,351.03	10,500.00	148.97	1.42 %
7150 Professional Fees	37,392.83	62,500.00	25,107.17	40.17 %
7160 Property Tax Collection Fee		12,500.00	12,500.00	100.00 %
7170 Publications & Legal		500.00	500.00	100.00 %
7175 Scholarship Fund Expense	421.00	5,000.00	4,579.00	91.58 %
7180 Security	4,597.26	5,000.00	402.74	8.05 %
7210 Telephone	10,588.30	11,000.00	411.70	3.74 %
7230 Uniforms & Apparel	2,200.20	4,500.00	2,299.80	51.11 %
7250 Utilities	60,941.55	97,470.00	36,528.45	37.48 %
Total Expenses	686,030.70	1,133,726.00	447,695.30	39.49 %
NET OPERATING INCOME	-12,608.65	-9,412.00	3,196.65	-33.96 %
OTHER INCOME				
8040 TVRPD Development Fee Revenues	27,781.00		-27,781.00	
Total Other Income	27,781.00	0.00	-27,781.00	0.00%
OTHER EXPENSES				
8505 Quimby Expense	582.30		-582.30	
Total Other Expenses	582.30	0.00	-582.30	0.00%
NET OTHER INCOME	27,198.70	0.00	-27,198.70	0.00%
NET INCOME	\$14,590.05	\$ -9,412.00	\$ -24,002.05	255.02 %

78

GAIL MATERIALS

10060 Dawson Canyon Road, Corona, CA 92883
(951) 667-6106 • Fax (951) 667-6102

Infield Mix • Decomposed Granite • Stabilized Decomposed Granite • Topsoil •
Grasswires • Soil Blending • Sand • Gravel • CU Soil • Trucking

Date: 3/2/2016

Expiration Date: 60 DAYS

**Tehachapi Little League
LeAnn Williams**

Phone: Steve Furtak 661-332-6698
Fax:
Email: sfurtak@ewingirrigation.com

Salesperson Job/Project Name
Adrian 490 West D Street, Tehachapi, CA 93561

Ship Via Payment Terms
Gail Net 30

MATERIALS PRICING

Tons	Description	Unit Price/Ton	Line Total
26	Pro Gold Infield Mix	\$30.00	\$780.00

Subtotal	\$780.00
Sales Tax	7.50%
Total	\$838.50

DELIVERY PRICING

Truck Loads	Description	Unit Price/Ton	Line Total
1	Truck & Transfer	\$27.00	\$702.00

Subtotal	\$	702.00
Total	\$	1,540.50

Quotation prepared by: 

ALL ORDERS REQUIRE PRELIM INFO, SIGNED QUOTE AND P.O.R BEFORE SHIPPING.
SATURDAY DELIVERIES WHEN AVAILABLE ARE SUBJECT TO A \$100.00 ADDITIONAL FEE PER LOAD
CREDIT CARD CHARGES ARE SUBJECT TO A 2% FEE.
INVOICES OVER \$1000.00 CANNOT BE PAID WITH A CREDIT CARD.
QUOTES ARE ONLY ESTIMATES, ACTUAL TONNAGE MAY VARY.
CONVERSION FACTORS GIVEN BY THE UNDERSIGNED ARE BASED ON LABORATORY LOOSE BULK DENSITIES.
QUANTITIES LISTED ON THIS QUOTE FOR EACH MATERIAL ARE NOT BASED ON COMPACTED RATES.
UP TO 50% ADDITIONAL MATERIAL MAYBE REQUIRED TO ACCOUNT FOR COMPACTION ON SOME PRODUCTS.
GAIL MATERIALS ASSUMES NO RESPONSIBILITY FOR OVERAGES/SHORTAGES ON YOUR PROJECT.
SCHEDULING DELIVERIES OVER 200 TONS LOADS REQUIRES 3-5 BUSINESS DAYS NOTICE.
DELIVERY CHARGE BASED ON 26 TONS LOADS NOT INCLUDING MATERIAL COST.
All credit accounts are due and payable NET 30 following the date of invoice.
Upon availability of trucking and availability of material(s).
15 minutes free unloading time, stand-by time of \$100.00 per hour thereafter
Quote is good for 60 days from the date of transmittal

Approved & Signed by: _____

10060 Dawson Canyon Road • Corona CA 92883 • Phone (951) 667-6106 • Fax (951) 667-6102 • Email gailmaterials@comcast.net

* Q U O T A T I O N *

PAGE: 1

QUOTE DATE: 3/04/2016

PRINT DATE: 3/07/2016

QUOTATION#: 2346543

IN REPLY TO YOUR INQUIRY

- SUBJECT TO CONDITIONS BELOW -
JOB: TEHACHAPI LL (SR. FIELD 90')

ATTN: LEANN WILLIAMS

FOR: 9697

CUSTOMER PHONE: (661) 827-0130

CASH SALE CONTR'R S BAKERSFIELD

4501 ASHE RD

BAKERSFIELD CA 933132032

CUSTOMER FAX: 1 (661) 827-0140

DESCRIPTION	ITEM NUMBER	QUANTITY	LIST PRICE	NET PRICE	EXTENDED PRICE
PR 50LB TURFACE PRO LEAGUE RED	55011310	120	20.00	12.360	1483.20
MUST BE PURCHASED BY MARCH 15					
IN-BOUND FREIGHT SURCHARGE					.48

NET PRICES ARE FOR QUANTITIES AND DESCRIPTIONS
SHOWN HEREIN ONLY, AND NO IMPLICATION OR WARRANTY
IS MADE WITH REGARD TO THEIR CORRECTNESS OR
AGREEMENT WITH THE SPECIFICATIONS. SHIPMENT SUBJECT
TO CREDIT CLEARANCE. NO LIABILITY IS ASSUMED FOR
QUANTITY SHOWN.

SUBTOTAL 1,483.68

7.5000% TAX 111.28

THE ABOVE QUOTATION IS FOR ESTIMATING PURPOSE ONLY.
WHEN ORDER IS PLACED IT WILL BE SHIPPED AT PRICE
IN EFFECT AT TIME OF SHIPMENT UNLESS OTHERWISE
NOTED ON THIS QUOTATION.

QUOTE TOTAL 1,594.96

Taxes on quote are estimated and will be calculated
based on tax rates in effect at time of order.

PRICES SHOWN ARE CURRENT AS OF 3/04/2016 AND WILL
BE GOOD UNTIL 4/03/2016. **EXCEPTION: WIRE & PIPE PRICES GOOD FOR 2 WEEKS ONLY.**
BY SCOTT

EWING IRRIGATION PRODUCTS & INDUSTRIAL PLASTICS

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

IN THE MATTER OF

**APPROVING DISTRICT MANAGER TO SPEND AN AMOUNT NOT TO EXCEED
\$6,500.00 FOR THE PURCHASE OF INFIELD MIX AND FIELD CONDITIONER FOR
INSTALLATION AT WEST PARK BALL FIELDS WITH THE STIPULATION THAT
\$5,500.00 WILL BE REIMBURSED TO THE DISTRICT FROM DONATIONS**

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 15th day of March 2016 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. 03-16

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE TEHACHAPI VALLEY
RECREATION AND PARK DISTRICT APPROVING DISTRICT MANAGER TO
SPEND AN AMOUNT NOT TO EXCEED \$6,500.00 FOR THE PURCHASE OF
INFIELD MIX AND FIELD CONDITIONER FOR INSTALLATION AT WEST PARK
BALL FIELDS WITH THE STIPULATION THAT \$5,500.00 WILL BE REIMBURSED
TO THE DISTRICT FROM DONATIONS**

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

WHEREAS, the Tehachapi Valley Recreation and Park District (TVRPD) is the owner in fee of certain real property commonly known as West Park;

WHEREAS, it has been established that West Park Ball Fields are in need of refurbishment; and

WHEREAS, the board desires to authorize the District Manager to spend an amount not to exceed \$6,500.00 for the purchase of infield mix and field conditioner for installation at West Park Ball Fields.

NOW, THEREFORE, BE IT FINALLY RESOLVED THAT the Board of Directors approve the District Manager to spend an amount not to exceed \$6,500.00 for the purchase of infield mix and field conditioner for installation at West Park Ball Fields with the stipulation that \$5,500.00 will be reimbursed to the District from donations.



Tehachapi Valley

Recreation & Park District

2016 TVRPD BOARD MEETING SCHEDULE

Time: All meetings scheduled for 5:30pm unless otherwise posted

Location: TVRPD District Office 490 West D Street, Tehachapi, CA 93561

1/19/16

2/8/16 (Rescheduled)

3/15/16

4/19/16

5/17/16

6/21/16

7/19/16 - Propose Rescheduling July Meeting to 7/26/16

8/16/16

9/20/16

10/18/16

11/15/16 - Propose Canceling November Meeting

12/20/16 - Propose Rescheduling December Meeting to 12/13/16