

Daily Credit Card Settlements

Daily, the bookkeeper verifies that all credit card transactions have been settled for the previous day.

Processing of Refunds

Refunds may arise from a variety of situations:

- Return of facility reservation damage deposits;
- TVRPD's cancellation of a program;
- A participant's cancellation of a program registration or reservation;
- Customer dissatisfaction.

The timely identification and processing of refunds is essential.

Responsibility to Process Refunds: The Administration Department~~Administrative Assistant~~ processes all refunds.

Refund Procedures: In an effort to create uniformity District-wide in the processing of refunds, the following procedures should be followed upon request for a refund:

- Upon receipt of request for a refund, a Request for Refund form must be completed (generally, the TVRPD staff member receiving the request completes the form).
- ~~Request for Refund forms should be filled out completely.~~
- ~~Upon completion of the Request for Refund form, the form must be forwarded to the responsible supervisor for approval.~~
- After supervisor approval, the Request for Refund ~~form~~ should be forwarded to the District ~~Office~~ for the appropriate Recreation Software transaction and given to the Administrative Assistant.
- The Request for Refund is then processed in QBO by the Administration Department~~Administrative Assistant~~.

Credit Card Refunds: Credit card refunds will be either issued a check or funds returned to the form of payment.

~~**Refunding Credit Balances:** Occasionally, a credit balance (as noted by a household credit in Recreation Software) will occur. These credit balances occur as a result of:~~

- ~~The customer's overpayment for a rental, registration, or other transaction type; or~~
- ~~An activity transfer from one class to another class with a lower registration fee.~~

After the customer transaction has been completed, the Administration Department office personnel should:

- Complete a Request for Refund ~~form~~ noting the reason for the credit balance (i.e., customer overpayment, activity transfer from one class to another class with a lower registration fee)
- Obtain supervisor approval and submit the refund for processing.

Timing of Refunds: If approved by the responsible supervisor, customers can anticipate receipt of a refund within four weeks of request. Refunds will be in the form of a check mailed via the U.S. Postal Service unless otherwise requested by the customer.



Chapter 6-200: Accounts Receivable Policy

Accounts receivable is money owed to the District by customers in exchange for goods or services that have been delivered or used, but not yet paid for. Payment for receipt of District services or goods is generally required in full prior to or in conjunction with the service being performed with the following exceptions:

- A payment method has been established by contract or agreement.
- An agreed upon payment method has been established by District management.
- Governmental or educational entities.

Unless otherwise agreed to in writing, credit will normally not be extended for more than 30 days.

Billing

To ensure that charges for services rendered are accurately recorded on a timely basis, billing invoices should be prepared no later than the 15th the month in which the services were rendered.

All initiated billings should have established terms (e.g., 30 days from bill dates) and all bills should be generated within an established time after initial provision of service (e.g., within 30 days).

Billing Invoices: Billing invoices are to be sent out at least monthly to all customers who have an outstanding balance due.

A copy of the billing invoice will be retained for subsequent review for a period of at least three years.

Copies of invoices and supporting documents will be filed in an assigned billing file, maintained and secured by the District Office.

All billing invoices must include, at a minimum, the following information:

- A clear description of goods or services sold and date of transaction;
- The date of invoice;
- The date the amount owing is due, generally 30 days from the date of invoice;
- A pre-numbered invoice number;
- Instructions to customers that a copy of the invoice must accompany payment.

Billing invoices that remain outstanding for three billing cycles will be subject to the District's collections process.

Billing Invoice Created in QBO: When possible, billing invoices for outstanding balances due to the District for activity registrations or facility reservations should be created using QBO.

Billing Invoice Timelines and Collection Procedures: The following procedures are to be used for the efficient collection of accounts due:

Collection Guidelines

<i>Step</i>	<i>Days from Date of Charge</i>	<i>Action</i>
1	–	Send first billing invoice to customer.
2	30	Send second billing invoice to customer.
3	60	Send third billing invoice and a letter to customer requesting immediate payment.

If the customer does not respond to the third notice and letter requesting immediate payment, the account information will be forwarded to the District Manager who will make the following determination:

- More rigorous collection efforts will be pursued.
- It is unlikely that the benefits to be gained from continued pursuit of the account will meet or exceed the costs of additional collection efforts.

In all cases, when an account becomes 60 days past due, additional credit should not be given until the account is returned to current status.

Inquiries from Customers

It is the responsibility of the originating department to provide all information related to amounts charged to its customers.

The originating department/unit will work with the customer and management to resolve all customer disputes and arrive at a satisfactory agreement on outstanding monies owed.

Recording of Receivables

The District will maintain an accurate record of receivable transactions. The accounts receivable ledger is to be maintained for each account showing all charges and payments. A monthly reconciliation is to be completed between the receivable records for the customers and the control ledger to ensure accuracy.

Aging of Receivables:

<i>Current</i>	<i>Past Due</i>	<i>Delinquent</i>	<i>Non-Collectible</i>
Accounts are due within 30 days of billing.	Accounts are 30 days past due date	Accounts are 60 days past due date	Amount unpaid after all prescribed collection efforts.

Write-Off of Accounts Receivable: Receivables will be written off only after fully documenting that:

- Rigorous collection efforts were pursued;
- All activities were consistent with established policies and procedures; and
- It is unlikely that the benefits to be gained from continued pursuit of the account will meet or exceed the costs of additional collection efforts.

If a receivable proves to be non-collectible based on collection efforts described in this policy, a recommendation will be made that the account be written off. Authorization for all write-offs will be in writing and supported by documentation evidencing the attempts made to recover the debt. The District Manager will authorize all write-offs of receivables.



Chapter 6-300: Recreation Software Balance

Recreation Software balances can occur due to balances owed, input errors, inappropriate processing of transfers, participant cancellations or class cancellations. The purpose of this policy is to ensure that Recreation Software balances are resolved.

Activity Registrations

In an effort to minimize Recreation Software balances, the following procedures must be followed. All customers registering at TVRPD facilities:

- Must pay registration fees in full at the time of activity registration.
- If household indicates, through a tickler, eligibility for scholarship, the appropriate discount should be applied and the discounted fee paid in full.
- In the absence of a Recreation Software tickler, pre-existing scholarship procedures should be followed in order to qualify for the scholarship discount.
- Households with a previous activity balance or NSF balance cannot register for an activity until all activity balances are paid in full. Customers unable to pay the full balance should be directed to call the [Administration Department Administrative Assistant](#).

Procedures to Resolve Recreation Software Balances

~~Step 1: At the end of each quarter, reports will be sent to supervisors seeking confirmation of balances within their areas of responsibility. Responses must be provided to the Administrative Assistant within seven days.~~

~~Step 2: Based on supervisor responses, Recreation Software balances as a result of input errors, inappropriate processing of transfers, participant cancellations or class cancellations will be corrected by the Administrative Assistant.~~

~~Step 3: If balances are found to be true and valid, a collection process will begin for Recreation Software balances \$5.00 or greater.~~

~~The Administrative Assistant will take the following steps:~~

CHAPTER 6-300: Recreation Software Balances

Time-Frame	Action	Payment-Due-Date
Within Two-Weeks	Invoices will be mailed to households with balances	30-Days
At the End of the 30 Day-Due-Date	A second invoice will be mailed to households with remaining balances	15-Days

Inquiries from Customers

It is the responsibility of the originating department to provide all information related to amounts charged to its customers. The originating department/unit will work with the customer and management to resolve all customer disputes and arrive at a satisfactory agreement on outstanding monies owed.

Write-Off of Recreation Software Balances

The bookkeeper may recommend that unresolved balances be written off. Authorization will be in writing and supported by documentation evidencing the attempts made to recover the balance. The District Manager will authorize all write-offs of Recreation Software balances.

NSF Checks

Recreation Software balances resulting from NSF collection efforts will remain in effect until resolution from the District Attorney's Office.



Chapter 6-400: Accounts Payable Policy

Processing Payments From Invoices

An invoice is a bill issued by a vendor who has provided goods or services to the District. In order to ensure that vendors receive payment for goods or services in a timely manner, the District Office depends on all employees to follow procedures outlined relating to processing of vendor invoices.

Invoices are submitted to the District in a variety of ways:

- Mailed directly to the District Office;
- Received directly by a District purchaser from the vendor at time of purchase; or
- Received with delivery of goods or services.

Upon receipt of invoices by the ~~Administration Department~~ ~~Administrative Assistant~~, the invoice will be forwarded to the appropriate District employee for approval documentation.

Employees who receive invoices as a result of a direct purchase must submit the invoice to the District Office immediately with the appropriate approval documentation.

Invoices received with the delivery of goods or services must also be submitted to the District Office immediately with the appropriate approval documentation.

Approving an Invoice for Payment

Vendor invoices should be forwarded to the District Office promptly to ensure that payments are made in a timely manner so as to avoid any late payment charges. The appropriate budget holder must approve vendor invoices. To approve an invoice, the following information must be noted on the invoice:

- Description of the purchase;
- Invoice total; and
- Initials of the person authorizing the invoice.

NOTE: The District Office must receive invoices no later than Monday at 5:00 P.M. in order for the invoice to be processed with the current week's vendor checks.



Chapter 6-500: NSF Checks Policy

The purpose of the NSF Check Policy is to establish a policy and procedures for collecting funds due on returned checks.

NSF Fee: To cover additional bank charges and collection expenses on checks returned by the bank for non-sufficient funds (NSF), an NSF Fee has been established and approved by the TVRPD Board of Directors. The NSF fee is \$25.00 per returned check.

Procedure for Funds Due on Returned Checks: Upon notification from the bank that a check made payable to TVRPD has been returned for non-sufficient funds (NSF), the following policy will be followed:

- Participant will be telephoned to inform them of the NSF check.
- Registration will be cancelled in Recreation Software.
- The supervisor will be notified so that services to participant cease.
- When restitution is made, registration is reinstated and participation may resume.
- NSF payment is entered in QBO (not Recreation Software).

If restitution cannot be solved within 5 business days of receipt of NSF notification, the following policy will be followed:

- **First Notice:** An initial notice will be sent out by regular mail to the address printed on the check informing the check signer that repayment of fees, plus an additional \$25.00 returned check fee (NSF fee), must be made as soon as possible in cash, money order, cashier's check or credit card. The notice also informs the check signer that the NSF check will be forwarded to the District Attorney's Bad Check Enforcement Unit for restitution if payment is not collected and that the check signer should call and advise the ~~Administration Department~~**Administrative Assistant** of the date that payment will be made.
- **Second Notice:** If repayment has not been made within 30 days of the first notice, a second notice will be sent notifying the check signer that repayment, plus the \$25.00 NSF Fee, must be received within 10 days of the date of this second notice or the returned check will be forwarded to the District Attorney's Bad Check Enforcement Unit for restitution.
- **Third and Final Notice:** If repayment has not been made within the 10-day time frame given in the second notice, a third and final notice will be sent informing the check signer of the date the NSF check will be forwarded to the District Attorney's Bad Check Enforcement Unit for restitution. Repayment will be

CHAPTER 6-500: NSF Checks

accepted up to the date the NSF check is to be forwarded to the District Attorney's Office.

Payment Process: Payments, including the \$25.00 NSF Fee, may be made at the TVRPD District Office, 490 West D Street. Payments will be accepted in the form of cash, money order, cashier's check, or by credit card.

District Attorney's Bad Check Enforcement Unit: If funds are not received in full by the expiration date provided in the third and final notice, the NSF check will be forwarded to the District Attorney's Bad Check Enforcement Unit for restitution.

Future Participation in TVRPD Programs: The NSF check signer will not be eligible to register in future TVRPD programs until restitution has been made.



Chapter 6-600: Petty Cash Processes

A petty cash fund may be established for one of the following purposes:

- **Petty Cash “Reimbursement” Fund:** To make cash available for expenditures or reimbursements for supplies and services where the estimated costs will be small or infrequent.
- **Petty Cash “Change” Fund:** To make change available for necessary site operations. A change fund should not be used for expenditures or reimbursements. A Change fund may be maintained in perpetuity.
- **Petty Cash “Event” Fund:** To make change available for necessary on-site event-specific operations. An Event fund should not be used for expenditures or reimbursements. An Event fund must be returned immediately following event for which it was distributed.

Responsibility for Administration of District Petty Cash Funds

Responsibility for overseeing all petty cash funds will reside with the [Administration Department Administrative Assistant](#).

Employee Request for Reimbursement

A Petty Cash Reimbursement Fund is maintained only in the District Office.

When requesting a petty cash reimbursement (if employee used his or her own cash to purchase District goods or services with prior authorization from the District Manager or [Administration Department Administrative Assistant](#)), an employee must complete the “Employee Reimbursement Form.” The form must be signed by the employee and his/her supervisor, submitted to the fund custodian and include the following:

- Date of the expenditure;
- Vendor name;
- Description/justification of purchase;
- Dollar amount of the expenditure;
- A sales receipt is required to document the purchase.

Monthly Verification of District Petty Cash Funds

Each month, the District Office will verify the petty cash fund and any change funds. Petty Cash Event funds are reconciled immediately following each event (on the first business day following the event closure).

Audit of District Petty Cash Funds

Petty cash funds are subject to audit at any time.

To Request a Petty Cash Change Fund

A Request for Change or Event Fund form for the opening of a Petty Cash Change fund must be submitted to the District Office stating the nature of the fund, the reason it is needed, the amount requested, the denominations needed, and the name of the fund custodian.

The amount of the Change cash fund request should be a conservative estimate of need.

The ~~Administration Department~~Administrative Assistant will audit the request to ensure that proper documentation has been provided and provide change fund to custodian for ongoing use.

Responsibility of Petty Cash Change Fund Custodian:

- Maintain fund and receipts in a secure area.
- Notify ~~Administration Department~~Administrative Assistant of any theft.
- Notify ~~Administration Department~~Administrative Assistant weekly if denominations of fund need to be adjusted.
- Notify ~~Administration Department~~Administrative Assistant if change fund amount is determined to be insufficient or too generous so appropriate adjustment can be made.

To Request a Petty Cash Event Fund

A Request for Change or Event Fund form for the opening of a Petty Cash Event fund must be submitted to the District Office stating the nature of the fund, the reason it is needed, the amount requested, the denominations needed, and the name of the fund custodian.

The amount of the Change or Event cash fund request should be a conservative estimate of need.

The ~~Administration Department~~Administrative Assistant will audit the request to ensure that proper documentation has been provided.

CHAPTER 6-600: Petty Cash Processes

Responsibility of Petty Cash Event Fund Custodian:

- Maintain fund and receipts in a secure area.
- Notify ~~Administration Department~~Administrative Assistant of any theft.
- Return the entire Petty Cash Event Fund, along with cash income, to the ~~Administration Department~~Administrative Assistant as soon as possible (and no later than the first business day) following the end of the event.



Chapter 6-700: Payroll Process

The payroll policy provides guidelines for the processing and accounting of employee pay. These payroll policies and procedures apply to all District units.

Two primary purposes of the Payroll Process are:

- The timely and accurate processing of pay authorization documents that produce payroll checks; and
- The distribution of payroll checks according to employee instructions.

Payroll processes abide by all state and federal laws and the policies of Tehachapi Valley Recreation and Park District Recreation and Park District.

General Payroll Information

Non-Exempt Timekeeping Requirements: All ~~non~~-exempt employees are required to record time worked on a time card for payroll purposes. Employees' time must be recorded and employees must sign their time cards. Changes on the time card must be initialed by the supervisor.

Exempt Timekeeping Requirements: All exempt employees are required to record sick or vacation time using the ~~time card~~timecard. ~~The following is a list of exempt position classifications:~~

- ~~District Manager~~
- ~~Administrative Assistant~~
- ~~Recreation Supervisor~~
- ~~Recreation Coordinator~~
- ~~Maintenance Foreman~~

Schedule – ~~Time Card~~Timecard Due Dates and Pay Dates

~~Time Card~~Timecard Schedules are published each fiscal year and include the following information:

- Pay Period Number
- Pay Period Start Date
- Pay Period End Date
- Payday

~~Time Card~~Timecard Schedules are available at the TVRPD District Office.

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Pay Periods: The District operates under a bi-weekly payroll system. Each bi-weekly payroll period begins at 12:01 a.m. on Saturday and ends two weeks later on Friday at 12:00 midnight.

Paydays: Paydays occur bi-weekly on Tuesdays, nine days following the end of the pay period. If a payday falls on a holiday, employees will be paid on Monday preceding the normal Tuesday payday.

Pay Delivery Options: Two pay delivery options are available: Direct Deposit or Mail.

- **Direct Deposit:** Direct Deposit is the most convenient and secure way to be paid. The employee's net pay is sent via electronic funds transfer directly to the checking or savings account assigned by the employee. The employee's pay becomes available at his or her financial institution after 12:01 a.m. on payday. Employees have Internet access to their pay stubs; in the event that an employee does not have Internet access, s/he may request a "bank draft" paper earnings statement detailing the employee's gross pay, deductions, and net pay to be sent to the employee's home via U.S. mail.

• ~~Mail: Employees who do not elect to receive their pay through direct deposit will receive paychecks sent to their home via U.S. mail.~~

Responsibility of Employee in the Payroll Process

- Complete all new-hire paperwork as designated by the District Office.
- Accurately record time worked on a TVRPD ~~time card~~ timecard each bi-weekly pay period.
- Include a Request for Leave form for all leave taken during the bi-weekly pay period.
- On ~~time card~~ timecard, certify hours worked by signing the time card.
- ~~Time cards~~ Timecards must be signed by the employee in order to be processed.
- Submit each ~~time card~~ timecard to your supervisor at the end of the last shift of the pay period.
- Report promptly to the ~~Administration Department~~ Administrative Assistant any discrepancies between the time worked and pay.
- Notify the ~~Administration Department~~ Administrative Assistant when changes to name, address or phone number occur.
- ~~If opting to receive paychecks through direct deposit, notify the Administration Department~~ Payroll Office of bank account changes that would affect the "direct deposit" process.

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Responsibility of Supervisor in the Payroll Process

- Be familiar with the District's payroll policies regarding hours worked, meal periods, and overtime pay.
- Prior to assigning a new employee, ensure that all new hire paperwork has been completed.
- Provide new hires with appropriate training regarding completion of bi-weekly ~~time card~~timecards, time card due dates and completion of leave slips.
- Each bi-weekly pay period, certify accuracy of employee ~~time card~~timecards by signing time cards.
- Certify accuracy of employee leave slips.
- Ensure all ~~time card~~timecards include employee signatures.
- Deliver ~~time card~~timecards to ~~Administration Department~~Administrative Assistant by 11am on the Monday before pay date.

Responsibility of ~~Administration Department~~Administrative Assistant in the Payroll Process

- Prepare payroll time schedules.
- Maintain employee personnel files.
- Ensure accurate and timely processing of all phases of bi-weekly payrolls.
- Ensure that all checks are properly distributed.
- Process enrollments, changes and cancellations for various benefit programs including medical, dental, life, pension and other programs.
- Provide information to employees on payroll matters.
- Work at resolving any employee problems relative to payroll.

Responsibility of Bookkeeper in the Payroll Process

- Maintain accurate payroll records, tax and deduction authorizations.
- Record employee absences.
- Prepare and balance period-end reports and reconcile issued payrolls to bank statements.
- Prepare and issue W-2 forms to employees.

Late Time Sheets

Late or unsigned ~~time card~~timecards will be processed with the next payroll cycle.

Pay Advances

Employees are not eligible to receive pay advances.

Overtime Pay

It is the policy of the District that overtime work will normally be unnecessary and that the regular shift assigned will normally be sufficient time to complete assigned duties. However, occasionally, employees may be required to work overtime as necessary to meet deadlines or emergencies. All overtime work must be previously authorized by the supervisor except in extreme emergencies.

The District provides compensation for all overtime hours worked by non-exempt employees, employees that by the nature of their work are not designated as exempt and who are subject to overtime provisions of the Fair Labor Standards Act, in accordance with federal law as follows:

- All hours worked in excess of 40 hours in a workweek by non-exempt employees will be treated as overtime.
- The workweek begins each Saturday at 12:01 a.m. and ends on the following Friday at 12:00 midnight.
- With the exception of paid holidays, only actual hours worked in a given workweek will apply in calculating overtime. This includes all the time an employee is required to be on duty or on District premises or at a prescribed workplace. Sick leave, vacation and regular part-time leave are not hours worked, therefore, do not apply in calculating overtime.
- Overtime will occur in one-quarter hour increments.
- Compensation for overtime will be paid at a rate 1½ times the employee's regular rate of pay.

Seasonal employees may not be entitled to overtime considerations beyond receiving the normal hourly rate of pay for each hour worked, depending upon position.

Exempt employees are not covered by the overtime provisions and do not receive overtime pay. Exempt employees may have to work hours beyond their normal schedules as work demands require.

Meal Periods

Meal periods are unpaid time off as follows:

- Employees are provided with an unpaid meal period of at least 30 minutes for every 5 hours of work, to be taken approximately in the middle of the workday.
- When a work period of not more than 6 hours completes the day's work, the meal period may be waived by mutual consent of the District and employee.

Rest Periods

Employees are provided with a paid 10-minute rest period for every four hours of work or major portion thereof.

Scheduling of Meal and Rest Periods

Supervisors will schedule meal and rest periods.

Accrual of Sick Leave, Vacation Leave and/or Part-Time Leave

The Bookkeeper is responsible for recording employee accruals and uses of sick leave, vacation leave and/or part-time leave as follows:

Sick Leave: Sick leave accrues to regular full time employees at a rate of 4 hours per pay period.

Seasonal Employee Sick Leave Accrual: Seasonal employees that have been employed for 30 days or longer will accrue 1 hour of sick time for every 30 hours ~~worked,~~ ~~and worked and~~ may be taken following 90 days of employment. Unused hours will carry over the next year. The maximum number of sick hours that may be accrued is 24 hours. Tehachapi Valley Recreation and Park District is not required to provide compensation to a seasonal employee for accrued, unused paid sick days upon termination, resignation, retirement, or other separation from employment as stated in AB 1522.

Vacation Leave: Regular full time employees begin to accrue vacation leave from the date of active employment, however, no vacation time may be taken by an employee until he or she has completed six months of active service. Vacation leave accrues to regular full time employees as follows:

- Less than 5 years of continuous service – 4 hours per pay period
- 5 or more years of continuous service – 6 hours per pay period
- 15 or more years of continuous service – 8 hours

Salary Adjustments

Merit/Performance Increases: Annually and dependent upon availability of District funding, merit-performance increases (based upon performance) may be recommended by the employee's supervisor and approved by the District Manager under the terms and conditions outlined in the Personnel Policies and Procedures.

Cost of Living Increases: From time to time and dependent upon availability of District funding, the District Manager may recommend and the TVRPD Board of Directors may approve salary range adjustments or cost of living increases.

Processing of Salary Adjustments: In such cases, all salary increase paperwork is initiated through the District Office. Salary increases will be calculated and processed through the District Office.

Payment Upon Termination

Upon termination from employment, payment of final wages will occur on the next regularly scheduled payday. Final wages will include any vacation leave accrued up to the maximum accrual allowed (for full-time employees). District property, such as keys, uniforms and equipment must be returned by the employee prior to or at the time that the final paycheck is provided.

Payment Upon Retirement

Upon retirement from employment, payment of final wages will include:

- For full-time employees: Any vacation leave accrued up to the maximum accrual and one-half of accumulated sick leave up to the maximum of 144 days or 1,152 hours.
- District property, such as keys, uniforms and equipment must be returned by the employee prior to or at the time that the final paycheck is provided.

Payroll Errors

Payroll errors may occur due to incorrect data, late paperwork, or input errors. All payroll errors should be reported to the [Administration Department Administrative Assistant](#) promptly for resolution of the issue.

Other Errors

Employees should notify the [Administration Department Administrative Assistant](#) immediately if an error has been made in an employee's name, social security number, address, pay delivery, authorized deductions, tax withholding, etc. Error will be corrected on the next pay period.

Personnel Rules and Regulations

For additional information related to payroll, compensation and benefits, reference the Personnel Policies and Procedures in Chapter 4 of this handbook.



Chapter 6-800: Chart of Accounts

The Chart of Accounts is a system of accounting records developed by every organization to be compatible with its particular financial structure and in agreement with the amount of detail required in its financial statements. It consists of a list of account names and numbers showing classifications and sub-classifications and serves as an index to locate a given account within the financial structure. It is used to classify, record, budget and report financial transactions.

TVRPD's Chart of Accounts is available to TVRPD staff and budget holders on the District's computer server or by contacting the District's District Office.



Chapter 6-900: Budget

The annual budget is one of the single most important financial responsibilities of local government. The annual budget should:

- Set goals and formulate a plan to achieve them;
- Establish priorities in the selection of District programs to help achieve those goals;
- Estimate the District's income and expenditures;
- Serve as a control tool for using the District's resources;
- Provide the public a written document that plainly describes activities and expenditures that will be undertaken during the next fiscal year;
- Serve as a short and long-term planning tool; and
- Serve as a day-to-day operations guide.

California Government Code requires that Tehachapi Valley Recreation and Park District:

- Prepare a proposed budget for Board of Directors' consideration;
- Conduct a public hearing giving opportunity for public comment;
- Adopt an annual budget by the TVRPD Board of Directors before the first day of the fiscal year;
- Conduct financial affairs of the District in conformance with the annual budget.

Budget Fiscal Year

Tehachapi Valley Recreation and Park District uses a fiscal year budget that begins July 1 and ends June 30 of each year.

Budget Format

Tehachapi Valley Recreation and Park District uses the conventional line item budget format. The budget lists, line by line, the various items, such as salaries, materials, supplies, etc. for which the District plans to spend money during the upcoming fiscal year. The District budget is also broken down into major divisions for budgetary and managerial control.

Budget Preparation Process

Goals and Objectives: The first step in budgeting is to establish the District's goals and objectives for the coming year. The goals and objectives are clearly conveyed to staff so

that individual budget holders may develop their unit action plans in accordance with the overall goals of the District.

Budget Responsibilities—District Manager: The District Manager provides policy statements relating to the District’s economic outlook, budget guidelines, expenditure levels, and service emphasis. The District Manager is responsible for the preparation of the annual budget including budget planning, timelines, budget forms, revenue forecasts and collection of financial information necessary to compile the budget. The District Manager prepares preliminary and final budget documents for Board of Directors’ review and approval.

Budget Responsibilities—Budget Holders: In conformance with District Manager policy statements and budget guidelines, budget holders prepare service plans outlining unit goals for the upcoming fiscal year, then incorporate goals into unit budgets, providing cost estimates for goal achievement and justification and support for each request.

Budget Responsibilities—The Board of Directors: The role of the Board of Directors includes:

- Goal and policy reassessments;
- Evaluation of long-term program and development needs;
- Analysis of the District’s present and anticipated fiscal situation;
- Evaluating recommendations for budgetary appropriations;
- Ensuring that the process and budget are legal (including the publishing of a public hearing notice and conduct of the hearing);
- Approving preliminary and final budgets; and
- Approving budget revisions during the course of the fiscal year.

Annual Budget Calendar

The purpose of the calendar is to alert Board of Directors and staff to the expected completion of each phase of the budget process. The ~~Business Director~~District Manager is responsible for the preparation of the budget calendar. The budget calendar lists steps and suggested timelines for completion of each step of budget development.

CHAPTER 6-900: Budget

The example annual budget calendar includes the following components:

TIMELINE	BUDGET ACTIVITY	RESPONSIBLE PARTY
January	Budget Calendar Preparation	District Manager
February Finance & Budget Committee Meeting	Preliminary Budget Discussion	Finance & Budget Committee, District Manager
February Management Meeting	Preliminary Budget Discussion with Management Staff	District Manager
February Board Meeting	Preliminary Budget Discussion	Finance Committee Chairperson and District Manager
March	Property Tax Revenue Projection	District Manager
March Finance & Budget Committee Meeting	Preliminary Budget Workshop	Finance & Budget Committee, District Manager
March Board Meeting	Preliminary Budget Progress Update	Finance Committee Chairperson and District Manager
March Management Meeting	Presentation of District Manager Policy Guidelines Distribution of Budget Preparation to Management Staff	District Manager District Manager
April	Completed Budget Requests Due to District Manager	Management Staff
April	District Manager Budget Hearings	District Manager and Staff
May Finance & Budget Committee Meeting	Budget Committee Budget Workshop with presentation of department budgets	Finance & Budget Committee, District Manager and Staff
May	Preliminary Budget Completed	District Manager
May Board Meeting	Budget Recommendation Presentation	District Manager
June Board Meeting	Adoption of Preliminary Prop 4 Limit Adoption of Preliminary Budget	Board of Directors
June	Public Hearing Notices Published for Budget and Prop 4 Limit	Board Clerk
July 1	Preliminary Budget Goes Into Effect	District Manager
July Board Meeting	Budget Public Hearing Conducted Adoption of Annual Budget & Prop 4 Limit	Board of Directors
July	Approved Budget Goes Into Effect	Administrative Assistant/Bookkeeper
December Finance & Budget Committee Meeting	Review Midyear Budget	Finance & Budget Committee, District Manager
February Board Meeting	Midyear Budget Presentation	District Manager

Budget Document

The District Manager publishes comprehensive preliminary and final budget documents. The budget document provides the following information:

- District Organizational Chart
- Information Relating to District Operation
- Program and Facility Information
- Facility Maps
- District Manager Introduction
- Budget Overview
- Budget Summaries
- Division Summaries
- Capital Equipment Listing
- Capital Maintenance Projects
- Capital Improvement Projects
- Level of Service for Recreation Programs
- Supplemental Information
 - Proposed Salary Schedules
 - Employee Training Detail
 - Membership Dues

Budget Entry Into Accounting System

Upon final adoption of the budget by the Board of Directors, the budget document is entered into the District's accounting system by the bookkeeper.

Distribution of Budget Documents

Copies of the adopted budget are distributed to unit budget holders and other interested parties.

Budget Transfers After Adoption

~~Budget transfers may be requested after adoption of the budget when the request does not exceed the annual budget allowance. The Board must approve any proposed budget transfers that exceed \$3,000.~~

Amending the Budget After Adoption

The District is required to expend funds in compliance with the budget, except in an emergency. The Board of Directors, however, is not prevented from making changes to the budget in the form of:

- New line items that increase the overall budget; or
- Increases to existing line items that increase the overall budget.

Each of these actions requires Board of Directors' approval before expenditure.

Mid-Year Budget Review

Each year in January, a midyear budget review is conducted by all budget holders. After ~~review of~~ reviewing budget holder requests, the District Manager recommends mid-year budget adjustments to the TVRPD Board of Directors at their February Board Meeting for their consideration and approval.



Chapter 6-1000: Reserves

Fund balance reserves indicate the portions of fund balance not appropriable for ~~expenditure, or expenditure or~~ amounts legally segregated for a specific future use. The TVRPD Board of Directors establishes fund balance reserves.

This policy establishes the level of reserves necessary for adequately providing for:

- Revolving cash, stores inventory and prepaid expenses
- Encumbrances
- Cash flow requirements
- Stable base of long-term financing for District capital projects
- Emergency maintenance of capital improvements
- Offsetting replacement costs of aging, damaged or vandalized park equipment and amenities

Revolving Cash and Prepaid Expense Reserves

The District maintains revolving cash and prepaid expense reserves to facilitate District operations. These account balances are equally offset by fund balance reserves, which indicate that balances do not constitute “available spendable resources,” although they are a component of net current assets.

Encumbrance Reserves

Contracts and other commitments for the expenditures of monies are recorded as encumbrances in order to reserve that portion of the applicable appropriation. Encumbrances outstanding at yearend are reported as reservations of fund balances since they do not constitute expenditures or liabilities.

Capital Improvement Reserves

The reserve for capital improvements has been established to provide a stable base of long-term financing for District capital projects. This amount has been legally segregated by action of the District’s Board of Directors and is not available for appropriation.

Capital Maintenance Reserve

The reserve for capital maintenance has been established for maintenance of capital improvements. The amount has been legally segregated by action of the District’s Board of Directors and is not available for appropriation.

CHAPTER 6-1000: Reserves

Procedure for Monitoring Reserve Levels

The District Manager will perform a reserve analysis to be submitted to the Board of Directors. The District's Board of Directors will review and establish reserve fund balances during the formal annual budget process. The Board of Directors will also review fund balance reserves during the midyear budget review process.



Chapter 6-1100: Revenue Policy

The purpose of this policy is to guide the board and staff when considering existing, new or enhanced revenue sources.

- The District will attempt to continually search for new revenue as a way to diversify its revenue base and help ensure a balanced budget.
- Dependence on any one source of funding to provide services should be minimized.
- The District will follow an aggressive policy of collecting the revenues that are due.
- Nonrecurring revenues and other financing resources should not be used to finance continuing operations.
- Long-term financial commitments should be avoided unless sustained revenue growth is assured.

Revenue Projections

Revenue estimates will be based on reasonable expectations. When fund balances become insufficient to absorb occasional shortfalls, then more conservative estimates should be used.

Types of Revenue Sources

Property Taxes: Property tax revenues, as a portion of the 1% countywide tax, come from the assessed valuation of all commercial, residential, and mineral property within the District.

The District maintains an agreement with the County of Kern for the collection of all taxes and assessments due to the District. TVRPD's share of property tax revenues collected by the County are allocated to the District. It is the responsibility of the District Manager to control all allocations in accordance with the approved budgetary guidelines.

Charges For Services, Programs, and Facilities: All fees and charges for services, programs, and facilities will be imposed for the purpose of supplementing the District's tax revenues with the ultimate goal of expanding and improving services offered by the District.

In determining fees or charges, the District's Board of Directors will consider the following:

- The public's ability to pay;
- Cost of the service;
- Level of demand;
- The District's financial circumstances; and
- Resident versus non-resident participants.

Market rates and charges levied by other public and private organizations for similar services will also be considered in establishing fees and charges.

Scholarships:

Scholarship programs have been established to provide a method and means for needy and lower income District residents to participate in activities through reduced or waived fees as follows: Sylvia "Sandy" Chavez Children's Scholarship Fund for children twelve or under, or Walter A. Dye Teen Scholarship Fund for children thirteen to eighteen. District allocates funds to the scholarship funds based on budget.

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Grants: The District aggressively pursues all grant opportunities. However, before accepting any grant, the District will consider the current and future implications of accepting or rejecting the monies. Major grants will be presented to the Board of Directors for approval before the District accepts the proposed funding or asset(s).

Interest on Investments of Cash: The District uses the County Treasurer's Office for investment of cash. These funds are pooled with other County funds for short and long-term investment.

The District's priority of investment objectives are (in order):

- Safety of invested funds;
- Maintenance of sufficient liquidity to meet cash flow needs; and
- Attainment of the maximum yield possible, consistent with the first two objectives.

One Time Revenues: One-time revenues should be used only for one-time expenditures. The District should avoid using temporary revenues to fund mainstream services.

Special Fundraising Events: Though fundraising drives cannot be solely depended upon for the financing of major District services, such activities may be authorized for supporting special projects.

Revenues derived from special fundraising events will be processed at the same time and in the same manner as charges for services, programs, and facilities. However, in this

case, a sum equal to the amount collected during the fundraising drive will be earmarked for expenditure only within that program sphere for which the project was undertaken.

Park Land Dedication Fee (Quimby Act): Within the boundaries of Tehachapi Valley Recreation and Park District, it has been determined that the population growth resulting from residential development impacts the District's ability to meet the park and recreation needs of the community, therefore, Park Land Dedication Fees (Quimby Act) are collected from developers. These fees provide a means of deeding land or collecting fees from residential developers that will mitigate the impact of new residential development to assist in meeting parkland requirements.

These fees are deposited with the District and are subject to certain restrictions on use. The District does not recognize these fees as revenue until expenditures for capital projects are made on a cost-reimbursement basis. These fees revert to the lot owners if unexpended or uncommitted within five years from the date of deposit.

Park Development Fees: A Park Development Fee is assessed to developers for each residential unit being built within the boundaries of the District. The District does not recognize these fees as revenue until expenditures are made on a cost-reimbursement basis. These fees revert to the lot owners if unexpended or uncommitted within five years of the date of deposit.

Issuance Of Bonds: In accordance with the provisions of Section 5790 of the Public Resources Code, the Board of Directors may issue a resolution calling for an election within jurisdiction for the issuance of bonds.

It will be District policy to issue bonds only when, in the best judgment of the Board, large capital improvements in construction or acquisition would best be financed over a long period of time. All bond issuance proposals will be accompanied by a long-range capital improvement plan indicating needs, methods, costs, and other supportive data.

In no event should the District's bonded indebtedness exceed 10% of the assessed valuation of all taxable property. Finally, no revenues received from the issuance of bonds will be expended for purposes other than those specifically cited in the Board resolution calling for the bond election.

Loans: As provided by Sections 5786 and 5788 of the Public Resources Code, the District may acquire any and all necessary land, facilities, and other items essential to District operations by means of loans from either public or private entities including federal, state, and local governmental agencies, private commercial banks, savings and loans associations, and insurance companies.

CHAPTER 6-1100: Revenue

The District will secure loans only when the cost of a project is greater than ordinary tax receipts and other revenues available for such purposes at the time the costs must be paid. The amount of borrowed indebtedness will not exceed two times the anticipated tax receipts for the preceding year. The conditions of the loan contract will facilitate repayment within ten years. The repayment of all loans will be calculated in the District's annual budget.



Chapter 6-1200: Purchasing Policy

The following Purchasing Policy has been developed to ensure proper accountability of public funds entrusted to Tehachapi Valley Recreation and Park District and to maintain those controls necessary for the District to efficiently operate. This policy ensures adequate control over budget and expenditures and adheres to legal and ethical purchasing procedures.

General Responsibility

Except where otherwise specified, the District Manager or his/her designee will be deemed responsible for all purchases of and contracts for materials, supplies, furnishings, equipment, miscellaneous services, and other such items required by a division or other organizational unit of Tehachapi Valley Recreation and Park District. Every purchase must be made on behalf of Tehachapi Valley Recreation and Parks District.

Expenditure Control

Once the annual budget is adopted, it will be the controlling document for District expenditures. All funds must be expended within the limitations allocated for each division's budget classification.

Responsibilities of Budget Holders

Budget holders are responsible for:

- Operating within their approved budget;
- Scheduling adequate time to allow the purchasing process to be performed correctly;
- Adhering to the District's purchasing policy; and
- Ensuring that all employees affected by this policy understand and adhere to the District's purchasing policy.

Compliance with Purchasing Policy

Compliance with these policies and guidelines is mandatory. Abuse or non-compliance with this policy could result in disciplinary action up to and including termination.

Purchasing Options, Guidelines and Limitations

All purchases should be made with the goal of purchasing the highest possible quality of goods and services for the District at the lowest possible costs; therefore, budget holders must be responsible and use the same purchasing "principles" with every purchase. Purchasing transactions and rules that govern how they are managed are based upon dollar amount and type of purchase.

Purchasing Options: Purchasing options available to District purchasers include:

- Use of petty cash (infrequent purchases where the cost is anticipated to be small);
- Use of District established vendor credit accounts;
- Use of an TVRPD bank card; or by check
- Purchase order

Purchases Less than \$1,000: Purchases of goods or services in amounts less than \$1,000 may be made from:

- The lowest or most responsible vendor.

Purchases Over \$1,000 and Less than \$5,000: Three options are available to purchase goods or services over \$1,000 and less than \$5,000. These include purchases from:

- The lowest or most responsible vendor as a result of three written quotes;
- A Sole Source Vendor, or
- The District's Preferred Vendors List.

NOTE:

Purchaser must complete a Request for Purchase form for these transactions. Purchases are not authorized until the Request for Purchase has been approved. Purchases from the District's Preferred Vendors List do not require a Request for Purchase form, however, it is the responsibility of the purchaser to verify that funds are available within the appropriate budget line item to cover the purchase.

Purchases Over \$5,000 and Less than ~~\$15,000~~\$25,000: Two options are available to purchase goods or services over \$5,000 and less than ~~\$15,000~~\$25,000. These include purchases from:

- The lowest or most responsible vendor as a result of three written quotes; or
- A Sole Source Vendor (attach Sole Source Determination form to Request for Purchase form).

NOTE:

Purchaser must complete a Request for Purchase form. Purchases are not authorized until the Request for Purchase form has been approved.

Purchases Over ~~\$15,000~~\$25,000: The District's purchasing policy requires that contracts for purchasing transactions anticipated to cost in excess of ~~\$15,000~~\$25,000 must:

- Go through the formal competitive bidding process; and
- Be approved by the District's Board of Directors.

NOTE:

See Policy 6-1300, Bidding Process.

Use of Petty Cash for Purchase of District Goods or Services

When requesting a petty cash fund advance or reimbursement (if employee used his or her own cash to purchase District goods or services), an employee must complete the "Employee Expense Claim Form." The form must be signed by the employee, submitted to the ~~Administrative Assistant~~Administration Department or site-specific fund custodian and include the following:

- Date of the expenditure;
- Vendor name;
- Description/justification of purchase;
- Dollar amount of the expenditure; and
- If requesting reimbursement, a sales receipt is required to document the purchase. If requesting advance, the purchaser must submit a sales receipt after purchase.

Use of District Established Vendor Credit Accounts

The District has established vendor credit accounts for use by District budget holders. Following a purchase from District established vendor credit accounts, the employee must return the purchase receipt. The purchase receipt must include the following information:

- Purpose of purchase;
- Total amount to be charged to the account;
- Invoice total; and
- Initials of the person authorizing the invoice.

Use of District Credit Cards

Credit cards have been acquired for District use. Credit cards may be used for purchases such as gasoline for District vehicles, Internet purchases requiring credit card accounts,

CHAPTER 6-1200: Purchasing Policy

authorized out-of-town travel costs, and emergencies. Credit cards are an alternative to normal purchasing procedures and should be used only in warranted circumstances.

The ~~Administrative Assistant~~Administration Department will be responsible for the issuance, accounting, monitoring, retrieval, and general oversight of District credit cards.

The District Manager, or his or her designee, will be responsible for the authorization of new or renewed District credit card accounts, increases of credit authority, and similar changes.

Types of Credit Cards Available:

- Gasoline Credit Cards
- Bank Credit Cards
- Other commercial credit cards (i.e. Home Depot)

Authorized Use of District Credit Cards: Only those who are authorized may use District credit cards. Credit cards may only be used to purchase goods or services for the official business of Tehachapi Valley Recreation and Parks District.

Use of District Gasoline Cards: Employees assigned gasoline cards on an ongoing basis must turn in their gasoline receipts to the District Office promptly.

Authorized employees not assigned a gasoline card may request and sign for use of a District gasoline credit card from the District Office. The gasoline card may be used to purchase gas for District vehicles while on District business.

Following the purchase, the employee must return the gasoline credit card and receipt to the District Office. The receipt should include the District vehicle number for which gasoline was purchased or washed and the initials of the employee who made the purchase.

District Receipt Policy: All receipts must be turned in to the department supervisor within 24 hours of the purchase. All department supervisors must provide receipts attached to the appropriate expense form. All receipts are to be coded with the appropriate code distribution numbers, classes, and the supervisor is to sign the receipt prior to turning it in to the ~~Administrative Assistant~~Administration Department. Receipts are to be turned in to the ~~Administrative Assistant~~Administration Department within 72 hours of purchase. Receipts will not be accepted via email.

District Preferred Vendors List

The District maintains a pre-approved preferred vendors list for use by District budget holders. The purpose of the preferred vendor list is to achieve lower costs, greater efficiency, and higher quality from vendors with proven experience and industry knowledge.

Preferred Vendor Request: Used by budget holders to request that a vendor be placed on the Preferred Vendors List. Adequate and appropriate justification is required.

Adding Vendors to the Preferred Vendors List: Budget holders may request the addition of a vendor to the Preferred Vendor's List by completing a Preferred Vendor Request form and submitting the form to the District Office. Adequate and appropriate justification for placing the vendor on the Preferred Vendors List must be provided. The District Manager will make a determination as to whether the vendor should be added to the Preferred Vendors List, the length of time the vendor will remain on the list and the types of goods or services that can be purchased from the vendor.

Purchasing From the Preferred Vendor List: Purchases from the District's Preferred Vendors List do not require a Request for Purchase form, however, it is the responsibility of the purchaser to verify that funds are available within the appropriate budget line item to cover the purchase.

Purchases From Sole Source Vendors

Sole Source Determination Form: From time to time, it may be necessary to purchase goods or services from a sole source vendor. This means that there is only one source of supply for your purchase requirement. This should always be the exception rather than the rule. ~~A Sole Source Determination Form~~ This provides documentation and explains the nature of the sole source purchase. Final responsibility in determining whether the purchase may be made from a sole source rests with the District Office.

If making a purchase to acquire equipment, parts, and/or services that can only be provided from a sole source (based on the categories listed below), the purchaser must complete a Request for Purchase form ~~accompanied by a Sole Source Determination form~~. The purchase of goods or services is not authorized until the Request for Purchase has been approved.

Basis for sole source determination:

- Parts/equipment/service, etc. are under restrictive patent limitations and, therefore, cannot be obtained from other than the:
 - Original equipment manufacturer (OEM)
 - OEM franchised dealer, distributor or licensee

CHAPTER 6-1200: Purchasing Policy

- Parts/equipment/service, etc. are not interchangeable with similar parts and require OEM parts to assure equipment/machinery operability and maintenance of the OEM warranty.
- This is the only known and available equipment or service that will meet the highly specialized unique needs of this department. No other equipment or service can meet or exceed the specifications within the allotted funds available.
- Parts/equipment are required from this firm/vendor to provide standardization and parts interchangeability. No other competitive equipment is interchangeable with the current equipment on hand in the District.
- This is the only known firm that possesses the specialized professional services and technical expertise to meet the unique needs of the department.
- Parts/equipment/service, etc. is provided as part of a pre-existing contract or service agreement with the District.
- This service or equipment purchase is pre-approved by the District Manager (attach proof).
- This service or equipment is part of a state contract bid/state purchasing contract for local government.
- This service or equipment purchase is pre-approved by the Board of Directors.
- This payment is for government and utility fees.
- Price for the above is fair and reasonable (must provide documentation that the price is fair and reasonable).

Processing of Request for Purchase Forms

A Request for Purchase form is the document used by the District to request purchase of goods or services for the following types of purchasing transactions:

- All purchases in excess of \$1,000;
- Purchases under \$1,000 where the vendor requests a Purchase Order prior to purchase;
- Purchases under \$1,000 where a check is required prior to purchase.
- Note: Purchases from the Preferred Vendor List do not require a Request for Purchase form.

Purchasers must complete the Request for Purchase form, including documentation relating to the goods or services being purchased and required quotes, sole source forms, etc. The Request for Purchase form must be signed by the preparer and division head and forwarded to the District Office.

Upon receipt of the Request for Purchase form, the District Office will verify required purchasing documentation and check availability of funds. Upon approval of the Request

for Purchase form, a Purchase Order or check will be issued, based upon payment authorization.

A purchase is not authorized until the Request for Purchase has been approved.

Miscellaneous Issues Relating to Purchasing

Splitting Purchases: Purchasing transactions are not to be artificially divided or fragmented in order to meet the lesser requirements of lower dollar transactions.

Confidentiality of Price and Other Information: Employees involved in the purchasing process must not share price and other confidential information provided by vendors with competitors vying for the same purchase.

Prepayment for Goods or Services: The District provides prepayments only for very limited types of purchases. These include, but are not limited to, prepayment of subscriptions, dues, memberships, deposits for travel-related expenses and certain maintenance and license fees.

Prepayment for standard goods or services is not generally allowed. Exceptions are to be made only in those situations in which no other source for the goods or services is available and no other arrangements can be made.

Justification must be provided to the business director who must approve all special prepayments.

Purchases Made with Grant Funding

Purchases made with grant funding will follow the grant agency guidelines. The responsibility for advising the District Office of any grant-related purchasing restrictions or requirements will remain with the requesting division and grant awardee.

Cooperative and Joint Purchasing Agreements

The District is authorized to utilize various cooperative and joint purchase contracts for the procurement of goods, equipment and services.

These agreements are negotiated on behalf of groups of governmental subdivisions. The District, however, reserves the right to obtain the best possible price and quality.

Emergency Expenditures

The District Manager or designee may make or authorize others to make emergency purchases of equipment, goods, or services.

CHAPTER 6-1200: Purchasing Policy

This will only be in instances of a true emergency where there exists a threat to the safety, health, or welfare of participants, staff, or the public. In such instances, price competition is less important than the quick and safe resolution to the emergency. The normal process may be waived.

Full back-up materials and justification must be provided to the District Office as soon as possible to substantiate the purchase and the District Manager must approve all emergency expenditures. This information will be made a part of the file.

Standard Purchasing Forms

The District Office is responsible for the purchasing and payables function of the District. The following forms, available in the District Office, are standard forms used for the purchasing of goods and services.

~~**Bank Card Charges Form:** Must be completed when using a District bank card for purchase of goods and services.~~

Bid Forms: Various bid forms are available for use to document telephone or written quotes.

~~**Employee Expense Claim Form:** Used to request and document employee's use of petty cash purchases (small and infrequent purchases). Also used by petty cash custodian to request reimbursement of petty cash funds.~~

Monthly Petty Cash Reimbursement Worksheet: Used monthly by each petty cash custodian to reconcile petty cash funds. This form must accompany requests by the petty cash custodian for reimbursement of petty cash funds.

Request for Purchase Form: Used to request approval to purchase goods and services for District use. A completed *Request for Purchase* form, along with backup documentation, provides the necessary information to determine approval status and to enable the District Office to generate a *Purchase Order* or vendor payment. The *Request for Purchase* form is generally used for purchases over \$1,000.



Chapter 6-1300: Bidding Process

As per California Public Contract Code 20815.1, all contracts estimated to cost in excess of \$25,000 shall be let to the lowest responsible bidder after competitive bidding.

Tehachapi Valley Recreation and Park District has established a policy that states that all contracts estimated to cost in excess of \$25,000 shall be let to the lowest responsible bidder after competitive bidding and following successful interview process.

Invitations to Bid versus Requests for Proposals

Two options are available when competitively purchasing goods or services. One option is an Invitation to Bid. The award is made to the lowest responsible bidder. This is the preferred method of public procurement. The Invitation to Bid is most advantageous when clear, understandable specifications are available. An Invitation to Bid addresses primarily dollar amount. Invitations to Bid are usually used when the purchaser knows exactly what he or she wants and is looking only to how much it costs.

The other option is a Request for Proposal. Requests for Proposals generally include contracts involving the obtaining of professional or specialized services such as, but not limited to, services rendered by architects, attorneys, engineers, and other specialized consultants.

Requests for Proposals address and award criteria points for numerous requirements in addition to dollar amount and best value. With a Request for Proposal, the award is made to the responsible vendor whose proposal is determined to be the most advantageous to the District taking into consideration the evaluation factors set forth in the Request for Proposal.

Exceptions to the Bid Process: The restrictions and provisions of the bidding requirements will not apply:

- When it is more advantageous to the District to procure goods or services using another public entity's award of a bid or proposal (often referred to as "Piggyback" bids).
- To contracts involving the obtaining of professional or specialized services and advice in financial, economic, accounting, engineering, legal or administrative matters if such persons are specially trained and experienced and competent to perform the special services required (Government Code 53060).

- Where calling for bids on a competitive basis in the opinion of the District Manager is impracticable, unavailing, or impossible.
- Where the District's requirements can be met solely by a single patented article or process.
- For placement of insurance coverage.
- When the District performs public work with its own employees.
- When an emergency requires that an order be placed with the nearest available source of supply, or when the commodity can be obtained from only one vendor.

Option to Award Line Item Bid

If the District Manager determines that it is in the best interest of the public to award a project by individual item or service rather than in its entirety, such information will be included in the invitation to bid. Bidders may then bid on the entire projects and separately on each individual item or service. The Board of Directors may then accept a bid on the entire project or bids for individual items or services. If the Board accepts bids on individual items or service, one vendor may be awarded the contracts of more than one item or service on which the vendor bid.

Bidders Lists

Certain Divisions maintain bidders lists of vendors by category. This list is updated with vendor names, addresses, phone numbers and categories on an ongoing basis. The bidders lists are utilized to notify vendors of Invitations to Bid and Requests for Proposals on various goods and services.

Prospective vendors may request to be added to the bid list by returning a completed questionnaire form to the appropriate division. The form outlines the company name, address and phone number as well as the categories of services or goods that they have to offer.

In those categories in which there are no vendors on a bid list or a very limited number, the buyer will be responsible for researching and creating a list of potential sources. Consultants, directories of supplies and trade journals and publications are some of the sources available to provide this information.

Invitations to Bid

Preparation of Bid Documents: Bid documents should include the following:

- Bid advertisement
- Bid preparation instructions
- Bid bond (if applicable)

CHAPTER 6-1300: Bidding Process

- Contract
- General conditions
- Special conditions
- General specifications
- Detailed specifications
- State or Federal guidelines (if applicable)

Bid Advertisement: The bid advertisement must be published at least one week in advance of the bid due date, in a newspaper of general circulation printed and published within TVRPD. Additionally, vendors may be informed via telephone, mail and notices posted on public bulletin boards, as deemed desirable to inform all those vendors requesting notice. The bid advertisement must specify: 1) the general description of the goods or services; 2) the location where bidding forms and specifications may be obtained; 3) the closing date for receiving bids; and 4) the time and place at which the bids will be publicly opened. Bids must be sealed, identified as bids on the envelope and submitted at the place and time specified in the public notice.

Bidder Submissions: The Invitations to Bid must provide a form or format in which the bidder will include the bid price and in which the bidder will sign and submit with all other necessary submissions. Telephone, fax or electronic mail transmissions are not acceptable for sealed bidding purposes.

Pre-Bid Conferences: Pre-bid meetings may be conducted to explain the bid requirements. They will be announced to all prospective bidders known to have received an Invitation to Bid. The conference will be held long enough after the announcement has been issued to allow bidders to become familiar with the document, but sufficiently before bid opening to allow consideration of the conference results in preparing their bid.

Generally, the bid due date will be no sooner than seven calendar days after the pre-bid conference. The District Manager must grant any exceptions in writing. Nothing stated at the conference will change the Invitation to Bid unless a change is made by written amendment.

Amendments to Invitations to Bid: Amendments to Invitations to Bid will be sent to all bidders. Amendments will be issued within a reasonable amount of time for potential bidders to consider them in the preparation of their bids. If the time and date set does not permit sufficient time for bid preparation, the date and time of the bid opening will be extended either in the addendums or by telephone, fax or electronic mail.

Withdrawal and Modification of Bids: A bidder may modify or withdraw its bid at any time before bid opening if the modification or withdrawal is received before the time and date set for bid opening. All documentation relating to a withdrawal or modification of a bid will be kept as part of the bid file.

Receipt of Bids: Bids and bid modifications will be received by appropriate staff, time stamped with the date and time of receipt and stored unopened in a secure location, until the bid opening.

Bids will be opened publicly at the time, date, and location advertised in the bid document. The name of each bidder, the bid price and other pertinent information will be read aloud and recorded. Only after formal award of the bid, will the bids be made available for public inspection.

Late Bids: A bid, withdrawal of a bid, or modification of a bid is late if it is received at the designated location of the bid opening after the time and date of bid opening. A late bid, late withdrawal of a bid, or late modification of a bid will be rejected. Bidders submitting bids that are rejected as late will be notified as soon as practical. All documents concerning a late bid will be retained in the bid file.

Bid Evaluation and Award: The bid will be awarded to the lowest responsive and responsible bidder whose bid meets, in all material respects, the requirements and criteria as defined in the Invitation to Bid.

District Manager Authority

The District Manager will be authorized to approve purchases not exceeding ~~\$10,000~~**\$25,000** to sign all purchase orders and contracts and award same, for purchase of goods and services.

Board of Directors Authority

The Board of Directors must approve all purchases in excess of ~~\$10,000~~**\$25,000**. The Board of Directors may authorize the District Manager to sign all purchase orders and contracts and execute said contracts related to the bid on behalf of the Board.

The District's Board of Directors reserves the right to accept, reject or negotiate any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures and to accept any bid determined by the District to be in the best interest of the District, whether a bid is lowest or not.

The District Board of Directors may reject all bids and re-advertise, or by a four-fifths vote may elect to purchase materials or supplies in the open market.

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Request for Proposal Process

Requests for Proposals are generally used for contracts estimated to costs in excess of \$25,000 and that involve the obtaining of professional or specialized services such as, but not limited to, services rendered by architects, attorneys, engineers, and other specialized consultants.

Requests for Proposals address and award criteria points for numerous requirements in addition to dollar amount and best value. The award of a Request for Proposal is made to the responsible vendor whose proposal is determined to be the most advantageous to the District taking into consideration the evaluation factors set forth in the Request for Proposal.

The Request for Proposal process is the same as the Invitation to Bid process with the following exceptions:

Receipt of Proposals: Proposals and proposal modifications will be received by appropriate staff, time stamped with the date and time of receipt and stored in a secure location.

Award of Proposals: The award of a Request for Proposal is made to the responsible vendor whose proposal is determined to be the most advantageous to the District taking into consideration the evaluation factors set forth in the Request for Proposal.



Chapter 6-1400:TVRPD Schedule of Insurance

One of the functions of risk management is the coordination of insurance policies to protect the District from liability. There are several insurance policies that cover various exposures at Tehachapi Valley Recreation and Park District.

Coverage Provided by California Association for Park and Recreation Indemnity

Many coverages are provided through a Joint Powers Authority. TVRPD entered into a Joint Powers Agreement (JPA), together with other recreation and park districts, in order to collectively self-insure for losses and to jointly purchase insurance and administrative services in connection with a joint protection program. The Joint Powers Agreement is known as the California Association for Park and Recreation Indemnity (CAPRI).

Coverage provided by the CAPRI includes Physical Property Loss, Liability and Workers' Compensation.

Physical loss coverage includes:

- All-risk buildings, contents and equipment existing on TVRPD property with a District deductible.
- Property loss coverage for earthquake and flood with a District deductible.
- Boiler and machinery comprehensive coverage with a District deductible.

Liability coverage includes:

- General liability and auto liability with coverage limits provided by the CAPRI Joint Powers Authority.

Worker's Compensation coverage includes:

- State statutory limits.

Other coverage provided by CAPRI includes:

- Financial Loss coverage includes a fidelity bond covering forgery, alterations, and employee fraudulent acts.

Insurance Requirements From Outside Groups or Vendors

The following is a list of outside groups or vendors that must provide liability insurance:

- Construction vendors working by contract with TVRPD.

CHAPTER 6-1400: Schedule of Insurance

- Consultants or Licensed Specialists, i.e. architects, engineers, etc. (also require such errors-and-omissions insurance as may be reasonably based on current market availability).
- Vendors involved in major TVRPD maintenance projects.
- Vendors who place equipment on TVRPD property.
- Groups who use TVRPD facilities.
- Certain facility reservations (see Park and Facility Reservation Policy, chapter 9-200 of this policy manual).

A Certificate of Liability Insurance for Public Liability and Property Damage in an amount not less than ~~\$1,000,000~~\$2,000,000 per occurrence with no per-person sub limits is required. A separate endorsement naming Tehachapi Valley Recreation and Park District as additional insured is also required. Along with the COI and additional insured endorsement there should be two other endorsements received as well. These are the Primary and Noncontributory Endorsement and the Waiver of Transfer of Rights of Recovery Endorsement. The first one make it so the user group's insurance is the primary insurance that will pay for a claim and the second one is once they pay a claim then they waive their rights of recovery against your District.

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In addition to the above standard policies, TVRPD reserves the right to require any combination of insurance necessary due to the specific conditions of a particular contract or event.

Special Event Liability Group Insurance

If an individual or group desires to use TVRPD facilities for special events but is unable to provide the appropriate liability insurance, the individual or group may request purchase of a certificate of liability insurance through HUB International Insurance Company.



Chapter 6-1500: Fixed Asset Inventory Control

Fixed assets play an important role in the success of Tehachapi Valley Recreation and Park District and represent a significant investment of resources entrusted to TVRPD. The purpose of this policy is to ensure that assets are inventoried, safeguarded, maintained, and controlled.

Inventory

An accounting, or inventory, of all fixed assets will be conducted on an annual basis by the responsible supervisor. At the conclusion of the inventory, the responsible supervisor will certify its completeness.

Applicable purchases for inclusion in this accounting or inventory will be as follows:

- Furnishings, equipment, tools, and vehicles that individually have an original total cost of more than ~~\$100~~500 and a life span of at least one year;
- At the request of the responsible supervisor, equipment that has a useful life of one year or more with a cost less than ~~\$500~~100 that is of a sensitive nature, portable and highly susceptible to being lost or stolen may be inventoried. Examples include small computerized equipment, digital cameras, video equipment, projectors and related equipment, radio communication equipment, etc.

Identification of Fixed Asset

Upon receipt of the invoice for an equipment purchase of an item with a cost of more than ~~\$500~~100 and a life span of at least one year, the responsible supervisor should:

- Mark the invoice for accounting purposes as required by the bookkeeper;
- ~~Complete the TVRPD Inventory Form for the item;~~
- Attach a copy of the invoice ~~to the TVRPD Inventory Form~~ properly coded from the chart of accounts; and
- Forward the ~~TVRPD Inventory Form~~ invoice to the Administrative Assistant Administration Department with a copy of the invoice attached.

The ~~Maintenance Foreman~~ Operations Manager is responsible for recording all purchases into inventory. A current completed copy of the inventory form is to be submitted to the District Manager annually for the audit or as requested.

CHAPTER 6-1500: Fixed Asset Inventory

Example Inventory Form:

I.D. #	Description	Serial #	Date Acquired	Date Sold	Cost	Location
1	DeWalt SDS Hammer Drill	123ABC	5/1/13		\$246.14	Shop

Recordkeeping

Permanent inventory records will be maintained in both a paper file and electronic (computer database) format by the ~~Administrative Assistant~~ Administration Department. Records will be updated whenever a change in the status of a particular fixed asset occurs (e.g., sale, destruction, loss, theft, etc.).

Information to be maintained in inventory records will include at least the following:

- ~~Asset Number~~
- Asset Name
- Make/Model
- Serial No.
- Asset Description
- ~~Classification Code~~
- Vendor
- Original Cost
- Acquisition Date
- ~~Storage Location~~
- Account Code

Stewardship

Supervisors and staff are responsible for the stewardship of fixed assets. Fixed assets must:

- Be utilized in the manner for which they are intended and with care and consideration;
- Be utilized in support of District business. Use of assets in support of a personal business or commercial enterprise is expressly forbidden;
- Reported to the responsible supervisor immediately upon discovering that the asset has been lost, stolen, missing, or malfunctioning; and
- Receive appropriate approval from the District Manager before removing assets from the District.

Disposition of Property

No Longer Functional: ~~The responsible supervisor must complete and submit to the Administrative Assistant a TVRPD Inventory Form if an asset is no longer functional and receive appropriate approval from the District Manager before removing the asset from the District and from the District's Inventory Form. The depreciation/asset list will be reviewed by management staff yearly during the annual audit.~~

Surplus Property Disposal: The responsible supervisor must receive approval from the District Manager~~complete and submit to the Administrative Assistant a TVRPD Inventory Form~~ if in possession of surplus assets (assets that are still functional but are no longer needed for business use in its current location). District staff must receive appropriate approval from the District Manager before removing the asset from the District and from the District's Inventory Form. Surplus assets will be disposed of as follows:

- Relocated to an alternate District site, based upon need, for continued business use; or
- Surplus assets no longer needed for business use by the District will be sent to auction for public sale or otherwise disposed of.

Disposition of assets with a current value in excess of \$1,000,500 must be approved by the District Manager.

Theft or Loss of Property:

- Theft or loss of property must be reported immediately to the responsible supervisor in charge of the asset who will then complete a Property Loss and Damage Report and, if applicable, a police report which must be forwarded to the Administration Department Administrative Assistant, along with a TVRPD Inventory Form~~Administrative Assistant, along with a TVRPD Inventory Form~~ noting the theft or loss.
- The District Office will determine if a claim for the loss or theft must be filed with the District's insurance carrier.

Capital Assets

A capital asset is real or personal property that has a cost equal to or greater than \$500,000 and an estimated useful life extending beyond one year. Capital Asset categories include land, buildings, furniture, equipment and site improvements.

Capital assets are included and inventoried within the fixed asset inventory control. Capital assets also require reporting and accounting responsibilities beyond the Fixed Asset Inventory Control Policy (See Capital Assets Accounting Policy, Chapter 6-1600).

CHAPTER 6-1500: Fixed Asset Inventory



Chapter 6-1600: Capital Asset Accounting Policy

The goal of the Capital Asset Accounting Policy is to provide control and accountability over Tehachapi Valley Recreation and Park District's capital assets.

Capital Asset Defined

A capital asset is real or personal property that has a cost equal to or greater than ~~\$5005,000~~ and an estimated useful life extending beyond one year.

Tehachapi Valley Recreation and Park District reports capital assets under the following categories:

- Land
- Buildings
- Buildings (portable and modular)
- Furniture and Equipment
- Site Improvements

Although fixed assets costing less than ~~\$5005,000~~ do not meet the District's capitalization policy, they are considered assets for purposes of marking and identification, record keeping and tracking (see Fixed Asset Inventory Control Policy).

Reporting Capital Assets

- Capital assets are reported at historical cost, including ancillary charges necessary to place the asset into its intended location and condition of use, i.e. freight, taxes, etc.
- When the historical cost of a capital asset is not practicably determinable, the estimated historical cost will be used.
- Donated assets are reported at fair market value as of the date received.
- Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred.

Depreciating Capital Assets

Depreciation on all capital assets is provided on the straight-line basis over the estimated useful lives ~~in accordance with the current IRS publication 946~~as follows:

CHAPTER 6-1600: Capital Asset Accounting

STRAIGHT-LINE DEPRECIATION

$$\text{Asset Cost} / \text{Asset Useful Life} = \text{Annual Depreciation}$$

ASSET TYPE	ESTIMATED USEFUL LIFE
Land	No Depreciation
Buildings	40 Years
Buildings—Portable or Modular	25 Years
Furniture and Equipment (Over \$5,000)	
-Kitchen Equipment	5 Years
-Kitchen Equipment (Over \$10,000)	10 Years
-Machinery and Tools	5 Years
-Office Equipment and Furnishings	5 Years
-Communications and Alarm Equipment	5 Years
-Communications and Alarm Equipment (Over \$10,000)	10 Years
-Vehicles—CTSA Transportation or Used	5 Years
-Vehicles—Non Transportation	10 Years
-Recreation Equipment	5 Years
-Parks Equipment	5 Years
-Parks Equipment (Over \$10,000)	10 Years
-Parks Equipment (Over \$25,000)	15 Years
Site Improvements	20 Years

Inventory Control of Capital Assets

Capital Assets are added to the inventory control system and are subject to the rules and regulations included in the Fixed Asset Inventory Control Policy relating to the following:

- New Asset Purchase
- Identification
- Record Keeping
- Stewardship
- Relocation
- Disposition
- Theft or Loss



Chapter 6-1700: Records Retention Policy

The purpose of this policy is to:

- Provide guidelines to staff regarding the retention or disposal of Tehachapi Valley Recreation and Park District records;
- Provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business;
- Ensure prompt and accurate retrieval of records; and
- Ensure compliance with legal and regulatory requirements.

Vital and Important Records

Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

Authorization to Interpret Policy

The District Manager is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below.

Retention and Disposal of Records

Pursuant to the provisions of California Government Code Sections 60200 through 60203 and the guidelines prepared by the State Controller's Office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of Tehachapi Valley Recreation and Park District.

Duplicate Records: Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.

Original of Records: Originals of records, papers and documents more than ~~two-seven (7)~~ years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.

Continuing Need for Records: In no instances are records, papers or documents to be destroyed where there is a continuing need for records for such matters as pending litigation, special projects, etc.

Records, Papers Or Documents Not Expressly Required By Law To Be Filed And Preserved: Records, papers or documents that are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:

- The record, paper or document is photographed, microphotographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standards, or copied to an approved electronic media;
- The device used to reproduce such record, paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and
- The photographs, microphotographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media.

Accounting Records: Any accounting record except the journals and ledgers which are more than ~~five~~ **seven (7)** years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:

- There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc.; and
- There exists in a permanent file, an audit report or reports covering the inclusive period of said record; and
- That said audit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements; and
- That said audit or audits contain the expression of an unqualified opinion.

Any accounting record created for a specific event or action may be destroyed upon authorization ~~seven (7)~~ **five** years after said event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction ~~seven (7)~~ **five** years from the end of the fiscal period to which it applies.

The following may be destroyed at any time:

- Duplicate records (original-subject to aforementioned requirements).
- Rough drafts, notes or working papers (except audit).
- Cards, listings, non-permanent indices, other papers used for controlling work or transitory files.

Payroll and Personnel Records: All payroll and personnel records shall be retained ~~for seven years (7) indefinitely~~. Originals may upon authorization be destroyed after seven years retention, ~~provided said records have been microfilmed and qualify for destruction~~ pursuant to the provisions of California Government Code Sections 60200 through 60203 and the guidelines prepared by the State Controller's Office and the Controller's Advisory Committee for Special Districts. ~~Payroll and personnel records include the following:~~

- ~~• Accident reports, injury claims and settlements~~
- ~~• Medical histories~~
- ~~• Injury frequency charts~~
- ~~• Applications, changes and termination of employees~~
- ~~• Insurance records of employees~~
- ~~• Time cards~~
- ~~• Classification specifications (job descriptions)~~
- ~~• Performance evaluation forms~~
- ~~• Earning records and summaries~~
- Retirements

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Assessing Records: All assessing records may upon authorization be destroyed after seven (7) years retention from lien date; ~~however, their records may be destroyed three years after the lien date when said records are microfilmed~~ pursuant to the provisions of California Government Code Sections 60200 through 60203 and the guidelines prepared by the State Controller's Office and the Controller's Advisory Committee for Special Districts.

Long-Term Debt, Bonds, Warrants, Loans, Etc.: Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc. after issuance or execution may be destroyed ~~if microfilmed as provided for under the above section entitled Records, Papers or Documents Not Expressly Required by Law to be Filed and Preserved. Terms and conditions of bonds, warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than ten years if microfilmed~~ pursuant to the provisions of California Government Code Sections 60200 through 60203 and the guidelines prepared by the State Controller's Office and the Controller's Advisory Committee for Special Districts. Paid bonds, warrant certificates and interest coupons may be destroyed after six months if detailed payment records are kept for ten years.

Minutes Of Meetings Of The Board Of Directors: Minutes of the meetings of the Board of Directors are usually retained indefinitely in their original form. However, they may upon authorization be destroyed ~~if said minutes are microfilmed~~ pursuant to the provisions of California Government Code Sections 60200 through 60203 and the

guidelines prepared by the State Controller's Office and the Controller's Advisory Committee for Special Districts. Recording tapes (or other media) of Board Meetings will be kept for a period of one year from the date of the recorded meeting, after which they will be destroyed.

- Construction records, such as bids, correspondence, change orders, etc., shall not be kept in excess of seven years unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works shall be retained as long as said facility is in existence.
- Contracts should be retained for its life plus seven years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work that is more than two years old may be destroyed.
- Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.

Definitions for Records Retention and Disposal Policy

1) AUTHORIZATION. Approval from the District Manager, as authorized by the District's Board of Directors.

2) ACCOUNTING RECORDS. Include but are not limited to the following:

SOURCE DOCUMENTS

- Warrants
- Invoices
- Requisitions/Purchase Orders (attached to invoices)
- Cash Receipts
- Claims (attached to warrants in place of invoices)
- Bank Statements
- Bank Deposits
- Checks
- Bills
- Various accounting authorizations taken from Board minutes, resolutions or contracts.

JOURNALS

- Cash Receipts
- Accounts Receivable or Payable Register
- Check or Warrant (payables)
- General Journal
- Payroll Journal

CHAPTER 6-1700: Records Retention

LEDGERS

- Expenditure
- Revenue
- Accounts Payable or Receivable Ledger
- Construction
- General Ledger
- Assets/Depreciation

TRIAL BALANCE

STATEMENTS (Interim or Certified – Individual or All Fund)

- Balance Sheet
- Analysis of Changes in Available Fund Balance
- Cash Receipts and Disbursements
- Inventory of Fixed Assets (Purchasing)

JOURNAL ENTRIES

- 3) PAYROLL AND PERSONNEL RECORDS. Include but are not limited to the following:
 - Accident Reports, Injury Claims and Settlements
 - Applications, Changes or Terminations of Employees
 - Earnings Records and Summaries
 - Fidelity Bonds
 - Garnishments
 - Insurance Records of Employees
 - Job Descriptions
 - Medical Histories
 - Retirements
 - Time Cards
- 4) OTHER RECORDS. Include but are not limited to the following:
 - Inventory Records (Purchasing)
 - Capital Asset Records (Purchasing)
 - Depreciation Schedule
 - Cost Accounting Records
- 5) LIFE. The inclusive or operational or valid dates of a document.

CHAPTER 6-1700: Records Retention

- 6) RECORD. Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, or other document, issued by or received in a department, and maintained and used as information in the conduct of its operations.
- 7) RECORD COPY. The official District copy of a document or file.
- 8) RECORD SERIES: A group of records, generally filed together, and having the same reference and retention value.
- 9) RECORDS DISPOSAL. The authorized destruction of records pursuant to the approved Records Retention Schedule.
- 10) RECORDS RETENTION SCHEDULE. The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.
- 11) VITAL RECORDS. Records which, because of the information they contain, are essential to one or all of the following:
 - The resumption and/or continuation of operations;
 - The recreation of legal and financial status of the District, in case of a disaster;
 - The fulfillment of obligations to bondholders, customers, and employees.

Vital records include but are not limited to the following:

- Agreements
- As-built drawings
- Audits
- Contract drawings
- Customer statements
- Deeds
- Depreciation schedule
- Disposal of surplus and excess property
- Disposal of scrap materials
- District insurance records
- District water rights
- Employee accident reports, injury claims and settlements
- Employee earning records
- Employee fidelity bonds
- Employee insurance records
- Encroachment permits (by others)
- Encroachment permits (by District)

CHAPTER 6-1700: Records Retention

- Facility improvement plans
- Improvement districts
- Individual water rights
- Individual claims/settlements
- Inventory
- Journal vouchers
- Ledgers
- Licenses and permits (to operate)
- Loans & grants
- Maps
- Minutes of Board Meetings
- Payroll register
- Policies, rules & regulations
- Purchase orders and requisitions
- Restricted materials permits
- Rights of ways and easements
- Spray permits
- Statement of Economic Interest
- State surplus acquisitions
- Warrant/Voucher register
- Warrants (with backups)
- Water rights history

Government Code 60200 through 60203

60200.

The legislative body of any special district may authorize at any time the destruction or disposition of any duplicate record, paper, or document, the original or a permanent photographic record of which is in the files of any officer or department of the district.

60201.

- (a) For purposes of this section, "record" means any record consisting of a "writing", as defined by subdivision (f) of Section 6252.
- (b) The legislative body of a district may destroy or dispose of any record that is not expressly required by law to be filed and preserved through either of the following procedures:
- (1) The legislative body may authorize the destruction or disposition of any category of records if it does both of the following:

CHAPTER 6-1700: Records Retention

- (A) Adopts a resolution finding that destruction or disposition of this category of records will not adversely affect any interest of the district or of the public.
 - (B) Maintains a list, by category, of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category.
- (2) The legislative body may, by resolution, adopt and comply with a records retention schedule that complies with guidelines provided by the Secretary of State pursuant to Section 12236, that classifies all of the district's records by category, and that establishes a standard protocol for destruction or disposition of records.
- (c) A district is not required to photograph, reproduce, or ~~microfilm~~, or make a copy of any record that is destroyed or disposed of pursuant to this section.
- (d) Notwithstanding any other provision of this section or other provision of law, a district may not destroy or dispose of any record that is any of the following:
- (1) Relates to formation, change of organization, or reorganization of the district.
 - (2) An ordinance adopted by the district. However, an ordinance that has been repealed or is otherwise invalid or unenforceable may be destroyed or disposed of pursuant to this section five years after it was repealed or became invalid or unenforceable.
 - (3) Minutes of any meeting of the legislative body of the District.
 - (4) Relates to any pending claim or litigation or any settlement or other disposition of litigation within the past two years.
 - (5) Is the subject of any pending request made pursuant to the California Public Records Act (Chapter 3.5 (commencing with Section 650) of Division 7 of Title 1), whether or not the district maintains that the record is exempt from disclosure, until the request has been granted or two years have elapsed since the district provided written notice to the requester that the request has been denied.
 - (6) Relates to any pending construction that the district has not accepted or as to which a stop notice claim legally may be presented.
 - (7) Relates to any non-discharged debt of the district.
 - (8) Relates to the title to real property in which the district has an interest.
 - (9) Relates to any non-discharged contract to which the district is a party.
 - (10) Has not fulfilled the administrative, fiscal, or legal purpose for which it was created or received.
 - (11) Is an unaccepted bid or proposal, which is less than two years old, for the construction or installation of any building, structure, or other public work.

- (12) Specifies the amount of compensation paid to district employees or officers or to independent contractors providing personal or professional services to the district, or relates to expense reimbursement to district officers or employees or to the use of district paid credit cards or any travel compensation mechanism. However, a record described in this paragraph may be destroyed or disposed of pursuant to this section seven years after the date of payment.

60203.

- (a) Notwithstanding Section 60201, the legislative body of a district may authorize the destruction of any record, paper, or document that is not expressly required by law to be filed and preserved if all of the following conditions are complied with:
 - (1) The record, paper, or document is photographed, microphotographed, reproduced by electronically recorded video images on magnetic surfaces, recorded in the electronic data processing system, recorded on optical disk, reproduced on film or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document in compliance with Section 12168.7 for recording of permanent records or nonpermanent records.
 - (2) The device used to reproduce the record, paper, or document on film, optical disk, or any other medium is one that accurately reproduces the original thereof in all details and that does not permit additions, deletions, or changes to the original document images.
 - (3) The photographs, microphotographs, or other reproductions on film, optical disk, or any other medium are placed in conveniently accessible files and provision is made for preserving, examining, and using the files.
- (b) For the purposes of this section, every reproduction shall be deemed to be an original record and a transcript, exemplification, or certified copy of any reproduction shall be deemed to be a transcript, exemplification, or certified copy, as the case may be, of the original.



Chapter 6-1800: Auditing

The audit is an independent examination of the District's financial operations by a certified public accountant in order to assess the adequacy of system controls, to ensure compliance with established policies and operational procedures, and to recommend necessary changes in controls, policies, or procedures.

Audit Requirements

Section 26909 of the California Government Code, requires that Tehachapi Valley Recreation and Park District conduct an annual audit of its fiscal operations.

An additional set of standards may guide audits when the District receives or expends certain Federal funds. These audits are conducted in accordance with the Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and ~~Non-Profit~~Non-Profit Organizations.

Board of Director and Management Responsibility

District Directors and management are entrusted as stewards of the financial resources provided by taxpayers and customers. The development of a strong system of internal financial controls assists the District in providing assurances that its accounting system and financial data are reliable. As such, the District will strive to develop a financial control framework that:

- Provides a reasonable control environment
- Provides for continuing assessment of risk
- Provides for the design, implementation and maintenance of effective control-related policies and procedures
- Provides for the effective communication of information
- Provides for the ongoing monitoring of the effectiveness of control policies and procedures, as well as the resolution of potential problems identified by controls.

The Independent Auditor

The District will contract with a reputable accounting firm for professional service in the preparation of the audit. The TVRPD Board of Directors will invite qualified independent certified public accountants to submit proposals to perform a financial and compliance audit for fiscal year(s) beginning July 1 and ending June 30.

The award will be based upon:

- Qualifications of the firm
- Staff to be assigned to the audit
- Experience auditing local governments
- Knowledge of federal compliance requirements
- Fee
- Audit scope and approach
- Audit schedule

The award of contract will be approved by the TVRPD Board of Directors. Contracts will be awarded for a three-year period. Upon expiration of the contract, the TVRPD Board of Directors may approve a renewal contract or call for proposals for audit services.

Generally Accepting Auditing Standards

The audit will be conducted in accordance with auditing standards generally accepted in the United States of America and Governmental Auditing Standards issued by the Comptroller General. The independent auditor plans and performs the audit to obtain reasonable assurance that the financial statements are free from material misstatement.

Minimum Standards for Financial Reporting

The District implements governmental financial reporting models established by the Governmental Accounting Standards Board (GASB). The GASB is the primary source of generally accepted accounting principles (GAAP) for state and local governments. GAAP represents the conventions, rules and procedures established to ensure the basic financial information is available to assess an entity's finances.

The GASB issued Statement No. 34 revising financial reporting requirements, and requiring supplemental information regarding the District's financial performance in a new report section titled Management's Discussion and Analysis (MD&A). The statement was developed to make annual reports of state and local governments easier to understand and more useful to the people who use governmental financial information to make decisions.

The financial statements should thoroughly present the District's assets, liabilities and net assets; revenues, expenses and changes in net assets; and the sources and uses of cash flow.

The key components of financial statements include:

- Management Discussion and Analysis (MD&A)
- Basic Financial Statements

- Required Supplemental Information (RSI)

The purpose of the MD&A is to provide a narrative introduction and overview that can be used to interpret the basic financial statements. The financial statements should fairly present the financial operations of the District to the governing board and residents.

Conduct of Audit

In an effort to assure that the financial statements fairly present, in material respects, the financial position, the results of operations, and cash flows of the District, the independent auditor may use a variety of methods to obtain the evidence needed to determine whether the District's financial statements are fairly presented.

These methods may include: 1) inspection of relevant documentation; 2) observations of employee performance; 3) inquiries concerning policies, procedures, transactions and events of the district; 4) confirmation of balances and transactions with outside parties; and 5) performance of analytical procedures to determine the reasonableness of transactions and balances.

The Audit Report

The independent auditor's responsibility in completing the audit report is to express an opinion on the District's financial statements based on the audit. The audit report contains an opinion as to whether the financial statements present fairly, in all material respects, the District's financial position, results of operations, and cash flows in accordance with Generally Accepted Accounting Principles. This opinion is based on the auditor's judgment as to whether:

- The accounting principles selected and applied have general acceptance.
- The accounting principles are appropriate in the circumstances.
- The financial statements, including the related footnotes, are informative of matters that may affect their use, understanding, and interpretation.
- The information presented in the financial statements is classified and summarized in a reasonable manner.
- The financial statements reflect the underlying transactions and events in a manner that presents the financial position, results of operations, and cash flows stated within a range of acceptable limits; i.e. limits that are reasonable and practicable to attain in financial statements.

Additionally, the auditor may separately identify any problems encountered during the audit, such as significant deficiencies in internal control (typically communicated in a management letter), or violations of laws or regulations, and errors or fraud.

Presentation of the Audit Report

Upon completion of the audit, the independent auditor presents audit findings at a public meeting of the Board of Directors.

Filing of Audit

The completed audit report must be filed with the State Controller and the county auditor.



CHAPTER 7: SAFETY AND SECURITY

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Chapter 7-100: Introduction

Policy No: 7-100

Tehachapi Valley Recreation and Park District is committed to the safety and security of its employees, customers, and the public at large, with the ultimate goal of providing the safest and most secure environment possible.

The District Manager is authorized to approve programs, standards, rules, and procedures to protect and promote safety and security of its employees, customers, and the public and to protect District resources.

Toward this goal, the District conducts a variety of safety and security programs.

Examples of these types of programs include:

- A program of facility development that complies with all building safety permit requirements, product safety guidelines, and ADA guidelines.
- A capital maintenance program that addresses issues related to safety and security as a top priority.
- A regular program of park and facility safety inspections.
- The District is a member, together with other recreation and park districts, in a Joint Powers Agreement known as the California Association for Park and Recreation Indemnity (CAPRI) to collectively self-insure. CAPRI conducts annual inspections of District facilities related to safety and security issues.
- A program of Illness and Injury Prevention.
- A Workplace Violence Prevention Program instructing employees in the recognition and reporting of suspicious persons/activities in the workplace.
- District employees participate in various safety-training programs in an effort to prevent or respond to emergency situations.
- The District encourages community neighborhoods to watch for and report any suspicious activity at District parks and facilities.

TVRPD strives to provide everyone who works, visits or participates in our facilities, parks and programs with a safe, enjoyable, and fulfilling experience.



Tehachapi Valley
Recreation & Park District

Chapter 7-200: Injury and Illness Prevention ~~Program~~Program

COMMITMENT FOR SAFETY AND HEALTH

POLICY: 7-201

Tehachapi Valley Recreation and Park District will maintain a Safety and Health Program conforming to best practices of an organization of our type and size. To be successful, this program will embody proper attitudes toward injury and illness prevention for all District employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between each employee and his/her co-worker. Only through such a cooperative effort can a Safety and Health Program in the best interest of all be established and preserved.

The District's ultimate goal is to reduce the number of injuries to an absolute minimum and to continue to strive for no accidents and injuries.

Management And Staff Responsibilities

- All supervisors and employees are accountable for their responsibilities to follow all health and safety rules and are responsible for those employees working under them to do the same.
- Any District employee failing to adhere to any safety and health rules is subject to disciplinary action, including dismissal.
- It is everyone's job is to report any unsafe conditions with a guarantee that management will take action, without fear of reprisal.
- The District will allocate all necessary resources for a safe environment for all, including but not limited to:
 - Identifying and controlling all hazards regardless of new or old.
 - Provide employees with all necessary personal protective equipment.
 - Encourage and train employees in safety and health on a regular basis.
- All District employees are responsible for setting good examples for each other.

Safety Communications

- Communications systems must be presented in a form that everyone can understand.
 - A positive two-way system of communication should be established.
 - If employees cannot read, information must be given to them orally.
 - Information must be presented in English and, if necessary, Spanish.
- The Safety Committee will recommend regular department-specific and full-staff meetings with safety being a part of the agenda.

- Employee information areas can be found at the District Office and other locations as prescribed by the Safety Committee.

HAZARDS ASSESSMENT AND CONTROL

POLICY: 7-202

- All District facilities, vehicles, and playground equipment shall be inspected for any hazards at regular intervals as determined by District maintenance management staff.
- All hand tools and power equipment shall be inspected for hazards prior to each use.
- All safety hazards shall be identified, recorded, and corrected expediently as possible.

ACCIDENT INVESTIGATION

POLICY: 7-203

Investigations will be conducted by the District Manager or his designee and reported to the Safety Committee.

- Accident investigation questions include:
 - What happened?
 - Why did the accident happen?
 - What action should take place so this occurrence does not happen again?
 - What action has already taken place?

SAFETY PLANNING, RULES, AND WORK PROCEDURES

POLICY: 7-204

Protective Equipment Use of personal protective equipment specified by Supervisor, shall be utilized. Examples include but are not limited to:

- Hard hats and protective clothing
- Goggles, face shields or safety glasses
- Ear plugs and ear muffs
- Respirators, gas mask and/or self contained breathing apparatus
- Reflective vests or bright articles of clothing

If personal protective equipment has been specified as a condition of employment, its use is mandatory.

- Supervisors are accountable for employees' compliance.
- A goal is to train employees to use and wear equipment when performing hazardous duty.

Work Attire Proper work attire is essential in protecting the employee from hazards.

- Employees must wear clothing that is suitable to the job they perform.
- Persons with long hair must wear a net or cap while working around machinery.

- Individuals required to wear breathing masks or devices in toxic areas are to be clean shaven.
- Employees working with tools, power equipment, and etc., must wear appropriate footwear and gloves.

CPR/First Aid Training All employees will be trained in CPR and First Aid every two years.

SAFETY AND HEALTH TRAINING

POLICY: 7-205

Every Supervisor is responsible for the safe actions and training of their employees and the safe use of equipment, tools and vehicles. Department supervisors are expected to:

- Orient new employees on all safety and health practices.
- Update all employees on new safety hazards.
- Encourage employees to be aware of and looking for any safety hazards.
- Supervisors must investigate any accidents immediately and correct any hazardous conditions as soon as possible.

Employees should understand his/her rights to safety and health requirements.

- No District employee is expected to carry out a job task until he/she has reviewed proper safety instructions and is authorized by their supervisor to perform said task.
- An employee should never undertake a job that he/she is not trained for or appears to be unsafe.
- Employees working with chemicals should fully understand their toxic properties and how to work with them safely.
- Mechanical safeguards on all equipment must be in place and kept in place.
- Individual staff must use personal protective equipment when required and must keep them properly maintained.
- Employee must report any illness or work related injury to Supervisor immediately.
- District employees are to report to their supervisor or designated individual, all unsafe condition at the work site.

FIRE PREVENTION

POLICY: 7-206

The District maintains a written Fire Prevention Plan that is available to all employees. This plan is reviewed by the Safety Committee on an annual basis and updated accordingly.

PROTECTIVE EQUIPMENT

POLICY: 7-207

The District maintains written Personal Protective Equipment Guidelines that are available to all employees. These guidelines are reviewed by the Safety Committee on an annual basis and updated accordingly.

WORKPLACE VIOLENCE

POLICY: 7-208

The District maintains written Workplace Violence Awareness information that is available to all employees. This material is reviewed by the Safety Committee on an annual basis and updated accordingly.



Chapter 7-300: Safety Committee

POLICY: 7-300

Tehachapi Valley Recreation and Park District has established a Safety Committee for the purpose of continually reviewing the safety of its parks and facilities on behalf of the public and its employees. Further, the Safety Committee ensures that District employees are receiving adequate and regular training relevant to the safety needs identified by the District.

Objectives The objectives of the Safety Committee are to:

- Promote safety within the district
- Develop formal written safety procedures
- Reduce the frequency and severity of accidents
- Review and analyze incidents and accidents
- Develop and present employee training
- Encourage employee involvement
- Assist management in recognizing hazards and concerns
- Communicate safety and loss prevention information to the entire work force
- Implement safety incentive programs

Committee Members The Safety Committee will be comprised of staff representing a variety of departments and/or major functions of the District. Board members may also participate on the Safety Committee.

Membership on the Committee should be rotated to avoid burnout, ensuring the effectiveness of the Committee, and to encourage employee buy-in to the safety and loss prevention process.

Safety Officer ~~The District Manager will serve as the~~A Safety Officer ~~will be appointed among Committee members; the term of the Safety Officer will be one year.~~The Safety Officer's responsibilities include:

- Ensuring that Safety Committee meetings convene at least quarterly, that an agenda is prepared and minutes taken.
- Will serve as a point of contact for staff to request that specific issues be addressed.

- To ensure follow-up with appropriate staff and/or the District Manager on goals set forth by the Committee.

Agenda The ~~appointed~~ Safety Officer will prepare an agenda for each meeting that will include items such as the following:

- Approve minutes from previous meeting
- Review employee incident and accidents, seeking causes and the prevention of recurrence
- Review patron and participant incidents and accidents, seeking causes and the prevention of recurrence
- Review inspection reports from District sites
- Review past staff safety training
- Plan and schedule upcoming staff safety training
- Perform site inspections, as a committee or in subgroups
- Update unfinished items, seeing them through to completion
- New business, suggestions and concerns from the members

The Committee should also recognize hazards, look for and discuss ways that losses could happen to property or to people and recommend corrective actions and monitor those corrections through to completion.

The purpose of the Committee is not to lay blame, find fault, or pass the buck. Instead the Committee members, coming from different disciplines or departments within the District, will work together for a common good—making the District a healthier, safer place. They emphasize teamwork, not just within the Committee structure itself, but throughout the entire work place.

EMPLOYEE SAFETY TRAINING

POLICY: 7-301

The Safety Committee will plan and schedule employee safety training for both new employees and for skilled, long-term employees for the purpose of refreshing sensitivity to safety issues and/or learning new procedures.

The Safety Committee may recommend that individual departments (such as maintenance) have weekly meetings to discuss short, single-topic discussions that affect only that department or crew. Proper use of a weed whacker, as an example, is critical to a maintenance crew, but probably of little value to the preschool staff.

Conversely, other, broader topics such as first aid or defensive driving or fire prevention impacts all employees and will occasionally be presented in all-staff meetings or in similar formats as the Safety Committee sees fit.

Department managers will assist the Safety Committee by being alert to safety issues under their purview and recommending trainings that would benefit their entire staff.

The District's insurance provider (CAPRI) provides a number of safety training resources, including a quarterly, a newsletter entitled *Fine Print*, geared toward Boards and administrators and covering a wide range of risk management topics. A quarterly bulletin, *Safety Line*, is mailed to all members, with a target audience of district managers and supervisors. Additionally, eight times a year, CAPRI provides flyers, single-subject safety and health reminders written for all employees. The Safety Committee may recommend that relevant flyers be distributed to employees or hung in employee gathering areas.

CAPRI also maintains a library of videos that cover a broad spectrum of resources, including fire safety; proper use of tools; back care; harassment prevention; safe driving and others. These videos are a cost-effective training medium.



Tehachapi Valley
Recreation & Park District

Chapter 7-400: Vehicle and Driver Safety

OPERATION OF VEHICLES

POLICY: 7-401

Only authorized employees may operate vehicles in the course of their employment with the District. District vehicles are not to be used for personal business. District vehicles are also not to be operated by family members, friends, unauthorized employees, or other unauthorized persons. In order to operate a District vehicle or utilize a vehicle on District business all employees must abide by the foregoing conditions and the following additional rules:

Driver's Licenses and Driving Records: Any employee who operates a vehicle in the course of his or her employment with the District must possess a valid California driver's license, any and all applicable licenses or registrations for the operation of a particular vehicle, and an acceptable driving record. Any adverse change in the status of an employee's driver's license or driving record must be immediately reported to the employee's supervisor and the District Manager. Having a driving record that the District's insurance carrier or failure to give prompt notification of an adverse change in an employee's driving record or of a license suspension or restriction may result in loss of driving privileges and/or disciplinary action up to and including termination.

Automobile Insurance: Any employee who utilizes his or her personal vehicle in the course of employment with the District must submit proof of automobile insurance for the vehicle being utilized. Any change in the status of an employee's automobile insurance must be immediately reported to the employee's supervisor and the District Manager. Failure to give prompt notification of a change to the employee's automobile insurance or provide proof of automobile insurance may result in loss of driving privileges and/or disciplinary action up to and including termination.

Mileage Reimbursement: Mileage reimbursement for the utilization of private vehicles on District business will be compensated at a rate as approved by the Board of Directors.

Drugs and Alcohol: Operation of a District vehicle or any other vehicle while under the influence of alcohol or drugs, or while mentally or physically impaired by prescription drugs or other foreign substances, may result in the loss of driving privileges and/or disciplinary action up to and including immediate termination.

Safe Operation: All employees who operate motor vehicles in the course of their employment with the District are expected to observe and follow safe driving habits. Employees are to avoid exhibitions of speed and reckless conduct. Compliance with all local, state, and federal traffic laws is required.

Seat Belt: As required by law, all employees must wear seat belts at all times while operating or riding in any District vehicle or while operating or riding in any other motor vehicle during the course of their employment.

Collision: In the event of a collision involving property or vehicle damage, or personal injury, your supervisor and the District Manager must be immediately notified. Employees who are at fault in a collision are subject to disciplinary action up to and including termination.

Condition of Vehicle: Each employee is expected and required to keep his/her assigned District Vehicle in a clean condition, free of debris and excess personal materials.

Mechanical Condition: Each employee is required to report all mechanical problems that are experienced with a District vehicle to his/her supervisor, and the District Manager.

MOTOR VEHICLE SAFETY POLICY

POLICY: 7-402

The driving of vehicles is vital in conducting District business. Vehicle-related losses are potentially a very costly type of loss to the District. The types of exposure include:

- Property damage
- Bodily injury
- Fatalities
- Liability suits

The cost of claims can mount to losses that will adversely affect the District's efforts to accomplish its mission. To help prevent vehicle accidents and the type of loss exposures associated with them, a general guideline is presented below.

Motor Vehicle Safety Program

District Manager Responsibility: The District Manager is responsible for the safety program. The duties include:

- Responsibility for the driving record of those persons that operate District vehicles. DMV checks are conducted and continuously reviewed.
- Establish a safety policy and rules for personnel to adhere to and check on compliance with these requirements.

- Assist the ~~Maintenance Foreman~~Operations Manager to establish a policy on the maintenance of vehicles so they are kept in safe mechanical condition.
- Establish policies and procedures for inspecting vehicles for the operating condition of safety devices, such as hazard warning lights and wipers. Also inspect for signs of abuse, unreported physical damage, and general upkeep.
- Fully support and promote defensive driving practices and the use of seat belts by all drivers and passengers.

In addition the District Manager will monitor each employee for:

- Date of and type of driver's license and renewals.
- Date and type of driver training courses, defensive driving courses, and refresher courses taken.
- Three-year accident history showing the dates and types of accidents, even if the driver was not at fault.

MVR Reviews

Motor Vehicle Reports (MVR's) are obtained from the California Department of Motor Vehicles. The MVR's are forwarded to the District Manager for review.

When an employee's MVR point total exceed an acceptable limit, a judgment shall be made to determine if this employee should be permitted to operate a District vehicle. Other factors which may be considered are:

- The necessity of driving a vehicle in the performance of the employee's regularly assigned duties.
- The overall work record of the employee.

Driver Responsibility: Drivers of vehicles owned, rented, or leased by the District shall be required to practice defensive techniques and practices. The basic defensive driving practice is to plan and do everything that one can reasonably do to prevent an accident. The following guidelines should also be followed:

- Drivers must have a valid driver's license to operate a District vehicle. All drivers should be reviewed to see if their duties will involve operating vehicles that require a chauffeur's license or special license. The license shall be evaluated by supervisory or personnel staff at the time of hire.
- The driver should be physically and mentally capable of driving the vehicle they are assigned, whether the vehicle be a car, van, bus, truck or tractor.
- The driver should pass written tests on driving regulations with road tests and check rides required by the State and District.
- All District drivers should be trained/re-trained and evaluated on safe driving skills through the use of recognized organizations that conduct driver training

courses which cover defensive driving techniques: two-vehicle collision prevention, backing accident prevention, safe following distance, passing skills, and intersection driving turns.

Operation of Vehicles

Pre-Driving Inspection: Before operating any vehicle, the driver should inspect the vehicle. An inspection check should include but should not be limited to the following items:

- Condition of tires and air pressure
- Windshield wipers
- Lights, turn signals, brakes, and horn
- Cleanliness of the windows
- Mirrors cleaned, secured, and properly adjusted

DISTRICT VEHICLE ACCIDENT

POLICY: 7-403

The objective of this policy is to establish procedural guidelines for reviewing and recommending disciplinary action resulting from vehicle accidents. Recommendation(s) will be presented to the District Manager by the District Safety Officer after Safety Committee review and concurrence. This administrative policy will provide guidelines to the District Manager in conjunction with the District Safety Committee to determine fault of vehicle accidents. Accident review and recommendations will be presented to the District Manager. Mitigating circumstances may require the reviewing personnel to make additional recommendations not expressly stated in this policy.

Definitions:

- **Vehicle accident:** Any vehicle accident involving a District vehicle and a District employee. The accident is limited to District vehicle damage or resulting personal injury.
- **Accident Review Board:** The District Safety Officer and members of the Safety Committee will be members of the Accident Review Board.
- **Bodily Injury:** As defined here will mean “professional medical attention given the person injured as a direct result of a vehicle accident and requiring medical follow-up.”

Administrative Policy

It shall be the responsibility of the District Safety Officer to evaluate every vehicle accident involving a District vehicle.

The purpose of this investigation will be to determine:

- Accident fault;
- Formulate disciplinary recommendations;
- Provide written recommendations to the District Manager; and
- Hear employee appeals resulting from the recommendations.

The District Safety Officer will provide a report to the District Manager within two days of final committee review or within seven days of the accident.

Vehicle Accident Procedure

All District vehicular accidents involving employees are to be reported immediately to the area-specific manager. Any investigative reports will be made available to the District Manager for further review. The District Manager will make a final determination as to whether or not further action is required.

During the accident investigation, the employee's authorization to drive may be suspended. The suspension will remain in effect pending disposition of the vehicle accident.

When Vehicle Use is a Major Aspect of the Job Description:

Employees guilty of an at-fault accident who are employed in a position in which driving is a major job responsibility may be subject to termination of employment if the accident leaves them unqualified to drive District vehicles under existing Policy and Procedures Manual.

Restitution (Option): The employee may make restitution for damages or losses. This is included as an employee option. No restitution will be allowed for the category "bodily injury." The employee may reimburse the District for the total expense of the vehicle repairs. Restitution could be a lump sum payment or payroll deduction. The employee choosing this option will have the suspension without pay dismissed.

Driving Authorization: The employee may be removed from the authorized driving list after the third incident. Employees may resume their privilege after:

- Completing twelve consecutive months without a preventable or at-fault accident on their personal record; and
- Completion of "Traffic School."



Tehachapi Valley
Recreation & Park District

CHAPTER 8: PUBLIC REGULATIONS

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Chapter 8-100: Community Relations

The purpose of the Tehachapi Valley Recreation and Park District community relations' policy is to maintain effective communication and increase understanding between the District and community members, groups, and other agencies. The District's relationship with the community is critical to providing effective park and recreation services. The District seeks to identify and respond to community needs when planning and delivering services.

The District regularly initiates a planning process that relies on a variety of public input to establish plans for park and recreation services. Suggestions are invited at all times and surveys to gather input from the community are conducted regularly.

Regular training is provided to ensure courteous, efficient, and effective service.

Tehachapi Valley Recreation and Park District pursues partnerships with other agencies, organizations, and businesses when they are compatible with the District's mission to provide quality park and recreation services to the community.

Communication

Tehachapi Valley Recreation and Park District encourages communication from the public:

- Board Meetings are open to the public. Board Meetings are held on the third Tuesday of the month (occasionally moved due to holidays) at 5:30 P.M. at the District Office located at 490 West D Street, Tehachapi, CA 93561.
- Public Hearings are conducted to receive comments from the public.
- Community meetings are held to gather input from District residents regarding future parks and park amenities.
- Surveys are conducted welcoming public comments regarding programs and services.
- Suggestions or comments are welcome through the District's Web site at www.tvrpd.org or by calling the TVRPD office.

Complaints from the Public

Tehachapi Valley Recreation and Park District views complaints as opportunities to provide information on District policy and improve service delivery.

The Board of Directors desires that public complaints be resolved at the lowest possible administrative level.

The method of resolving complaints is as follows:

- Any complaint should be taken first to the appropriate responsible employee with the objective of resolving the matter informally.
- If not resolved satisfactorily at that level, the complaint may be filed with the employee's supervisor or the District Manager. Within a reasonable time, the District Manager will contact the person filing the complaint to resolve the matter.
- If the individual filing the complaint is not satisfied with the disposition of the matter by the District Manager, a written complaint may be filed with the Chairperson of the Board of Directors within ten (10) days of receiving the District Manager's decision.
- The Chairperson may direct consideration of the matter at the next regular meeting or call a special meeting or refer the matter to a committee for review and recommendation. The Board will expeditiously resolve the matter.



Chapter 8-200: Community Service Standards

In an effort to provide outstanding customer service, Tehachapi Valley Recreation and Park District has adopted the following quality assurance statement:

Through a total quality concept, provide everyone who works, visits, or participates in our facilities, parks, and programs with a safe, enjoyable and fulfilling experience.

Customer service is everyone's responsibility. All TVRPD employees are responsible for:

- Providing outstanding customer service.
- Interacting with customers and co-workers in a positive and courteous manner.
- As a TVRPD team member, providing efficient and effective delivery of services.

Standards Covering All Customer Interaction

The following customer service standards were created for TVRPD employees to follow to ensure that the quality of service to all of our customers meets or exceeds their expectations.

In Person

It is TVRPD's policy to assume that customers have a right to expect that:

- They will be welcomed to the reception area by friendly, helpful, and knowledgeable staff;
- Staff will actively listen to requests/questions and give full attention to the customer;
- Staff will give complete, accurate, and clear information but not attempt to provide information they are not qualified or able to give;
- If with another customer at the counter or on the telephone, staff will give courteous acknowledgement of the customer's presence, such as eye contact or a positive nod;
- If there is a customer at the counter and the phone rings, the staff person will excuse himself or herself, answer the telephone, and proceed to ask the caller if they prefer to be put on hold or have their call returned, then continue to help the counter customer; and
- Relevant and current information, brochures, flyers, application forms, etc., are available to callers.

Telephone/Voice Mail

It is TVRPD's policy to assume that customers have a right to expect that:

- The telephone will be answered promptly (within three rings) whenever possible;
- Calls will be answered in a courteous manner (with a smile);
- Staff will:
 - Listen and understand the nature of requests before transferring a call;
 - Inform callers to whom they are being transferred;
 - Give complete, accurate and clear information but not attempt to provide information they are not qualified or able to give;
 - Hang up carefully;
 - Callers will receive acknowledgements of their voice mail messages within 48 hours on regular business days;
 - Outgoing voicemail messages will be kept current; and
 - If a caller is on hold for an extended period of time, periodic updates will be provided.
- All incoming telephone calls from external sources will be answered with a consistent greeting:
 - "Good Morning (or Afternoon), Tehachapi Valley Recreation and Park District, How May I Help You?"

Public Amenities

It is TVRPD's policy to assume that customers have a right to expect that:

- Facilities will be properly maintained, sanitary, operational, fully stocked and supplied, accessible and adequate to the need; and
- Staff will provide appropriate and timely responses to identified problems at a facility.

TVRPD Programs and Activities

It is TVRPD's policy to assume that customers have a right to expect that:

- Advertisements will accurately describe the program, including dates, times and locations;
- Registration will be accessible and convenient;
- Activities will begin and end on time, are organized, including proper equipment and handouts, and conducted in a professional manner;
- They will be treated with courtesy;
- Programs and activities will be provided in a safe, clean and accessible facility; and

- They will be surveyed routinely to determine the quality of customer service provided, the customers' level of satisfaction, and to gather customer input regarding future programming ideas.

Written Correspondence

It is TVRPD's policy to assume that customers have a right to expect that:

- Proper business etiquette will be used for all correspondence;
- Information included in written correspondence will be complete, accurate, and precise;
- Customers will receive a timely response to requests or inquiries;
- All e-mails will be properly identified with the sender's name, title and contact information; and
- Fax cover sheets are legible, includes name, telephone number of the sender and the name and fax number of the receiver.

Teamwork/Internal Customer Service

It is TVRPD's policy to assume that co-workers have a right to expect that:

- Co-workers will actively seek to be helpful to other staff;
- Co-workers will seek to acknowledge customers who are waiting for assistance and assist where possible; and
- Co-workers will disseminate program information, i.e. schedule changes, class cancellations in a timely manner to staff at all levels.

Complaints

A complaint is an expression of customer dissatisfaction, however made, about the standard of service, actions or lack of action by or on behalf of TVRPD or its staff.

TVRPD takes all complaints very seriously and will always accept them as an aid towards improving our service standards. In all instances, complaints will be addressed as stated in the Community Relations Policy.

Compliments

Just as poor performance needs criticizing, being informed of good performance is also very important to us. Please let us know if a service we provide or a particular staff member impresses you as we can use their example to train other staff member.



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Chapter 9-100: Park Standards

Policy No: 9-100

Work Schedule

~~TVRPD will plan its general operating schedule in accordance with two seasons:—~~

~~School Year ————— Mid August to May 31 ————— 7:00 a.m. to 4:30 p.m.~~

~~Summer ————— June 1 to Mid August ————— 6:30 a.m. to 4:00 p.m.~~

~~Weekend ————— Staff Year Round ————— 6:30 a.m. to 12:30 p.m.~~

~~+2 hours in the evening (times vary)~~

Park Maintenance Priorities

In determining scheduling for park maintenance work, a number of factors arise.

However, with all other factors remaining equal, the schedule of work will be based on the following priority ranking:

1. Health and Safety
2. Function or Purpose
3. Pride of Ownership
4. Preventative Maintenance
5. Funding Capabilities
6. Aesthetics
7. Community Desires
8. Participant Convenience

Facility appearance directly influences perceived usability of parks. The image of TVRPD is largely established by the maintenance and appearance of its facilities.

Maintenance standards are set as the ideal or goal to strive toward. Budget limitations or other factors may modify standards; however, they continue to describe the desired quality outcome for maintenance.

CHAPTER 9-100: Park Standards

Park Standards

The following minimum park standards are expected:

PARKS (GENERAL):

STANDARDS	FREQUENCY
GROUNDS	
<ul style="list-style-type: none"> Free of litter or debris 	Daily
TURF	
<ul style="list-style-type: none"> Turf has a uniform green appearance in growing season safe for play at all times. 	Address as Needed
<ul style="list-style-type: none"> Common Fescue grass mowed at a height of 1 ¼" to 2" during growing season. 	Weekly – Growing Season Monthly – Off Season or as Needed
<ul style="list-style-type: none"> Fertilizer applied to general park turf at a level of pound of nitrogen per thousand square feet. 	Annually – Spring and Fall if Funds are Available
<ul style="list-style-type: none"> Aeration performed at the height of growing season 	Annually (During May – August)
<ul style="list-style-type: none"> Bare spots in turf area re-seeded. 	As Needed After Irrigation Checked
<ul style="list-style-type: none"> No standing water or dry areas in turf. 	Adjust Irrigation
<ul style="list-style-type: none"> Trim out around trees and walkways. 	Weekly
<ul style="list-style-type: none"> Premium turf maintained at a height suitable for the intended use. Designated athletic fields mowed at ¾" to 1 ¼". Other premium turf maintained at ¾" to 2". 	Varies From 1 Time Per Month During Dormancy to 2 Times Per Week During Peak Growing Season
<ul style="list-style-type: none"> Pre-emergence controls applied to premium turf as budget allows. 	Fall Application for Winter Weeds and Late Winter Application for Summer Weeds
<ul style="list-style-type: none"> Premium turf fertilized at the minimum rate of three pounds of nitrogen per thousand square feet of turf. Adequate amounts of other nutrients applied to maintain actively growing, vigorous turf; soil test used to identify deficiencies. 	Spring and Fall, Frequency Dependent on Nutrient Source/Release Duration
<ul style="list-style-type: none"> Premium turf aerated a minimum of once per year during active growth; high traffic areas aerated once per month during peak growing season/season of play 	1-5 Times Per Year During Active Growth
<ul style="list-style-type: none"> Premium turf vertically mowed as needed to control thatch accumulation; during after growth or prior to over seeding. 	As Needed
<ul style="list-style-type: none"> Bare, thin areas of premium turf reseeded as needed to maintain a uniform stand of turf. 	As Needed
<ul style="list-style-type: none"> No standing water or dry areas. Premium turf surfaces to be maintained to enhance drainage through elimination of low spots and relief of compaction. 	As Needed
IRRIGATION SYSTEM	
<ul style="list-style-type: none"> Fully operational with complete coverage. 	Adjust as Needed
<ul style="list-style-type: none"> System free of leaks. 	Repair as Needed
<ul style="list-style-type: none"> Heads properly adjusted with rotations and arcs set to reduce water run off. 	Check 2 Times Monthly; Adjust as Needed
<ul style="list-style-type: none"> Irrigation systems fully automated and set to run at specific times to minimize water evaporation and waste. 	Irrigation Checked Twice Monthly During Season Off Season Maint: Set Minimally, 1 Time Per Week
ORNAMENTAL PLANTS	
<ul style="list-style-type: none"> Plants healthy. 	Address as Needed
<ul style="list-style-type: none"> Plant beds free of litter, cobwebs, debris and weeds. 	Weeds Sprayed Two Times Per Year; Litter Daily; Mechanical Control As Needed
<ul style="list-style-type: none"> Plant selection appropriate for season and area usage. 	Confer with UC Extension Office

CHAPTER 9-100: Park Standards

<ul style="list-style-type: none"> Plant beds fertilized at rate of one pound nitrogen per thousand square feet. High levels of phosphorus and potassium should also be included. 	Spring or Fall
<ul style="list-style-type: none"> Pre-emergent herbicide applied. 	Twice Annually Mid Jan & Mid Sept
<ul style="list-style-type: none"> Pruning performed to control growth and remove damaged or diseased limbs. 	Annual Fall or Winter
<ul style="list-style-type: none"> Post emergent and mechanical removal of weeds in plant beds. 	As Needed
<ul style="list-style-type: none"> Additional applications of fertilizer to premium site ornamental plants to maintain growth. 	As Needed
<ul style="list-style-type: none"> Annual color at high profile entrances if budget allows 	As Budget Will Allow
TREES	
<ul style="list-style-type: none"> Trees staked until able to support themselves at which time stakes are removed. 	As Needed
<ul style="list-style-type: none"> Trees pruned to remove diseased or damaged limbs and maintain desired shape and structure according to A.S.A. standards. 	Heavy Pruning Annual (Mid Winter); Light Pruning as Needed
<ul style="list-style-type: none"> Pruning of trees contracted when trees exceed 25 feet in height. Large trees targeted for pruning once every 6-8 years or as needed. 	Annual by Contract (Mid Winter); or as Needed for Hazardous Conditions
<ul style="list-style-type: none"> At no time should overhanging limbs from trees impede pedestrians or present a hazard to those in park. 	As Observed, Remove Hazard & Report to Supervisor
DRINKING FOUNTAINS	
<ul style="list-style-type: none"> Fountains cleaned. 	Daily
<ul style="list-style-type: none"> Fountains accessible and operational. 	Check Daily
<ul style="list-style-type: none"> Fountains free of standing water and debris. 	Check Daily, Remove as Needed
SIGNAGE	
<ul style="list-style-type: none"> Park identification signs secure and properly installed in a noticeable location. Clean, legible and clear of debris and weeds. 	Check & Repair As Needed Daily
<ul style="list-style-type: none"> Handicap parking signs secure and properly installed in a noticeable location. 	Check & Repair as Needed Daily
<ul style="list-style-type: none"> Park "rules" signs secure and in a noticeable location. Clean, legible and clear of debris. 	Check Weekly; Repair as Needed
<ul style="list-style-type: none"> Restroom signs are secure and visible. Clean, legible and clear of debris. 	Check Daily; Repair as Needed
WALKWAYS	
<ul style="list-style-type: none"> Walkways have a uniform surface and are level with the ground and free of trip hazards. 	Check Monthly and Repair or Remove as Needed
<ul style="list-style-type: none"> Walkway free of litter and debris. 	Blown Daily
<ul style="list-style-type: none"> Walkways have unobstructed accessibility, free from low and protruding limbs, guide wires, etc. 	Check Daily and Remove as Needed
<ul style="list-style-type: none"> Walkways are neatly edged. 	Weekly During Growing Season (March-Oct); Monthly During Off Season (Nov-Feb)
<ul style="list-style-type: none"> Walkways are clear of weeds and grass growth in cracks and expansion joints. 	Spray Monthly Year Round
TRASH RECEPTACLES	
<ul style="list-style-type: none"> Receptacles emptied and liners replaced if over 1/3 full or if contents are unsanitary. 	Check Daily

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<ul style="list-style-type: none"> • Receptacles secured to slabs to prevent theft or tipping. • (Note: There are some portable receptacles during times of high use.) 	Daily; Repair as Needed
<ul style="list-style-type: none"> • Wood receptacles painted and free of damage or missing parts. 	Daily; Repair or Paint as Needed
<ul style="list-style-type: none"> • Hardware for wood receptacles intact. 	Daily; Repair as Needed
<ul style="list-style-type: none"> • Concrete receptacles intact and free of cracks or damage. 	Daily; Repair as Needed
<ul style="list-style-type: none"> • Metal receptacles intact, smooth and free of catch points. 	Daily; Repair as Needed
<ul style="list-style-type: none"> • Area around trash receptacles, roll off containers and dumpsters are clean and free of trash and debris. 	Check Daily, If Roll Off Container/Dumpsters Overflowing Report to Maintenance Office
FENCING	
<ul style="list-style-type: none"> • Hardware, gates, latches intact and operational. 	Check Weekly; Repair as Needed
<ul style="list-style-type: none"> • Wood fences intact, structurally sound and free of deterioration and splintering. 	Check Weekly; Repair as Needed
<ul style="list-style-type: none"> • Nails and screws flush with surface on wood fencing to eliminate catch and hang points. 	Check Weekly; Repair as Needed
<ul style="list-style-type: none"> • Fencing material properly secured to support rails to prevent roll up. 	Check Weekly; Repair as Needed
<ul style="list-style-type: none"> • Ornamental fencing free of rust and properly painted. 	Check Weekly; Repair as Needed
LIGHTS	
<ul style="list-style-type: none"> • All security and facility lights operational. 	Upon Report by Users, Rangers, Supervisors, Site Supervisors, Repair, Replace, Reset As Needed
<ul style="list-style-type: none"> • No electrical conducting wires exposed. 	Address as Needed
PARKING LOTS	
<ul style="list-style-type: none"> • Parking lot free of litter and debris. 	Blown Off as Needed
<ul style="list-style-type: none"> • Parking lot free of standing water. 	Remove as Needed
<ul style="list-style-type: none"> • Parking lot free of graffiti. 	Remove as Needed Within 24 Hours of Reporting
<ul style="list-style-type: none"> • Parking lines visible. 	Address as Needed
<ul style="list-style-type: none"> • Parking lots free of potholes. 	Repair Within One Month of Noted Need
<ul style="list-style-type: none"> • Parking lots evenly surfaced. 	Address as Needed
<ul style="list-style-type: none"> • Parking lot islands free of weeds and debris. 	Remove Daily

SHELTERS AND PAVILIONS:

STANDARDS	FREQUENCY
SHELTERS/PAVILIONS	
<ul style="list-style-type: none"> • Shelters clean, sanitary and free of graffiti 	Daily; Before and After Rentals, Graffiti Removed Within 24 Hours
<ul style="list-style-type: none"> • Shelter lights and electrical outlets operational. 	Check Weekly; Repair or Replace as Needed
<ul style="list-style-type: none"> • Shelters structurally sound, cleanly painted with no rotten lumber or rusted metal and no loose siding or loose shingles. 	Check Weekly and Repair or Replace as Needed
<ul style="list-style-type: none"> • Signage with reservation and rule information and emergency telephone numbers in a noticeable location. 	Check Weekly; Repair or Replace as Needed
TABLES (SHELTERS AND FAMILY PICNIC PADS)	
<ul style="list-style-type: none"> • Tables clean, free of rust, mildew and graffiti. 	Check Daily and Repair as Needed; Graffiti Removed Within 24 Hours
<ul style="list-style-type: none"> • Table hardware intact and boards or planks properly secured. 	Check Weekly and Repair as Needed

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<ul style="list-style-type: none"> • Table seats and tops smooth with no protrusions and no exposed sharp edges or pointed corners. 	Check Daily and Repair as Needed
GRILLS (SHELTERS AND FAMILY PICNIC PADS)	
<ul style="list-style-type: none"> • Grills operational, free of rust and metal deterioration. 	Check Daily and Repair as Needed
<ul style="list-style-type: none"> • Grills clean and free of grease and ash build-up. 	Daily
<ul style="list-style-type: none"> • Underbrush, low limbs and debris cleared from grill area to reduce possible fire hazard. 	Check Daily and Remove as Needed

ATHLETIC FIELDS:

STANDARDS	FREQUENCY
TURF MAINTENANCE	
<ul style="list-style-type: none"> • Athletic fields free of litter and debris. 	Daily
<ul style="list-style-type: none"> • Turf free of holes and safety hazards. 	Check Daily; Repair as Needed
<ul style="list-style-type: none"> • Soccer and football turf mowed at a height of ¾ to 1 ¼ inches. 	1 Time Monthly to 2 Times Weekly Dependent on Rate of Growth
<ul style="list-style-type: none"> • Baseball turf outfields mowed at a height not to exceed ¾ to 1 ¼" 	1 Time Monthly to 2 Times Weekly Dependent on Rate of Growth
<ul style="list-style-type: none"> • Hybrid Bermuda turf infields mowed at a height not to exceed 1 inch. 	1 Time Monthly to 2 Times Weekly Dependent on Rate of Growth
<ul style="list-style-type: none"> • Athletic fields fertilized at a rate of ¼ pound nitrogen per thousand square feet per month of growing season. Other nutrients applied to promote optimum growth based on deficiencies identified by soil testing. 	Frequency Dependent On Fertilizer Source
<ul style="list-style-type: none"> • Athletic fields aerated. Frequency dependent on amount of use and compaction. 	Annually Minimum
<ul style="list-style-type: none"> • Athletic fields verticut as needed to control thatch buildup. 	Annually (Complete During Growing Season)
<ul style="list-style-type: none"> • Athletic fields free of rodents and associated hazards. 	As Needed
INFIELD MAINTENANCE	
<ul style="list-style-type: none"> • Infield watered and dragged in alternating directions. 	As Needed
<ul style="list-style-type: none"> • Skinned infields free of weeds, grass and debris. 	As Needed
<ul style="list-style-type: none"> • Infields free of rocks, dirt clods and debris. 	As Needed
<ul style="list-style-type: none"> • Infields have uniform surface free of lips, holes and trip hazards. 	Minor Build Up as Needed; Major Annually
<ul style="list-style-type: none"> • Infields well drained with no standing water areas. 	Address as Needed and As Able
<ul style="list-style-type: none"> • Base pegs properly installed, level, at the proper distances and marked with indicators. 	Check When Dragged; Repair as Needed
<ul style="list-style-type: none"> • Lines, borders and boundaries crisp, straight and well marked. 	Prior to Scheduled Play
<ul style="list-style-type: none"> • Skinned areas have proper moisture level for intended usage. 	Check During Season and Scheduled Play and Correct As Necessary
<ul style="list-style-type: none"> • Pitching mounds constructed at the proper height, level and dimensions as set forth by league specifications and requirements. 	Check During Season and Scheduled Play and Correct As Necessary
BACKSTOPS & DUGOUTS	
<ul style="list-style-type: none"> • Backstop fencing 9-gauge double knuckle wire galvanized chain link. 	Informational Item
<ul style="list-style-type: none"> • Fencing material is properly secured to support rails. 	Check Weekly; Repair or Replace As Needed
<ul style="list-style-type: none"> • Fencing free of holes, protrusions and catch points. 	Check Weekly; Repair or Replace As Needed
<ul style="list-style-type: none"> • Fabric straight and free of bending and sagging. 	Check Weekly; Repair or Replace As Needed

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• Backstop netting properly installed, secured to support poles, tight with no sagging or holes.	Check Weekly; Repair or Replace As Needed
• Gates and latches operational.	Check Weekly; Repair or Replace As Needed
• Backstop boards properly secured to support rails. Nails, screws, and bolts are flush with the surface.	Check Weekly; Repair or Replace As Needed
• Backstop boards intact, painted pre-season, smooth, structurally sound and free of cracking and splintering.	Check Weekly; Repair or Replace As Needed
• Dugout benches intact, painted pre-season, smooth, structurally sound, and free of cracking and splintering. Nails, screws, and bolts flush with the surface.	Check Weekly; Repair or Replace As Needed
• Backstop board, dugout boards and dugout benches free of graffiti, spitballs, cobwebs, dirt, mud, weeds and cobwebs.	Check Weekly; Graffiti Removed Within 24 Hours
• Dugout areas free of trash and debris.	Daily
LIGHTS & ELECTRICAL OUTLETS	
• Electrical lighting systems and components operational.	Repaired and Replaced as Reported
• Lamps for each field operational.	Checked Quarterly Pre-Season and Replace as Needed or as Reported
• No electrical conducting wires exposed.	Repair When Found
SCOREBOARD SATELLITES	
• Scoreboards free of graffiti.	Remove Within 24 Hours
• Scoreboards have required amount of hooks for scoreboard numbers.	Check Weekly During Season; Repair or Replace As Needed
• Padlocks to each satellite have a uniform lock and operational.	Check Weekly During Season; Repair or Replace As Needed
• Score satellites painted pre-season, free of debris and spider webs.	Check for Debris Weekly; Pesticide Spray Monthly
• Satellite benches and score tables painted pre-season and in good working condition.	Check Weekly During Season
BLEACHERS	
• Bleachers secured to concrete pads or firmly anchored to ground.	Check Weekly, Repair as Needed
• Hardware is intact. Screws and bolts flush with the surface.	Check Weekly, Repair as Needed
• Seating surface clean, smooth, and free of protrusions and catch points.	Check and Blow Off Daily; Wash as Needed, Repair as Needed
• Bleacher areas have trash receptacles and are in good condition.	Check Daily, Repair as Needed
• Bleachers cleaned of any trash or debris.	Daily
• Bleacher areas free of weeds, grass and debris.	Daily

ATHLETIC COURTS:

STANDARDS	FREQUENCY
SURFACING	
• Surface smooth, level and well drained with no standing water.	Check 2 Times Per Week; If Problem, Resolve Within One Month
• Surface free of large cracks, holes and trip hazards.	Repair as Needed
• Surface free of litter, debris, gravel and graffiti.	Courts Washed Weekly; Blown Off as Needed; Graffiti Removed Within 24 Hours
LIGHTS	

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• Electrical systems and components operational.	Check Monthly; Report Needed Repairs to Maintenance Office
• Lamps for each court operational.	Checked Quarterly and Replace as Needed or as Reported
• Timers properly set for specific hours of operation.	Check Monthly and Change as Needed
FENCING	
• Fencing material is 9 gauge double knuckle galvanized chain link.	Information Item
• Fencing material properly secured to support rails.	Check Weekly; Repair or Replace as Needed
• Support rails properly connected and straight.	Check Weekly; Repair or Replace as Needed
• Fencing free of holes, protrusions and catch points.	Check Weekly; Repair or Replace as Needed
• Fabric straight and free of bending and sagging.	Check Weekly; Repair or Replace as Needed
• Gates and latches operational.	Check Weekly; Repair or Replace as Needed
• Windscreens tightly secured to fencing and free of tears and holes.	Check Weekly; Repair or Replace as Needed
BASKETBALL GOALS AND BACKBOARDS	
• Goals and backboards level with hardware intact.	Check Weekly; Repair as Needed
• Goals and backboard properly painted with no graffiti.	Check Weekly; Graffiti Removed Within 24 Hours
• Support poles secure in the ground and straight.	Check Weekly; Report Needed Repairs to Maintenance Office
• Nylon nets properly hung and not torn or tattered.	Check Weekly; Replace as Needed
• Metal chain nets will not be used.	Information Item

RESTROOMS:

STANDARDS	FREQUENCY
• Doors opened each day, locked each night.	Opened Daily By Parks Staff by 8 a.m.; Locked at night
• Restrooms clean, sanitary and properly stocked with paper products.	Daily Upon Arrival to Work & Before Leaving; More If Needed
• Restrooms free of graffiti, spitballs and cobwebs.	Check Daily; Graffiti Removed Within 24 Hours
• Lights and ventilation systems operational.	Check Weekly; Report Problems to Maintenance Office
• Toilets, water faucets, doors and hand air dryers operational.	Check Daily and Repair as Needed
• Entrances properly marked according to gender.	Check Daily and Repair or Replace as Needed
• Interior and exterior painted surfaces to be kept in presentable condition.	Minor Touch Up as Needed by Staff. Major Work Reported to Maintenance Office for Contracting

SWIMMING POOL:

STANDARDS	FREQUENCY
• Pool and pool area clean and free of litter and debris.	Daily
• Water meets health code requirements.	Checked at Least Every Two Hours During Season and Periodically Off Season
• Temperature regulated according to season and usage pattern.	When Heater is Used Temperature Between 74° and 78° F
• Scum gutters cleaned when water is present in the pool.	Daily
• Pool vacuumed frequently enough to be clean and sparkling.	Once Monthly Off Season, Twice Weekly During Season
• Chemical balance maintained at all times while pool is operational.	Constantly Being Maintained by the Chemical Automated System; If Problem, Repair as Needed
• Pool restrooms, shower areas and dressing rooms cleaned and sanitized when pool is in operation.	Daily
• Signage maintained and pool area secured when unattended.	Check Daily; Report Needed Repairs to Maintenance Office

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<ul style="list-style-type: none"> Filter room equipment and safety equipment maintained operational and safe for constant usage. 	Daily
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PLAYGROUNDS:

STANDARDS	FREQUENCY
<ul style="list-style-type: none"> Playgrounds inspected. 	Daily
<ul style="list-style-type: none"> Play equipment and hardware intact and free of wear. (Check for worn parts, loose bolts, loose "S" hooks, chains, seats, exposed footings or potential hazards.) 	Repaired, Made Safe & Secured Immediately
<ul style="list-style-type: none"> Play equipment repaired and/or maintained. (Defective equipment should be replaced using manufacturer's parts and/or specifications.) 	If Equipment Not Available at TVRPD, Order Within One Week. Install Within One Week of Receipt from Manufacturer
<ul style="list-style-type: none"> Play equipment moving parts lubricated. 	Quarterly
<ul style="list-style-type: none"> Play equipment painted. 	As Needed
<ul style="list-style-type: none"> Play equipment free of graffiti. 	Remove Within 24 Hours of Observation
<ul style="list-style-type: none"> Fall surface clean, level and free of litter and debris. 	Daily
<ul style="list-style-type: none"> Fall surface materials raked into fall zones. 	Daily
<ul style="list-style-type: none"> Rubber cushion surfaces free of holes and tears and secure to base material and curbing. 	Check Daily; Report Needed Repairs to Maint Office
<ul style="list-style-type: none"> Playground borders well defined and intact. 	Check Daily and Maintain as Needed
<ul style="list-style-type: none"> Playground borders comply with Americans with Disabilities Act (ADA) 	Check Daily and Address as Needed
<ul style="list-style-type: none"> Benches smooth, intact, structurally sound and free of catch points. 	Check Daily; Repair as Needed

DOG PARK:

STANDARDS	FREQUENCY
<ul style="list-style-type: none"> Bag dispensers available, free of graffiti, and fully operational. 	Check Daily; Graffiti Removed Within 24 Hours
<ul style="list-style-type: none"> Dog play area free of feces. 	Daily
<ul style="list-style-type: none"> Signs for designated off-leash areas are legible, free of graffiti and properly installed in noticeable location. 	Check Daily; Repair or Replace as Needed; Graffiti Removed Within 24 Hours
<ul style="list-style-type: none"> Waste receptacles are available and contents disposed of. 	Daily As Needed
<ul style="list-style-type: none"> Turf and trees maintained per above standards under Parks – General 	

PARK MAINTENANCE STORAGE AREAS:

STANDARDS	FREQUENCY
<ul style="list-style-type: none"> Kept in clean and orderly manner. 	Inspected by Supervisor Weekly
<ul style="list-style-type: none"> Free of trash, empty containers, dirty rags, etc. 	Daily
<ul style="list-style-type: none"> Clips and debris stored in roll-off dumpsters. 	Remove Dumpster When Full

UNDEVELOPED SITES:

STANDARDS	FREQUENCY
<ul style="list-style-type: none"> Inspected for safety hazards; hazards repaired or removed. 	Drive-by Inspection Weekly; Hazards Repaired or Removed Upon Discovery or As Reported

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• Sites disked to discourage weed growth.	Annually Mid to Late Spring
• If weeds exceed one foot in height, mow site to discourage further growth.	Mow As Needed
• If weeds, especially tumbleweeds, are still present after disking and mowing, manual remove.	Manual Remove As Needed or Reported
• Area kept free of unsightly debris and litter.	Monthly
• Signs are legible, free of graffiti and properly installed in noticeable location.	Check Monthly; Graffiti Removed Within 24 Hours of Discovery; Repair or Replace Sign As Needed
• Fencing in proper repair if applicable.	Checked During Above Inspections; Repaired as Needed



Chapter 9-200: Facility Standards

Policy No: 9-200

Work Schedule

Custodial work schedules vary dependent upon individual facility needs. Custodial staff work year round, hours vary.

Custodial Priorities

In determining schedule of custodial work, a number of factors arise. However, with all other factors remaining equal, the schedule of work will be based on the following priority ranking:

- | | |
|-----------------------------|----------------------------|
| 1. Health and Safety | 5. Aesthetics |
| 2. Function or Purpose | 6. Community Desires |
| 3. Preventative Maintenance | 7. Participant Convenience |
| 4. Funding Capabilities | |

Custodial Standards

The following minimum cleaning standards are expected:

FACILITY AMENITY	STANDARDS
Restrooms	<p>DAILY Sweep and wet mop floor with cleaner. Clean and sanitize sinks, toilets, and urinals, including handles. Clean all door handles. Clean and restock dispensers daily as needed. Clean mirrors. Empty, clean and sanitize trash receptacles; replace liners. Sanitize partitions as needed. Remove cobwebs as noticed. Wash walls as needed.</p> <p>MONTHLY Clean doors and frames monthly or more if needed.</p> <p>EVERY THREE MONTHS Clean light fixtures, ceiling vents, and baseboards.</p> <p>ANNUALLY Strip, wax and buff floors (2 times per year, if needed)</p>
Meeting Rooms Activity Rooms Offices	<p>DAILY Dust mop hard surface floor and vacuum carpet. Spot or wet mop floor as needed. Empty trash receptacles; wash and replace liner if needed. Remove cobwebs as noticed.</p>

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	<p>Clean spots on carpet or furnishings as noticed, as time will allow. Clean smudges on walls and windowsills as noticed.</p> <p>WEEKLY Dust hard surfaces i.e. desks (if accessible), file cabinets, tables, chairs, and bookshelves. Clean windowsills. Clean meeting room tables every two weeks or more depending upon usage.</p> <p>MONTHLY Clean inside of windows. Clean doors and frames.</p> <p>EVERY THREE MONTHS Clean lights fixtures, ceiling vents, and baseboards. Clean furniture every three months.</p> <p>ANNUALLY Carpet professionally cleaned. Heavy traffic areas may need cleaning more frequently. Strip, wax and buff floors (two times per year, if needed).</p>
Hallways	<p>DAILY Dust mop hard surface floor and vacuum carpet. Spot or wet mop floor as needed. Remove cobwebs as noticed. Clean drinking fountains. Clean spots on carpet or furnishings as noticed, as time will allow. Clean smudges on walls and windowsills as noticed.</p> <p>MONTHLY Clean doors and frames.</p> <p>EVERY THREE MONTHS Clean light fixtures, ceiling vents, and baseboards.</p> <p>ANNUALLY Carpet professionally cleaned. Heavy traffic areas may need cleaning more frequently. Strip, wax and buff floors (two times per year, if needed).</p>
Lobby Areas	<p>DAILY Dust mop hard surface floor or vacuum carpet. Spot or wet mop floor as needed. Clean and dust reception countertops and furnishings. Empty trash receptacles; wash and replace liner if needed. Arrange furniture in an orderly fashion. Remove cobwebs in lobby and entrance area as noticed. Clean glass doors. Clean "walk off" mats. Clean spots on carpet or furnishings as noticed, as time will allow. Clean smudges on walls and windowsills as noticed.</p> <p>WEEKLY Sweep outside entrance area as needed. Clean inside and outside of windows every two weeks, including windowsills.</p> <p>MONTHLY Clean doors and frames.</p> <p>EVERY THREE MONTHS Clean light fixtures, ceiling vents, and baseboards. Clean furniture every three months.</p> <p>ANNUALLY Carpet professionally cleaned. Heavy traffic areas may need cleaning more frequently. Strip, wax and buff floors (two times per year, if needed).</p>

CHAPTER 9-200: Facility Standards

Gymnasiums	<p>DAILY Dust mop floor, including under bleachers, daily or more if needed. Spot or wet mop floor as needed. Empty trash receptacles daily or more if needed. Sanitize trash receptacles and replace liners as needed. Clean drinking fountains. Clean smudges on walls as noticed. Remove cobwebs as noticed.</p> <p>WEEKLY Clean bleachers one time per week or more, dependent upon usage. Clean "walk off" mats two times per week as needed.</p> <p>ANNUALLY Dust windows in gym annually.</p>
Shower and Dressing Areas	<p>DAILY Sweep floor. Disinfect shower and floor areas. Clean/disinfect fixtures and sinks. Clean mirrors. Empty, clean and sanitize trash receptacles; replace liners as needed. Showerheads operational and mildew free. Clean and polish fixtures. Floor drains in place and free of debris.</p>

Maintenance Standards for Facility Ceilings

- Cobwebs removed daily as noticed.
- Ceiling vents checked for dust and cleaned out quarterly. Dining hall and kitchen ceiling vents cleaned monthly.
- Noticeably damaged and water stained ceiling tiles replaced as noticed.

Maintenance Standards for Lights and Light Fixtures

- Interior lights checked and bulbs replaced as needed.
- Cobwebs removed from skylights and decorative lighting as noticed.
- Malfunctioning fluorescent lights replaced as noticed.
- Broken light covers or globes replaced as noticed.

Maintenance Standards for Drinking Fountains

- Drinking fountains cleaned and sanitized daily.
- Malfunctioning drinking fountains reported to facility supervisor.

Maintenance Standards for Tables and Chairs

- Cleaned, dusted and in good working condition.
- Stacked properly and accessible.
- Check for and remove gum from under chairs monthly.
- Check for broken and missing screws on chairs monthly.

Activity Set-Up and Take Down

Custodial work duties include facility set up and take down in preparation for programs and activities conducted at TVRPD facilities. Custodial staff will be directed by the facility supervisor regarding facility set up and take down needs.

Custodial Storage Areas

Custodial staff is responsible for maintenance of the custodial storage areas as follows:

- Always clean and store equipment and supplies after each use in an area designated for custodial storage.
- Custodial closets should be kept clean and orderly (do not allow trash, empty containers, dirty rags, etc. to collect).

Care of Custodial Equipment

Custodial staff is responsible for the proper care and use of custodial equipment and materials:

Dust Mop

- Shake out the dust mop completely.
- Brush the mop out with a stiff brush.
- Re-spray it lightly with your dust mop treatment.
- Store your clean retreated mop in a plastic bag so the dust mop treatment will absorb properly into the dust mop fiber.
- If you have a launderable dust mop, wash it occasionally in hot or warm water.

Wet Mop

- Rinse out after each day's use.
- Wring as dry as possible and place back in bucket.

Mop Buckets and Wringers

- Empty mop bucket, rinse after a job is completed.
- Also rinse wringers.

Vacuums

- Do not allow vacuum bag to overfill; this greatly reduces power.
- Check the belt often.
- Remove threads or hair wrapped around the brush.
- Wipe down vacuum one time per week.

Chemicals and Supplies

- Read directions and use a measuring cup when diluting chemicals in water.

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- When storing chemicals, make sure the cap or lid is on tight and that the chemicals are stored in a safe and secure area.
- MSDA (Material Safety Data) Sheets are available and on file in the building in which a chemical is used.

Inventory

Custodial staff should maintain an accurate inventory of necessary cleaning materials and equipment and restock as needed. For more information, contact the [Maintenance Foreman-Operations Manager](#).



Tehachapi Valley
Recreation & Park District

Chapter 9-300: Key and Security Access Control

POLICY: 9-300

This policy is designed to facilitate the issuance of; define responsibility for; and encourage responsible care of District facility keys and security access ~~cards~~codes.

The following guidelines for the issuance of keys and security access ~~cards~~codes must be observed:

- Keys and security access cards will be issued to only those persons who must have them to perform their job or provide their service.
- The issuance of keys and security access ~~cards~~codes for District facilities will be kept at a minimum.
- All keys must be returned by key holders prior to separation from the District.
- All lost or stolen keys ~~and security access cards~~ must be reported to the holder's supervisor and ~~Maintenance Foreman~~Operations Manager immediately upon discovery.
- Duplication of District keys and security access cards by holders is strictly prohibited.

~~Maintenance Foreman~~Operations Manager Responsibilities

- Purchase, maintain, and install locks and other door hardware.
- Maintain all key and security access control files and records.
- Upon authorization by District supervisors, issue keys and security access ~~cards~~codes.
- Manufacture keys as needed.
- Securely store all unassigned or unused District keys.
- Investigate loss or theft of District keys and security access cards when possible.
- Quarterly, furnish supervisors a list of all persons in possession of keys and security access ~~cards~~codes.
- Using weekly employee separation list, work with supervisors to ensure key holders return keys and security access codes are deactivated.

District Supervisor Responsibility

- Authorize and request from the ~~Maintenance Foreman~~Operations Manager the issuance of keys and security access ~~cards~~codes for persons who must have them to perform their job or provide their service (at the lowest level of key possible to satisfy access needs).

- Ensure that Key Authorization ~~Cards~~ and Security Access Authorization ~~Cards Codes~~ are signed.
- Distribute keys and security access ~~cards-codes~~ to employees upon receipt of such items from the ~~Maintenance-Foreman~~ Operations Manager.
- Quarterly, review a list of key and security access ~~cardholders-code holders~~ to verify that holders still have a need for keys and security access.
- Prior to separation from District service or transfer of employee from one location to another, the supervisor is responsible for informing the ~~Maintenance Unit~~ Operations Manager of the need to deactivate security access codes; for collecting keys that have been issued to employees; and forwarding those keys to the ~~Maintenance-Unit~~ Operations Manager.

Key and Security Access ~~Card-Code~~ Holders' Responsibility

- Sign the Key Authorization ~~Card-Form~~ for keys received acknowledging the key responsibility statement on the ~~cardform~~.
- Sign the Security Access Authorization ~~CardForm~~.
- Maintain personal possession of District issued keys and security access ~~cardscodes~~.
- Lending of District issued keys and security access cards to other persons is prohibited.
- Duplication of District issued keys and security access cards is prohibited.
- Lost or stolen keys and security access cards must be reported to unit supervisor and the ~~Maintenance-Unit~~ Operations Manager.
- Upon transfer to another unit or division, inform supervisor or Maintenance Foreman if current keys or security access is no longer needed.
- Inform supervisor ~~and/or Operations Manager or Maintenance Foreman~~ if performance of job duties no longer requires key or security access.
- Upon separation from the District, return keys to unit supervisor ~~or the Maintenance-and/or Operations Manager~~ Foreman.



Chapter 9-400: Park and Facility Reservations

RESERVATIONS AND APPLICATIONS FOR USE OF FACILITY

POLICY: 9-401

Certain facilities supervised and operated by Tehachapi Valley Recreation and Park District shall be available on a reservation basis to groups and individuals for social, cultural, or recreational activities as provided herein. Reservations must be made in advance. Next day reservations are not permitted. Facility reservations for an upcoming weekend event must be made no later than ~~Wednesday, 5:00 p.m., of that same week~~ Thursday two-weeks prior to the event. Please Note: ~~West Park Activity Center~~ Aspen Builders Inc. Activity Center, large reservations, including tournaments and/or reservations requiring a Certificate of Insurance, special site preparation, or special staffing will require an earlier deadline as determined by the TVRPD office.

The procedure for acquiring use of facilities shall be as follows:

- Individuals or groups desiring use should contact the District to ascertain if the group is eligible to use the facility and if a date is available.
- If eligibility and date are satisfactory, the person desiring use must complete the "Application for Use of Facility" form.

The application form for use of facilities shall be completed to the fullest extent possible. All applications shall bear the signature of an adult 21 years of age or older who is a duly authorized representative of the organization making the request and, further, such application shall contain an agreement whereby the applicant agrees to reimburse Tehachapi Valley Recreation and Parks District for any loss or damage to District property caused by such use.

- If insurance is required, a copy of the reservation form should be forwarded to the District Office ~~(Administrative Assistant), (Administration Department)~~.
- Any organization or group using a District facility shall disclose affiliations with, sponsorships by, or sanctions of another organization/group connected with use of the TVRPD facility.
- If the application for use of facility is found to be in good order, the use of facility will be granted. The prescribed time should include all time necessary, including time needed for preparation and cleanup.
- Groups should plan to enter and leave the facility at the time specified on the Use of Facility form.

CHAPTER 9-400: Park and Facility Reservations

Hours of Use

Facilities will be available for reserved use Monday through Sunday during normal park hours, generally ~~8:00 A.M. to 10:00 P.M.~~ sunrise to sunset subject to scheduling and approval by the facility supervisor. Exceptions may be granted.

Use of Alcohol at Reservations

Alcohol is not permitted at District parks and ~~facilities, facilities;~~ however, alcohol will be permitted inside the TVRPD ~~West Park Activity Center~~ Aspen Builders Inc. Activity Center on a limited basis only. (See Policy 9-405 – Alcohol Relating to Reservations.) Also see TVRPD Ordinance 01-10.

Use Not Granted

In accordance with General Policy, use of facilities shall not be granted when, for any reason, such use may not be in the best interest of the District or to any party or organization, political or otherwise, that advocates overthrow of the government of the United States or of the State of California by force or violence or other unlawful means.

GENERAL STATEMENT AND CLASSIFICATION OF GROUPS

POLICY: 9-402

It is the general policy of Tehachapi Valley Recreation and Park District that recreation and park facilities be used primarily for non-profit community leisure programs of resident organizations and persons.

To provide for public leisure activities in the best interest of the community at large, the recreation and park facilities will normally be administered in accordance with the following classifications:

Partnerships

Schools and other partnerships that have a special relationship with the District for the provision of joint programs, activities, and facilities. Schools include elementary and junior high schools located within District boundaries and all high schools within the Tehachapi Unified School District.

Classification 1: Non-Profit Organizations

Primarily recreational, educational, cultural, or special interest recreational groups having open membership serving the general public. These may include, but are not limited to, sports organizations, adult services, social, cultural and/or sports oriented organizations, church groups, and homeowners' associations.

Classification 1: Youth Organizations

With the primary goal of serving the youth of the community. A majority of the membership attendance must be persons eighteen (18) years of age and under. This would include, but not necessarily be limited to, Boy Scouts, Y.M.C.A., Y.W.C.A., Boys and Girls Club, 4H Groups, District groups, schools and youth organizations.

Classification 1: Senior Organizations

With the primary goal of serving the seniors of the community. A majority of the membership attendance must be persons 60 years of age and over.

Classification 2: Private

Individuals, groups and organizations that utilize District facilities for private functions such as wedding receptions, Bar Mitzvahs, Quincineras, and family parties. This classification also includes non-profit groups and organizations that have closed membership and fraternal clubs. In addition, this classification includes use by businesses for employee training workshops or seminars, holiday parties, conventions, or other business meetings.

Classification 3: Profit

All profit-motivated events that are oriented toward private gain. These may include but are not limited to events where sales are made, potential buyers are developed, product shows, certain fundraising events not covered by classifications 1–3 and any activity where the end result of the event could result in sales, potential income or other profit for the user.

PAYMENT OF RESERVATION FEES

POLICY: 9-403

Reservation Fee Schedule

A reservation fee schedule is established to cover normal costs incurred during reservations.

Payment of Reservation Fees

The entire reservation fee is due at the time of application for use of facility unless an agreed upon payment method has been approved by the District Office. All checks shall be made payable to Tehachapi Valley Recreation and Parks District (TVRPD).

Balance of Reservation Fee

If a payment method has been agreed upon, the balance of the reservation fee is due two weeks prior to use date or as outlined in the Use of Facilities form. All reservation permits for ongoing use of facilities must be renewed on an annual basis.

Cleanup/Damage Deposit

CHAPTER 9-400: Park and Facility Reservations

A cleanup/damage deposit ~~of \$100~~ will be required, made in guaranteed funds (ex. Cash, cashier's check, or money order), for use of meeting rooms, recreation buildings/rooms, gymnasiums, dining halls, kitchens, and pavilions (please refer to Facility Use Agreement Form). Other facilities will require a different cleanup/damage deposit. In the event of damage or the necessity for excessive cleanup or maintenance, said deposit shall be applied accordingly. The cleanup/damage deposit shall otherwise be refunded.

INSURANCE REQUIREMENTS FOR RESERVATIONS

POLICY: 9-404

General liability insurance is generally required for the following reservations:

- Events where more than 200 people will be attending.
- Non-District tournaments.
- Events open to the general public.
- Events where admission fees will be charged.
- Events where animals will be present (i.e., dog shows).
- Other special events.
- An organization's reserved use of TVRPD facilities through contracts/agreements.
- Use of District pools for swim clubs, school programs, etc.
- An organized league or team using TVRPD facilities for "games."
- Use of portable structures and/or equipment during a reservation (examples include but are not limited to inflatable jumpers, large barbecue trailers, and portable restrooms).
- Applicants and/or vendors providing portable structures/equipment will be required to provide a Certificate of Insurance and Endorsement naming the District as additional insured.

NOTE: Meeting room reservations do not generally require insurance unless the renter wants to use the facility for a purpose outside the normal use for facility and that use may present an exposure to risk (this includes meeting rooms, activity rooms and game rooms). Call the District Office for help in evaluating.

NOTE: If insurance is required for a reservation, a copy of the insurance certificate must be forwarded to the District Office two weeks prior to event.

Procedures for Reservations Requiring Insurance

When insurance is required, a Certificate of General Liability Insurance must be provided at least two weeks prior to the reservation event as follows:

- Certificate of General Liability Insurance in an amount not less than \$21,000,000 per occurrence; \$2,000,000 aggregate with no per person sub-limit. The facility user's insurance shall be primary as respects to any loss or liability arising directly

or indirectly from the insured's operations. Tehachapi Valley Recreation and Park District shall be listed as the Certificate Holder; and

- A separate second page "Endorsement" naming Tehachapi Valley Recreation and Park District as additional insured.

Certificate Holder should be listed as follows:

Certificate of Insurance naming Tehachapi Valley Recreation and Park District as additional insured. The following wording must be included on the Certificate of Insurance:

**"The Tehachapi Valley Recreation and Park District,
its Agents, Officers, Directors, Employees and Representatives
are named as additional insured."**

NOTE: If unable to provide a Certificate of Insurance, the applicant may request purchase of a certificate through the District's special event liability group insurance program (coverage must be qualified by the insurance program).

ALCOHOL RELATING TO RESERVATIONS

POLICY: 9-405

Alcohol is not permitted at District parks and facilities, however, alcohol will be permitted inside the TVRPD West Park Activity Center on a limited basis only as stated below.

Criteria for Use of Alcohol at the TVRPD ~~West Park Activity Center~~ Aspen Builders Inc. Activity Center

Alcohol will be permitted **inside** the TVRPD ~~West Park Activity Center~~ Aspen Builders Inc. Activity Center for fund-raising events planned by certain not-for-profit groups that meet ALL of the following criteria:

- The group directly responsible for organizing/running the event must have an up-to-date non-profit status. A current proof of 501.c.3 status is required at the time of reservation.
- Service of alcohol will be for fund-raising purposes only. This will include the direct sale of alcohol to benefit the group or cause or the sale of tickets to the event where proceeds go to benefit the group or cause.
- No alcohol will be served after 11:00 p.m.

Policies Related to Use of Alcohol at TVRPD Aspen Builders Inc. Activity Center ~~West Park Activity Center~~

Groups seeking to reserve the TVRPD ~~Aspen Builders Inc. Activity Center West Park Activity Center~~ for events that include alcohol must adhere to the following policies or risk cancellation of the event and possible forfeiture of deposits/fees:

- The rental group shall be responsible for acquiring all necessary alcohol licenses and permits required by the California Department of Alcoholic Beverage Control (ABC). Costs for these permits and licenses are the sole responsibility of the rental group and a copy of all permits and licenses is required two (2) weeks prior to the event date. Failure to provide proper permits and licenses will result in cancellation of the event.
- The rental group must provide a Certificate of Liability Insurance in an amount not less than \$2,000,000 per occurrence with no per person sub-limit and must provide host liquor liability coverage. TVRPD should be listed as the Certificate Holder. A separate endorsement naming Tehachapi Valley Recreation and Park District as additional insured is required. The facility user's insurance shall be primary as respects to any loss or liability arising directly or indirectly from the insured's operations. If the rental group is unable to provide a Certificate of Insurance, the group may request purchase of a certificate through the District's special event liability group insurance program (coverage must be qualified by the insurance program). Proof of insurance is required two (2) weeks prior to the event date. Failure to provide proof of insurance will result in cancellation of the event. Any cost for this level of insurance is solely the responsibility of the rental group.
- The rental group shall be responsible for providing professional licensed and bonded security for the event using an approved security firm or agency as follows:

Attendees	Security Personnel
1-100	1
101-200	2
201-300	3
301-400	4

Proof of security arrangements is required two (2) weeks prior to the event. Failure to provide proof of arrangements will result in cancellation of the event. Any fees or costs associated with the hiring of security personnel is the sole responsibility of the rental group and should be paid directly to said security firm.

- One staff member is always included in the regular rental fees. These fees shall be covered by the rental group and paid to TVRPD. For groups with an expected attendance in excess of 250 people TVRPD will require additional staffing at a cost of ~~\$20~~\$35 per hour per each additional staff member.

CHAPTER 9-400: Park and Facility Reservations

- A cleanup/damage deposit will be required. In the event of damage or the necessity for excessive cleanup or maintenance, said deposit shall be applied accordingly. The deposit will be refunded provided the need does not arise for its use.
- The rental group will be entirely responsible for setup and cleanup of “alcohol events” or risk forfeiture of cleanup/damage deposit.
- Events canceled less than two (2) weeks prior to the event date will be assessed a \$100 cancellation fee which will be deducted from the cleanup/damage deposit.
- Alcohol will not be permitted outside of the TVRPD ~~Aspen Builders Inc. Activity Center~~ West Park Activity Center, even for groups that meet the above criteria for alcohol use at the TVRPD ~~Aspen Builders Inc. Activity Center~~ West Park Activity Center.
- Any individuals attending the event who are judged to be excessively inebriated or uncooperative (at the discretion of the TVRPD staff member in charge of the facility) must be escorted off the premises by the group or risk having the event shut down and the forfeiture of the deposit.

Violation of any of the above policies will result in possible cancellation of the event and/or forfeiture of deposits or fees.

SECURITY RELATING TO RESERVATIONS

POLICY: 9-406

Security officer(s) are required by Tehachapi Valley Recreation and Park District as follows:

- A building reservation where more than 200 will be attending.
- May, at the discretion of the District Manager, be required at special events and/or other large gatherings.

Costs for security shall be borne by the applicant. Applicant must obtain security services from a licensed security firm. The name of the licensed security firm being used must be provided to the District two weeks prior to the reservation event.

FACILITY RULES RELATING TO RESERVATION

POLICY: 9-407

The following are general guidelines regarding the use of District facilities. There may be additional rules specific to the facility being reserved. This information will be provided at the time of completion of the “Application for Use of Facility” form.

- Smoking is prohibited at all TVRPD facilities, and properties

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- Consumption of alcoholic beverages (alcohol is allowed on a limited basis only at the TVRPD West Park Activity Center – see Policy 9-405) and the use of glass bottles or glass containers is prohibited at TVRPD facilities with the exception of West Park Activity Center.
- Vehicles must be parked in designated areas only. Driving on District turf is prohibited.
- Users are responsible for leaving the facility in the same general condition as received. Failure to do so may result in the assessment of additional fees or forfeiture of deposit. Additionally, users are responsible for broken, damaged, missing or stolen TVRPD equipment or property.
- Use of equipment and supplies is to be restricted to those formally authorized for use.
- No activity will be permitted which is in violation of local, state or federal statutes. Applicants must adhere to all city, police, and fire codes during their use of facility.
- For authorized use of District facilities where food, drink, merchandise, or services are sold, the user must obtain necessary city, county and/or state permits for such sales.
- Advertising, sales or solicitations for a reservation event must be approved by TVRPD.
- Admission charges must be approved by TVRPD.
- A TVRPD employee must be on duty at all times during the reserved use of TVRPD buildings.
- Pony rides, petting zoos, dunk tanks, and inflatable water features are not allowed at District rentals.
- The District is not responsible for lost or missing articles.

Individual and Group Responsibility

- Plans and decorations must be submitted and approved by Tehachapi Valley Recreation and Park District at the time of completion of the "Application for Use of Facility" form.
- The applicant/organization shall plan to accomplish the following within the time specified on the use of facility form:
 - Putting up and taking down all decorations (including tape).
 - Setting up and taking down all furniture and returning the same to its proper storage area.
 - Any other preparation and cleanup associated with the activity being conducted.
- Cellophane adhesives, nails, screws, staples, etc., in walls or on woodwork are prohibited. Masking tape may be used.
- At no time shall exits be covered or obstructed by decorations.

- Use of kitchen does not include dishes, utensils, salt/pepper, etc. Ovens and microwaves may be used for warming only. Use of ice machines, where available, and sinks and counters is allowed. Cutting/slicing is not allowed on kitchen counters.

SPECIAL EVENT USES OF FACILITIES

POLICY: 9-408

Special events are reservation events that require additional staff and/or maintenance support outside of the normal reservation requirements. Permission for use of District property for a special event may require authorization by the District Manager or designee.

Examples of special events may include but are not limited to:

- | | | |
|----------------------------------------------|---------------------------|----------------------------------|
| • Admission fees charged to attend | • Company Picnics* | • Festivals |
| • Animals are present | • Competitions | • Fundraisers |
| • Auto Shows | • Concerts | • Live entertainment shows |
| • Camps | • Consumer or trade shows | • Multiple Facility Reservations |
| • Carnivals | • Corporate events | • Open to general public |
| • Church Services (Generally Open to Public) | • Dances | • Political rallies |
| • Community events or fairs | • Exhibitions | • Tournaments |

*Company Picnics will be considered "Special Events" if attendance exceeds shelter capacity, the reservation includes multiple facilities, or there are other contributing factors.

Approval of the Event

- Supervisor approval/signature is required for all special events.
- Park supervisors must be notified of special events.
- The applicant must submit a completed "Application for Use of Facility" form detailing all aspects of the special event including any equipment that will be brought onto District property.

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- A fee will be assessed for payment of all direct and indirect costs expected to be incurred by the District as a result of the proposed event.
- The \$100 non-refundable deposit will be applied toward the reservation fee.

Applicant’s Responsibility

- The applicant must provide a Certificate of Insurance for public liability and property damage (see policy regarding insurance).
- Use of non-district equipment or portable structures at District facilities must have prior approval from the District and require a Certificate of Insurance from the vendor providing the equipment.
- The applicant will be responsible for complete replacement or repair of any damaged or destroyed property of the District caused during the event.
- If applicable, applicant must present evidence of possession of the necessary business licenses, seller’s permit, nonprofit organization status, etc.
- If food is served/sold at the event, the applicant must obtain the appropriate permit(s) from the Kern County Health Department.
- The applicant must submit copies of advertising and promotional materials to the District prior to distribution.
- Security officer(s), at the discretion of the District Manager, may be required. All costs for security will be borne by the applicant (see policy regarding security).

RESERVATION FEES

POLICY: 9-409

Building Rentals

Supervisor approval/signature is required for all building rentals.

- Decoration or preparation on day prior to event will be charged at a rate of \$25/hour with 2-hour minimum, 4-hour maximum.

FEES BASED ON HOURLY RATES, MINIMUM TWO HOUR RENTAL

FACILITY	CAPACITY	PRIVATE	Rate/Hr	DEPOSIT
District Office Conference Room	50	\$50	\$60	\$100
Aspen Builders Inc. Activity Center, West-Park Activity-Center Meeting Room	50	\$40-\$50	\$50	\$100
Aspen Builders Inc. Activity Center, West-Park Activity-Center Gymnasium	250	\$50-\$75	\$60	\$100-\$400
Aspen Builders Inc. Activity Center, West-Park Activity-Center Entire Facility*	300	\$100	\$125	\$250 or \$350-\$500 (\$300 non-refundable)

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Central Park Stephen Shy Activity Center	50	\$50 \$75	\$100	\$100
Pool – Dye Natatorium	150	*\$80/\$120 \$90/\$130	n/a	n/a \$100

*West Park Activity Center whole facility rental not to exceed \$800/day regardless of hour rented.

Dye Natatorium Pool

Aquatic supervisor approval/signature is required for all pool rentals.

Rates for all groups: ~~\$80/hour~~\$90/\$130

- No Parties over 150 in attendance.
- ~~No Clean-up/Damage Deposit required~~\$100 Cleaning/Damage Deposit.
- Two-hour minimum reservation

Picnic Pavilions/Shelters

Supervisor approval/signature is required for all picnic shelters.

Rates for all pavilions: ~~\$100~~\$75/day

- Schedule only one reservation per shelter per day.
- If there are two shelters at one site, okay to schedule a reservation for each

FACILITY	LOCATION	CAPACITY	TABLES	BARBECUES
Meadowbrook Pavilion	Westwood Boulevard	60	6 3	1
West Park Pavilion	490 West D Street	70	8	1
Brite Lake Pavilion 1	22902 Banducci Road	70	8 7	1
Brite Lake Pavilion 2	22902 Banducci Road	70	8	2
Brite Lake Pavilion 3	22902 Banducci Road	70	8 5	2
Central Park Gazebo	Mojave & E Street	n/a	0	0

shelter one time per day.

- Cleaning/Damage deposit of \$100/pavilion is required.
- An electrical power source is available at all pavilions for \$25.
- Per car gate fee is waived for first 15 vehicles for pavilion rental participants at Brite Lake
- Inflatable Jump Houses:
 - Inflatable jump houses can only be brought onto District property if the customer has reserved a group picnic shelter or open turf area. Any exceptions must be referred to the responsible supervisor.
 - Inflatable jump houses may not be brought onto District property unless the vendor providing the inflatable jump house has proof of insurance on file with the District.

BRITE VALLEY LAKE USE FEES

Brite Valley Aquatic Recreation Area is owned by the Tehachapi-Cummings County Water District and operated by the Tehachapi Valley Recreation and Park District. Water from Brite Valley Lake is used for agriculture and as a domestic water supply. Therefore, swimming, wading or any activity involving bodily contact with the water in the lake is prohibited. Continued use of the recreation area by the public is dependent upon the protection of the purity of the water for use as a domestic supply.

PETS

Pets are allowed at the lake provided they are controlled by a leash, but they are not allowed in boats or beyond the cable barrier and are not allowed in the lake. Horse riders on designated trails and roads only. Horses are not allowed in the lake. All pets must be cleaned up after.

ENTRY FEES

- Day Use \$5.00 per vehicle per day
- Walk-In Free
- ~~Passenger Bus \$20.00 per bus per day~~

BOATING

- \$5.00 per day (no gasoline engines; electric motors only)

OVERNIGHT CAMPING

- ~~\$2030.00~~/night, spaces ~~1-127-18~~ (electric and water hook-up)
- ~~\$3035.00~~ /night, spaces ~~1-6A-F~~ (electric, water, sewer)
- Tent Camping: ~~\$2515.00~~
- Dumping Fee
 - Free for camp user
 - ~~\$105.00~~ for non-camp user

ANNUAL PASSES

- All passes ~~must be renewed on January 1~~ are good for 365 days upon purchasing.
- Brite Lake annual passes are non-refundable in part or whole.

Pass prices are the same no matter what time of year they are purchased.

- Annual Pass: ~~\$100125.00~~ /year (Camping fees are not included with Annual Pass)
- Senior Citizen Pass (62 years and older): ~~\$7550.00~~/year (Camping fees are not included with Annual Pass)

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- Military Pass (must show valid Military ID): \$100.00/year (Camping fees are not included with Annual Pass)
- Boat Launching Permit: \$30.00/year (entitles members of bearer's household only to launch one boat per permit)

Entire Parks

Supervisor approval/signature is required for all park rentals.

Rates for full parks:

- Central Park \$500.00 per day +\$1,500.00 Cleaning/Damage Deposit

West Park, Ollie Skate Mountain Sports Park, and Brite Lake are not available to rent as an entire park.

- Inflatable Jump Houses:
 - Inflatable jump houses can only be brought onto District property if the customer has reserved a group picnic shelter or open turf area. Any exceptions must be referred to the responsible supervisor.
 - Inflatable jump houses may not be brought onto District property unless the vendor providing the inflatable jump house has proof of insurance on file with the District.

All fees are established and subject to change with the approval of TVRPD Board of Directors.



Chapter 9-500: Level of Service Policy

Policy No: 9-500

Through the use of a Level of Service Policy, Tehachapi Valley Recreation and Park District will provide recreation opportunities on an equitable basis, will increase program variety and will assist in managing revenues and resources in a responsible fiscal manner. The level of service policy requires effective and strong programming efforts.

Fees, Charges and Tax Subsidy

- Fees should only be collected if it is administratively feasible and cost effective to do so.
- Tax monies should, as much as possible, be directed toward programs and facilities that service large segments of the population and youth or other groups with limited ability to provide recreation experiences for themselves.
- Fees should provide for the total or majority cost of programs or activities that are specialized in nature, serve a relatively small number of people, or are relatively expensive to provide.
- The District subsidizes very few programs, if any, in full.

Definition of Terms

- Direct Expenses: Included are expendable equipment and supplies, uniforms, awards, officiating, scorekeeping, facility rental, instructors, and part-time leaders.
- Indirect Expenses: Included are maintenance, operations, printing, advertising, unit overhead, District overhead, and utilities.

Note: Partial coverage of indirect expenses would only include unit overhead, utilities and printing and advertising.

Fee Levels and Service Levels

LEVEL	FEE	SERVICE LEVEL
1	No participation fee is charged	Fundamental or basic park and recreation services should be free. Tax funds should support construction, operations, maintenance and administrative costs of these services and facilities. This level of service would include picnic shelters, playgrounds, ball fields, outdoor basketball and

CHAPTER 9-500: Level of Service

		volleyball courts, tennis courts, horseshoe pits, restrooms, picnic tables, barbecue areas, major community special events such Music or Movies in the Park.
2	Direct expenses are partially covered by participation fees	Services and facilities that are assessed a program or usage fee, but tax supported to some degree. Included would be reserved picnic shelters, programs for groups with limited ability to provide recreation for themselves such as the disabled, individuals in a lower income bracket, non-profit groups, youth groups, senior groups, certain community groups (school and civic organizations), afterschool sports, open gym activities, recreation swim, center activities, special events and scholarship subsidies.
3	Direct expenses are totally covered and indirect expenses are partially covered by participation fees	Usage fee is charged to recover all direct and partial indirect expenses.
4	Direct and indirect expenses are totally covered by participation fees	Fees for services in this level recover all direct and indirect expenses. Programs and activities in this level include all adult and youth sports and activities. Private party facility rentals and activities that exclude a majority of citizens because of specialized or exclusive nature, such as tours, are part of this level.

General Directives

- Potential participants financially unable to bear the cost of fees will be individually evaluated for District-sponsored "scholarships" or reduced fees. Additional efforts will be made to solicit funding to subsidize scholarships from organizations, service clubs, etc.
- Fees will be based on research completed in the competitive market and will be reasonable in relation to the activity and the community interest and demand.
- A level of service listing of all current and potential activities under the applicable service level will be provided in the preliminary and annual budget document.

PROGRAM FEES AND CHARGES

POLICY: 9-501

Tehachapi Valley Recreation and Park District is a public entity. Fees or charges for District services are not for the purpose of producing a profit. Rather, all fees and charges will be imposed for the purpose of supplementing the District's tax revenues with the ultimate goal of expanding and improving services offered by the District.

The District may impose a fee or charge for purposes including, but not limited to, the following:

- To cover costs for District services that includes the use of expendable or consumable materials, or materials that will be retained by the participant;
- To supplement financing of facilities which have high capital or maintenance costs (e.g. swimming pools);
- For the provision of special services that usually entail low or restricted use;
- For private, exclusive use of facilities on a temporary basis; and
- For the conservation, protection and maintenance of District resources and participant property.

Establishment of Fees

The Board of Directors retains final approval authority for the establishment of fees. In determining a particular fee or charge, the Board will consider the following:

- The public's ability to pay;
- Cost of the service;
- Level of demand;
- The District's financial circumstances; and

Fee rates will be calculated to recover a reasonable portion of administrative costs of a service. In the case of facility rentals, fees will be calculated on an hourly basis (see Fee Schedule in this chapter). In all cases, fees must be paid prior to participation or use.

SCHOLARSHIP PROGRAM

POLICY: 9-502

To provide the method and means for needy and lower income District resident youth to participate in District activities through reduced fees, a scholarship policy has been established.

Definitions

- **Scholarship:** Reduced fee awarded to qualifying District resident youth that desire to participate in District activities.
- **District Resident Youth:** Any youth under age 16 who resides within the boundaries of Tehachapi Valley Recreation and Park District.
- **Lower Income:** Those individuals or families whose financial status, as defined by school and public guidelines, qualifies them for reduced or fee waived government services.
- **Eligible Activity:** Many recreation and social activities offered or sponsored by the District are eligible for reduced fees.

Many of the programs offered by the District charge a participation fee to the user to offset the cost of providing the program. The desire of the District is that participants who have a true need or desire to participate but are unable to pay the fee are not excluded. Scholarships will be made available to those residents for partial payment.

See General Guidelines for Determining Discount. Additionally, other discounts or financial aid programs may not be used in conjunction with this program.

As part of the annual budgeting process, the District will establish a budget line associated with fee discounting.

Sylvia "Sandy" Chavez Children's Scholarship Fund

In June 2013, the Sylvia "Sandy" Chavez Children's Scholarship Fund was established to honor former TVRPD program coordinator Sandy Chavez. This fund is intended to supplement the tuition of TVRPD programs and activities for children aged 12 and under who, because of financial need, might otherwise be unable to participate.

Walter A. Dye Teen Scholarship Fund

In June 2013, the Walter A. Dye Teen Scholarship Fund was established to acknowledge former District Manager Walter A. Dye's work with teenagers. This fund is intended to supplement the tuition of TVRPD programs and activities for children aged 12 through 17 who, because of financial need, might otherwise be unable to participate.

Guidelines for Determining Eligibility

Eligibility will be based on the following:

- Must be a District resident.
- Must be under 18 years of age.
- Participants must provide one of the following for proof of eligibility:
 - Proof that participant is eligible for the Free or Reduced School Lunch Program
 - Proof that a sibling attending school is eligible for the Free or Reduced School Lunch Program (if participant is too young to attend school)
 - Proof that family is eligible to receive assistance from the Department of Human Services
 - Proof that family is eligible for food stamps
 - Proof that family is eligible for Medi-Cal or Kern Family Health Care services
 - Proof that family is eligible for WIC benefits

Confidentiality

Scholarship recipients will not be identified to the other participants in any manner. Confidential files will only be retained as needed for proper reporting and recordkeeping.

Screening of Applicants

Applicants who are not approved for a scholarship may appeal in writing to the District Manager if they are not satisfied with the ruling.

General Guidelines For Determining Discount

TYPE	PERCENTAGE OF DISCOUNT
Sports – Team – General Youth Sports	Up to 50%
Sports – Team – Specialty Camps Youth Programs	Up to 50% 15%
Sports – Recreation – General =	Up to 50% =
Sports – Recreation – Swim Lessons =	Discount Not Available =
Sports – Recreation – Swim Lessons – Private =	Discount Not Available =
Sports – Recreation – Martial Arts =	Discount Not Available =
Sports – Activities Offered by Outside Vendor =	Discount Not Available =
Sports – One Time Visits (i.e. Open Gym, Recreational Swim) =	Discount Not Available =
Special Interest Classes Offered at District Facilities =	Discount Not Available =
Special Interest Classes Offered by Outside Vendor =	Discount Not Available =
Special Events =	Discount Not Available =

The above is provided as a general guideline. Discounts may vary dependent upon program costs. Program grant guidelines may apply when applicable.

PROGRAM REFUND POLICY

POLICY: 9-503

It is recognized that for various reasons, participants may wish to withdraw from certain programs. The policy for requests for refund of registration fees will be as follows:

- If the District cancels a program for any reason, a full refund will be given.
- If a participant withdraws from a program prior to the beginning of the program and requests a refund, a full refund will be given.
- If a participant withdraws from a program after the program begins and requests a refund, a ~~program credit may be given.~~ partial refund will be given.
- Some programs may be non-refundable.
- If a participant withdraws from a program for which the participant has received equipment and/or materials related to program participation and the participant

requests a refund, the cost of the equipment and/or materials would not be refunded.

~~In all cases where an individual withdraws from a program, a refund application form must be completed and approved by the program supervisor. If approved, the refund will be mailed to the registrant within four weeks. In the event that a program, event, or class has commenced, a credit in lieu of a cash refund may be granted.~~

YOUTH SPORTS PHILOSOPHY

POLICY: 9-504

TVRPD offers non-competitive, recreational youth sports program where participants are taught the fundamentals of the sport; teamwork and sportsmanship; and encouraged to have fun while learning the sport. In support of this philosophy, in most youth sports programs there are no standings, playoffs, or trophies.

Participation

- Participants are provided maximum participation opportunities in games and practices.
- Additional teams or leagues are created to provide for more playing time based on registration demand and facility availability.

League Format

- Afterschool team sports leagues are organized based on grade.
- Summer ball leagues are organized based on age.

Rules

- Modifications to rules will be made to reflect the various ability levels of participants.
- Rule modifications will reflect individual league needs as opposed to "traditional" rules of the game.

Skill Development and Training

- A handbook on sports fundamentals and skills development will be provided to all coaches.

General Directives

- Recreation supervisors and school site supervisors will review the Youth Sports Philosophy annually.
- Equipment and uniforms provided to participants/teams will be of equal quality and safety standards.

Codes of Ethics

In support of the Tehachapi Valley Recreation and Park District youth sports philosophy, coaches, parents, and players are provided with a Code of Ethics emphasizing the importance of education, teamwork, sportsmanship and fun.

Coaches Ethics Agreement: All coaches will sign a Coaches Ethics Agreement. The agreement will include the following Code of Ethics:

- Coaches will emphasize that good athletes are good students and winning is a result of teamwork.
- Coaches will emphasize good basic skills and conditioning, as well as discipline and respect for authority.
- Coaches will accept decisions by the Officials as being fair and called to the best of the Officials' abilities.
- Coaches will not criticize players, officials or parents in front of spectators; nor will they criticize the opposing teams, coaches or fans by word or gesture.
- Coaches will be responsible for the conduct and control of their team, parents and spectators.
- Coaches will not permit an ineligible player to participate in a practice or game.
- Coaches will not incite unsportsmanlike conduct.
- The use of alcohol, tobacco and/or narcotics is forbidden at practices, games and meetings.
- Coaches are responsible to uphold all TVRPD rules and regulations.

Parents' Code of Ethics

Parents are provided with a Parents' Code of Ethics as follows:

- I hereby pledge to provide positive support, care and encouragement for my child participating in Tehachapi Valley recreation youth sports by following the Parents' Code of Ethics.
- I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game and practice.
- I will place the emotional and physical well being of my child ahead of a personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- I will accept decisions of the game official as being fair and called to the best of the ability of said officials. (California Penal Code 243.8 provides (a) When a battery is committed against a sports official immediately prior to, during, or immediately following an organized amateur or professional

athletic contest, the offense shall be punishable by a fine not exceeding \$2,000 and possible imprisonment in the county jail not to exceed one (1) year.)

- I will support coaches and officials working with my child in order to encourage a positive and enjoyable experience for all.
- I will refrain from "sideline coaching" my child.
- I will not criticize my child or others in the presence of the team, or criticize the opposing team, players, coaches, fans, game and District officials by word of mouth or gesture.
- I will not use abusive or profane language toward coaches, participants, parents, fans, game and District Officials. Doing so can and will result in immediate dismissal of both parent and participant for the remainder of the season without refund.
- I will remember that the game is for youth – not for adults.
- I will do my very best to make youth sports fun for my child.
- I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed, or ability.
- I promise to help my child enjoy the youth sports experience by doing whatever I can, such as being a respectable fan, assisting with coaching, or transporting my child to and from the youth sports program.

Players' Code of Ethics

Players are provided with a Players' Code of Ethics as follows:

- I hereby pledge to enjoy my youth sports experience and accept responsibility for my participation by following the Players' Code of Ethics.
- I will encourage good sportsmanship from fellow players, coaches, officials and parents at every game and practice by demonstrating good sportsmanship.
- I will attend every practice and game that I can, and will notify my coach if I cannot.
- I will expect to receive a fair and equal amount of playing time.
- I will do my very best to listen and learn from my coaches.
- I will treat my coaches, other players, officials and spectators with respect regardless of race, sex, creed, or abilities and I will expect to be treated accordingly.
- I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun!
- I deserve to play in an environment that is free of drugs, tobacco, and alcohol and expect adults to refrain from their use at all youth sports events.

- I will encourage my parents to be involved with my team in some capacity because it's important to me.
- I will do my very best in school.
- I will remember that sports is an opportunity to learn and have fun.

ADULT AND YOUTH SPORTS DISCIPLINARY POLICY

POLICY: 9-505

This procedure is designed to help and encourage all members of the Adult and Youth Sports Program to achieve and maintain standards of behavior as detailed in the program's code of conduct. The goal is to ensure consistent and fair treatment for all members. All offenses are cumulative throughout the current season. All violent offenses are cumulative throughout player's lifetime.

Physical Attack

No player, coach, or spectator shall at any time lay a hand upon, shove, strike, threaten or intimidate an official, District or school representative, opposing player, coach or spectator. Officials are required to immediately suspend such player from further play and report such player to the Recreation Supervisor. Said player shall remain suspended until the case has been considered by the District Staff.

MINIMUM PENALTY	MAXIMUM PENALTY
Suspension for the remainder of the season.	Suspension from all Youth and/or Adult Sports Leagues for life and felony assault charges filed if applicable.

Abusive Verbal Attack

No player, coach or spectator shall be guilty of abusive verbal attack upon any player, District or school representative, player, coach, official or spectator. Officials are required to immediately suspend such individual from further play and report such individual to the Recreation Supervisor. Should the verbal attack occur either before or after the player's game is completed, or from within the spectator's area, said individual will still be reported to Recreation Supervisor

MINIMUM PENALTY	MAXIMUM PENALTY
Suspension of one league game and placed on probation for the remainder of the season.	Permanent suspension from all Sports Leagues.

Rough Tactics

No player or coach shall be guilty of using unnecessarily rough tactics during play of the game against any player. Official are required to immediately suspend said player and/or coach from further play and report such individual to the Recreation Supervisor.

MINIMUM PENALTY	MAXIMUM PENALTY
Placed on probation for the remainder of the season.	Permanent suspension from all Youth and/or Adult Sports Leagues.

Trash Talking

No player or coach shall be guilty of “trash talking.”

MINIMUM PENALTY	MAXIMUM PENALTY
Warning from the official.	Permanent suspension from all Youth and/or Adult Sports Leagues.

Harassment of Scorekeeper

No player, coach or spectator shall be guilty of harassing the scorekeeper(s), official(s) or other District representative or attempt to intimidate any District representative.

MINIMUM PENALTY	MAXIMUM PENALTY
Warning from official and/or Gym/Field Supervisor (scorekeeper).	Permanent suspension from all Youth and/or Adult Sports Leagues.

Abusing Public Property

No player, coach or spectator shall be guilty of abusing public or private properties. Players shall not throw equipment or any other items in a dangerous manner, regardless of whether someone was or could have been struck.

MINIMUM PENALTY	MAXIMUM PENALTY
Warning from the official.	Permanent suspension from all Youth and/or Adult Sports Leagues, criminal charges filed and/or retribution of damages if applicable.

Intoxication

No player, coach or spectator shall appear intoxicated or indulge in alcoholic beverages during the course of game. No alcohol shall be allowed on district or school grounds.

CHAPTER 9-500: Level of Service

Officials are required to immediately suspend such player from play and report said individual to Recreation Supervisor.

MINIMUM PENALTY	MAXIMUM PENALTY
Suspension of two (2) weeks from all Youth and/or Adult Sports Leagues and said team's next two game. Player shall also be placed on probation for the remainder of the season.	Permanent suspension from all Youth and/or Adult Sports Leagues.

Refusal to Abide by an Official's Decision

No player, coach or spectator shall refuse to abide by the official(s) decision. Officials are required to immediately suspend such individual, from further play and report said individual to the Recreation Supervisor.

MINIMUM PENALTY	MAXIMUM PENALTY
Suspension of one (1) league game and placed on probation for the remainder of the season.	Suspension for life from all Youth and/or Adult Sports Leagues.

No player, coach or spectator shall be guilty of objectionable demonstrations or disagreements at the official(s) decision.

MINIMUM PENALTY	MAXIMUM PENALTY
Suspension of one (1) league game and placed on probation for the remainder of the season.	Permanent suspension from all Youth and/or Adult Sports Leagues.

No player, coach or spectator shall discuss with the official in any manner the decision reached by such official, except the manager/coach or designate representative.

MINIMUM PENALTY	MAXIMUM PENALTY
Warning by official.	Removal from the game.

Ejections

Any player ejected for unsportsmanlike conduct shall automatically be suspended for a minimum of one week and the team's next game. Suspension is from all TVRPD league(s) the player plays on. A second ejection in a season results in a three game suspension. A third ejection in a season results in a one year suspension from all Youth and/or Adult sport leagues.

~~NEW PROGRAM CONTINGENCY FUND TRIAL PROGRAMS~~

POLICY: 9-506

In an effort to encourage continued development of new programming throughout the fiscal year, the New Program Contingency Fund provides a means and method for approving and financing new programs not originally considered or planned during the budget process.

~~New Program Contingency Funds Trial Programs~~ are budgeted annually in the Recreation ~~Administrative Department~~ Budget.

~~Method for Use of New Program Contingency of Trial Program Funds~~

- When a new idea surfaces, a proposal should be made to the ~~Recreation Supervisor~~ District Manager.
- The proposal should include an explanation of the program concept, anticipated expense and revenue, and the level of service. In any program, time is of the essence to maximize participation; therefore, in order to ensure a timely approval process, recreation staff should provide a complete and detailed proposal to include program planning, preparation, and implementation needs.
- Upon the ~~Recreation Supervisor's~~ District Manager's review of all related program information, the proposal will either be approved or denied based on insufficient information and planning.
- If the request is approved, funds will be transferred to the requesting coordinator's unit budget for program implementation.

New Program Evaluation

- The Recreation ~~Supervisor~~ Manager will conduct a review of the new program at its conclusion to ensure goals and objectives have been met.
- In order to ensure that the new program is of value to the District and its customers, a participant survey will be conducted at the conclusion of the program.

NAMING OF PROGRAMS SPONSORED BY OR AFFILIATED WITH TVRPD

POLICY: 9-507

This policy addresses the need to identify and recognize Tehachapi Valley Recreation and Park District's sponsorship of or affiliation with joint programs, activities, and events by including "TVRPD" in program names.

TVRPD Programs

Programs initiated and conducted by TVRPD staff should include "TVRPD" in the program title, where appropriate. Names may also include a site-specific locational reference in the program title (i.e., TVRPD Cooking Classes at Tehachapi Culinary Institute).

Cooperative Programs

In an effort to provide maximal park and recreation opportunities to the community, TVRPD supports development of cooperative relationships with and joint development of programs, activities and events with outside groups, organizations, and associations.

It is the desire of the District to promote recognition of TVRPD involvement in programs, therefore, when considering sponsorship of or affiliation with outside group programs, activities, or events, consideration must be given, whenever practical, to include "TVRPD" within the program name.

CONCESSIONS

POLICY: 9-508

This policy establishes procedures for the selection and operation of certain concessions on District-owned property.

Definitions

Concession: A concession is any revenue-producing operation performed on property that is under the jurisdiction and control of Tehachapi Valley Recreation and Park District. A concession agreement will be required for any concession.

Concessionaire: A concessionaire is any individual, partnership, association, or corporation who is legally responsible for the generation of revenue and the liabilities of operating a concession. The operator of the concession is not a District employee and is, in fact, a private citizen or firm under agreement to the District.

Concession Agreement: A concession agreement is a legal document executed by the concessionaire and the District which sets forth the terms and conditions of the agreement between both parties. A District approved concession is a privilege, not a right and shall be revoked at any time for non-performance or non-compliance.

General Information

In order for a concession agreement to be considered, it must provide a needed service to the public and act as an integral part of the overall recreation program. For the purpose of regulating concessions, they will be classified as follows:

Special Activity Concession: A special activity concession may be granted for one special event for a maximum period of one to three consecutive days. This type of concession will be granted for a single location only during the time period designated.

Seasonal Concession: A seasonal concession is one that may be granted for a specific recreational season. This type of concession may operate in more than one location.

Long-Term Concession: Long-term concessions may be granted for one year or more and allows for more than one location.

Processing Fee

~~Non-refundable concession processing fees will be charged to cover costs of preparation and processing of the required documents. The minimum fee will be \$50 for a special activity concession and \$100 for a seasonal and long-term concession agreement.~~

Establishing a New Concession

When the District decides to establish a new concession to meet a specific need or the District is approached by a prospective concessionaire, staff will prepare a feasibility study and present the study to the District Manager with recommendations. Staff's feasibility study will address specific aspects appropriate to each concession and may include:

- Type of concession;
- How each concession will enhance the overall recreation program while providing local residents with a needed service; and
- Impact of concession on surrounding facilities.

Concessionaire Requirements

Concessionaires must:

- Sign a concession agreement;
- Provide insurance as specified in the concessionaire's contract;
- Provide a Kern County Health Permit;
- Provide a Sales Permit.

Exclusive Rights to a Concession

The exclusivity of a concession will be determined on a concession-by-concession basis. Unless a specific concession requires exclusivity because of the amount of investment,

type of premises, equipment, etc., the District will not enter into an exclusive contract with any concessionaire.

Administration of Concession Contracts

Concession contract administration will be the duty of the District Manager. Areas of responsibility will be established among District employees by the District Manager as necessary.

It shall be the policy of Tehachapi Valley Recreation and Park District to encourage individuals, clubs, groups, organizations and businesses to participate with the District in meeting leisure-time needs of the community by providing a variety of recreation programs and facilities for all age groups.

Cooperative Program

A cooperative program is defined as an activity or program proposed to be conducted in partnership between the District and any individual, club, group, organization or business. The activity must be consistent with the District's mission and be recognized by the District as a benefit to the community.

For the purpose of this policy, individual, clubs, groups, organizations or businesses involved in the District's Program Partnerships shall be called "Program Partners."

In order to be considered for a cooperative program, the Program Partner shall meet the following requirements:

- A District cooperative program is any activity or program in which a Program Partner provides financial support or other assistance in a recreation activity and shares in the responsibilities of conducting and administering the activity or program.
- The activity or program shall clearly be a recreation benefit to the residents of the community.

Program Partner's Responsibility for Cooperative Programs

- Program Partners shall assume the leadership for their activities and are expected to be self-governing and should not expect the District to become involved in or responsible for liabilities, internal operations, and/or other problems.
- Program Partners shall submit to the District a calendar of events and actual attendance reports for cooperative programs.
- Program Partners shall designate a person or persons to act as liaison between the District and the Program Partner.
- Program Partners shall be responsible for their own financial obligations, financial records, and all matters concerning money.

- Each Program Partner shall sign an agreement to hold the District harmless for any liability and maintain a Certificate of General Liability Insurance in an amount not less than ~~\$1,000,000~~\$2,000,000 per occurrence with no per person sub-limit. An endorsement to the policy naming Tehachapi Valley Recreation and Park District as additional insured is also required.
- Program Partners shall name the District or make reference to the District on all printed materials and publicity releases that are specifically for cooperative programs.

Applying for Cooperative Program Status

- After contacting the District with a proposed cooperative program, a written program proposal must be submitted to the District Manager or his/her agents for review.
- Approval by the District will be based upon the perceived success of said program providing a recreation benefit to the community and the Program Partner's ability to comply with the requirements as set forth in this policy.
- The Program Partner will be notified by mail or by phone as to whether the proposed cooperative program has been approved or denied. If approved, a liaison from the District will be assigned to work with the Program Partner.

District Responsibilities In Cooperative Program

- District staff will work closely with Program Partners and shall give professional or technical assistance as needed.
- The District may also assist in procuring school district facilities as needed.
- Whenever possible, the District may provide reprographic services at cost to the Program Partner. Materials submitted for reprographic services must be complete and camera ready.
- The District may assist Program Partners in developing program flyers and posters, writing publicity releases and ordering supplies, equipment and awards.

CHAPTER 9-600: Preventative Maintenance



Chapter 9-600: Preventative Maintenance

Policy No: 9-600

A preventative maintenance program is the cornerstone of any effective maintenance initiative and is the most effective way to minimize emergency maintenance, avoid costly failures of equipment and systems, and keep the District running smoothly and efficiently.

The preventative maintenance schedule is based on availability of funds as determined during the budget planning and approval process.

AMENITY	STANDARDS	FREQUENCY
HEATING/VENTILATION/ AIR CONDITIONING	<ul style="list-style-type: none"> Inspected, cleaned and serviced by professional service – scheduled by Facilities Manager Filters replaced or cleaned by Maintenance Staff. 	As Needed Minimum 4 Times Per Year (More If Needed)
POOL FILTER SYSTEMS	Maintenance staff will: <ul style="list-style-type: none"> Open, check and inspect all valves. Lubricate all moving parts that require oil or grease. All pipes, pumps and motors should be checked, inspected and then lubricated. All gauges should be checked for accuracy. Interior and exterior steel surfaces should be checked for corrosion whenever possible. Change or clean all screens. 	Weekly Year Round Weekly Year Round Weekly Year Round Weekly Check quarterly & Replace as Needed Replace as Needed
POOL PUMPS (3)	Maintenance staff will: <ul style="list-style-type: none"> Replace/rebuild on rotational three-year basis. 	Every Third Year
BOILERS	Maintenance staff will: <ul style="list-style-type: none"> Check and inspect for any noise or problem with heater. Check operation of flow control valve. Check for piping leaks. Drain and flush the boiler. 	Annually
PUMPS	Maintenance staff will: <ul style="list-style-type: none"> Flush and lubricate pump and motor bearings. Check coupling alignment and security shaft. Clean pump strainers. Tighten base mounting bolts. Check and inspect for any unnecessary noises or vibrations. 	Weekly Monthly As Needed Quarterly Weekly

CHAPTER 9-600: Preventative Maintenance

FIRE EXTINGUISHERS	<ul style="list-style-type: none"> Inspected by TVRPD site supervisors – extinguisher fully charged with current year inspection tag intact. Inspected and recharged or pressured tested. Checked by certified inspector. 	Monthly by Operations Manager Site-Supv Monthly by Operations Manager Safety Tech (Rotational Basis) Annually – Scheduled by Facilities Manager Operations Manager
FIRE ALARMS	<ul style="list-style-type: none"> Inspected by licensed contractor. 	Annually – Scheduled by Facilities Manager Operations Manager
SMOKE DETECTORS	<ul style="list-style-type: none"> Inspected and tested by Maintenance Staff. 	Semi-Annually When Time Changes
GYMNASIUM FLOORS		Annually – Scheduled by Facilities Operations Manager
ELECTRICAL SYSTEMS	<ul style="list-style-type: none"> Inspected and repaired by trained personnel only. 	Annually – Scheduled by Operations Facilities Manager
EMERGENCY LIGHTING AND EXIT LIGHT FIXTURES	<ul style="list-style-type: none"> Inspected and tested. 	Monthly by Operations Site Supv ; Problems Reported to Operations Facilities Manager
FACILITY OCCUPANCY	<ul style="list-style-type: none"> Maximum Occupancy Signs Posted. 	Inspected Monthly by Operations Facilities Manager ; Site Supervisor Requests Replacement Signs from Operations Facilities Manager
PLUMBING	<ul style="list-style-type: none"> Back flow prevention devises inspected by licensed personnel. 	Annually – Scheduled by Operations Facilities Manager

CHAPTER 9-600: Preventative Maintenance

<p>ROOFING</p>	<p>Inspect as follows:</p> <ul style="list-style-type: none"> • Penetrations, including but not limited to flue stacks, chimneys, HVAC roof curbs and duct work, gas lines, electrical conduit, and roof drains checked for watertight seal. • Check gutters and downspouts for debris and leaking joints. • Repair roof leaks as soon as possible to prevent deterioration of the building and damage to the contents. Repairs for minor damage completed by Maintenance Staff. Repairs for major damage contracted out by Facilities Manager. • If leaks occur, damaged materials such as drywall, ceiling tiles, insulation, and carpet will be cleaned, repaired, and/or replaced to prevent the possibility of mold and other indoor air problems. Repairs for minor damage completed by Maintenance Staff. Repairs for major damage contracted out by Facilities Manager. • Facility Roof Replaced. 	<p>Annually by Maintenance Staff</p> <p>Annually by Maintenance Staff</p> <p>Repaired within 48 hours if possible. Subject to Funding Availability, Repaired Within 1 Month of Damage Report</p> <p>Damaged Areas Should Be Evaluated Within 72 Hours to Determine Remediation Procedures.</p> <p>As Needed When Beyond Repair; Subject to Funding Availability & Approval of Adm-Staff<u>District Manager</u>. Contracted Out by Operations<u>Facilities Manager</u></p>
<p>FLOORING</p>	<p>CARPETS</p> <ul style="list-style-type: none"> • Vacuum. (Custodian) • Apply spot remover. (Custodian) • Deep clean. (Professional Cleaning Company) <p>HARD SURFACES</p> <ul style="list-style-type: none"> • Dry mop. (Custodian) • Wet mop. (Custodian) <ul style="list-style-type: none"> • Strip and finish. (Custodian) 	<p>Daily Daily As Needed Annually by Professional Cleaning Company – Scheduled by Facilities Manager</p> <p>Daily Restrooms – Daily Other – Daily as Needed</p> <p>Restrooms – Twice Per Yr Other – Annually</p>
<p>WAINSCOTING</p>	<ul style="list-style-type: none"> • Touch up wainscoting surfaces (Custodian) 	<p>Annually</p>

CHAPTER 9-600: Preventative Maintenance

<p>PAINTING</p>	<p>As determined during the budget process and subject to funding availability:</p> <p>Interior of Buildings</p> <ul style="list-style-type: none"> • On a rotational basis. <p>Exterior of Buildings</p> <ul style="list-style-type: none"> • On a rotational basis. <p>Restrooms – Interior & Exterior</p> <ul style="list-style-type: none"> • On a rotational basis – interior & exterior painted same color. <p>Wooden portion of picnic shelters</p> <ul style="list-style-type: none"> • On a rotational basis <p>High use areas may require more frequent painting.</p>	<p>Every 10 Years</p> <p>Every 10 Years</p> <p>Every 4 Years</p> <p>Every 4 Years</p>
<p>PAVED SURFACES</p>	<p>Sidewalks, driveways, parking areas and paved play areas inspected for:</p> <ul style="list-style-type: none"> • Uniform surface. • Free of potholes. • Level with the ground. • Well drained with no standing water. • Free of trip hazards. <p>Parking areas slurred and lines repainted.</p>	<p>Daily by Parks Staff; Problems Reported to Operations/Facilities Manager</p> <p>Every 4 to 5 Years on Rotational Basis – Scheduled by Operations/Facilities Manager</p>

VEHICLE AND EQUIPMENT REPLACEMENT

POLICY: 9-601

Adequate vehicles and equipment are essential to the delivery of service. The purpose of this policy is to ensure that the full service life of each District vehicle or item of equipment is achieved and that uniform guidelines are implemented among all departments for replacement of vehicles and equipment.

Availability of Funds

All vehicle and equipment replacements are based on availability of funds as determined during the budget planning and approval process.

Recordkeeping

Historical cost data and performance records are necessary to make good replacement decisions; therefore, proper records must be maintained.

Replacement Guidelines for Vehicles and Equipment

CHAPTER 9-600: Preventative Maintenance

Using the following criteria, ~~Facilities Manager~~District Manager will evaluate replacement of equipment and/or vehicles:

- Age
- Mileage (if applicable)
- General Overall Condition
- Maintenance Cost
- Operating Cost

Taking into consideration the above criteria and availability of funding, a general guideline for replacement of District vehicles is as follows:

- Replacement of vehicles, light trucks (¾ to ¾ tons) and heavy trucks (1 ton and larger) will be considered with a minimum mileage of 150,000 miles and/or an age of 10 years.
- Replacement consideration will be given to vehicles or equipment that have a history of excessive repairs.
- Replacement consideration will be given for vehicles and/or equipment where costs of repair are greater than 50% of the vehicle or equipment fair market value, dependent upon funding availability.
- If a vehicle has a fair market value of \$500 or less, do not repair the vehicle.

Vehicle and/or Equipment Replacements

Vehicle and equipment purchases should be based on a cost benefit analysis that includes the life cycle costs associated with the specific model as related to its intended use. Fuel efficiency and environmental impact should be considered. All purchases must comply with District budgeting and purchasing policies.

Disposition of Aging Vehicle and/or Equipment

Information relating to the disposal of items being replaced must be forwarded to the ~~Facilities Operations~~ Manager. All items shall be disposed of through trade-in, sealed bid or by auction to determine its best salvage value, unless the item is not salvageable as determined by the ~~Facilities Operations~~ Manager.

AMENITY	STANDARDS	FREQUENCY
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CHAPTER 9-600: Preventative Maintenance

<p>VEHICLES Light Duty Trucks/Cars</p>	<p>Replace Wiper Blades Drain/flush/change radiator</p> <p>Completed by Outside Company: Change oil and filter Lube grease fittings/check fluids Lube door/hood hinges and latches Service battery (cable and comp) Visually check all steering linkages Visually check front end alignment Check spring u-bolts</p> <p>Replace fuel filters Replace air filter Check brakes; reline if needed If brakes relined: turn brake rotors or drums, repack front wheel bearings, road test</p> <p>Change auto transmission fluid & filter</p> <p>Tune up engine</p> <p>Record alternator Amp/Volt reading Test steering gear and starter/record amp/volt reading Wash engine/battery compartment – low pressure</p>	<p>Annually Every 24 Months</p> <p>Manufacturer Recommended OR 3,000 Miles or 3 Months 3,000 Miles or 3 Months 3,000 Miles or 3 Months 3,000 Miles or 3 Months 3,000 Miles or 3 Months 3,000 Miles or 3 Months</p> <p>15,000 Miles 15,000 Miles 15,000 Miles</p> <p>30,000 Miles</p> <p>60,000 Miles</p> <p>As Needed As Needed As Needed</p>
<p>SMALL ENGINE EQUIPMENT</p>	<p>Clean debris Inspect air filter Remove and inspect spark plug Inspect blades If battery for electric start, check water reservoir, terminals and make sure fully charged Check front wheel drier components (chains, idlers, pulleys); clean and lubricate if necessary.</p> <p>Change Oil Service air cleaner Service muffler</p> <p>Tune-up (fuel, exhaust, ignition, combustion, cooling and lubrication). Adjust throttle, choke and governor linkage</p>	<p>After Each Use</p> <p>Every 50 Hours by Parks Staff</p> <p>Every 50 Hours by Maintenance Mechanic Staff</p>
<p>LARGE EQUIPMENT</p>	<p>Lube Change oil</p> <p>All other maintenance</p>	<p>Daily by Parks Staff 100 hours or 3 months (Completed by Outside Company) Per Manufacturer</p>



CHAPTER 10: DEVELOPMENT

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Chapter 10-100: TVRPD Master Plan

Policy No: 10-100

The District Manager will be responsible for the development of the TVRPD Park and Recreation Master Plan. The Master Plan is designed to provide long-range guidance for organizational operations.

The temporal scope of the plan will be for a minimum of ten years and a maximum of twenty years. Generally, the plan will be constructed to provide direction to the District in the acquisition, reservation and development of an integrated system of parks and specialized facilities designed to serve the recreation needs of the entire area of jurisdiction.

Planning Areas

The District will conduct its planning function on the basis of three planning areas as follows:

- Meadowbrook Park
- Brite Lake Recreation Area
- City of Tehachapi parks and facilities

Content of the Master Plan

In general, the Master Plan will include considerations such as:

- Demographics
- Socioeconomic
- Financial
- Open Space
- Conservation
- Circulation
- Recreation
- Maintenance
- Safety and Security

The considerations will establish the District's philosophy and thereby provide a set of long-range principles, goals, objectives and proposed methods for their realization.

Standards created will measure the success in meeting goals, objectives and policies of the master plan.

Use of Master Plan

Once having completed the plan, it will be reviewed and accepted as operational upon action by the TVRPD Board of Directors. With the Board's acceptance, the plan will be forwarded to the appropriate agencies for incorporation into their general plan. The Master Plan is the overall developmental guide for the District. Using the standards and projects established in the Master Plan, the Board and staff will use the plan in formulating future priorities and in considering their budget requests for capital outlay expenditures.

Alterations to the Master Plan

The Master Plan will be kept as flexible as possible without undermining its utility as a stable planning document. In order to take advantage of the plan's adaptability to the changing environmental conditions, it will be reviewed and recommended revisions forwarded to the Board of Directors for proper consideration and action.

Capital Improvement Plan

Annually, during the budget process, the Board of Directors will approve a Capital Improvement Plan. The Capital Improvement Plan will be developed in accordance with the TVRPD Park and Recreation Master Plan. The Capital Improvement Plan (developed around growth, an extensive inventory of all public and private recreation services, land use patterns, and other pertinent facts) will recommend an annual set of projects that will support the goals of the Master Plan and generate a system of providing facilities according to identified priorities.

Specific Plans

The creation and execution of detailed design and construction plans for capital improvements will be initiated, as far as is practical, according to the Capital Improvement Plan.



Tehachapi Valley
Recreation & Park District

Chapter 10-200: Land Acquisition

Policy No: 10-200

It is the policy of Tehachapi Valley Recreation and Park District to acquire lands through designated means and in accordance with the open space standards established by the District Master Plan. The standards will be set at a level sufficient to ensure adequate open space for present and future residents based on population, economic, and social trends. All lands are to be acquired in general conformity to the Master Plan and held in perpetuity against non-recreation related uses. Acquisitions should be undertaken well in advance of the anticipated date of development to obtain cost savings, prime locations and other advantageous factors. The TVRPD Board of Directors must approve land acquisitions of any sort.

Appraisal for Purchase

Prior to obtaining any piece of land, an appraisal will be obtained and presented to the TVRPD Board of Directors stating whether the land is competitively priced. Sites will be located with the guidance of the District's Master Plan standards and long-range ability and desire to develop and maintain the site for park purposes.

Means of Acquiring Land

Upon confirmation that it meets the District's needs and is financially competitive and in the public interest to acquire a particular parcel of land, the acquisition may be undertaken by way of purchase at fee, purchase of less than fee rights, purchase-lease back, lease, through a gift by deed or through an in-lieu procedure. A recommendation as to the most appropriate mode of acquisition will be submitted to the Board for direction.

It will be a matter of District policy that the power or eminent domain will not be exercised in the acquisition of land, except in the most dire of circumstances. The acquisition of private residential land will be kept to a minimum.



Chapter 10-300: Facilities Development

Policy No: 10-300

It is the policy of Tehachapi Valley Recreation and Park District to design and construct a park system that provides equal recreational opportunities to all District residents. To effectively realize this policy, two fundamental principles will act as guidelines for development:

- The neighborhood will be the focal point of parks and facilities development which provides recreational opportunities as near to home as possible; and
- Land acquisition sites will be planned to diversify park and facility locations and create a balanced distribution of services and programs.

The District park and facilities system will be developed in general conformity with the TVRPD Park and Recreation Master Plan which takes into consideration such factors as population, trends, existing facilities, public needs, residential growth and economics.

System and Park Design

When designing the District's park system, a number of considerations will be involved.

- When designing an individual facility, consideration will be given to its relationship to the overall park system, which will provide balance and diversity in recreation opportunity.
- In the design and construction phases of each site, emphasis will be placed on striking a compatible relationship between aesthetic appeal and optimal efficiency for future maintenance operations.
- Areas and facilities will be centrally located with service boundaries determined, as far as possible, by natural and man-made barriers.
- All facilities and areas susceptible to multi-purpose utilization will be so designed, constructed and operated.
- Park areas will be designed and constructed to allow phased development, if necessary, without large losses of investment. Fixed structures will be designed with future addition and remodeling efforts in mind.

Types of Facilities

Regional Parks: It will be the policy of the District that primary responsibility for providing regional recreation facilities will reside with the appropriate county, city, state, and federal agencies.

Local Parks: The primary responsibility of the District will be the provision of localized recreation opportunity via the construction of neighborhood parks and community parks. To minimize the duplication of effort and facilities and to optimize land and financial resources, the District will utilize the park/school design wherever feasible.

Special Activity Areas: Special activity areas include all special needs such as seniors, teens, and other groups with needs particular to age or limitations, as well as specialty type recreational facilities.

Design and Construction

It will be the responsibility of District Manager to oversee preparation of all preliminary site and construction plans and cost analyses of proposed projects. Upon approval from the TVRPD Board of Directors of the proposed project, the District Manager will oversee development of working drawings, including plot plans, landscape design, floor plans and specifications of all incorporated utilities. All drawings and specifications will be prepared in sufficient detail to allow for accurate cost estimation, bidding, and construction.

Bidding and Construction

Request for proposals and/or bids will be developed and advertised for construction projects and will be available to qualified construction firms.

It will be the responsibility of Operations Manager to ensure that all structural, plumbing, electrical and mechanical engineering is performed by properly registered firms. The ~~Maintenance Foreman~~Operations Manager will review all bids as submitted and recommend to the TVRPD Board of Directors for award, meet regularly with contractors to control and guide the work in progress, analyze all proposed modifications and recommend the appropriate course of action, attend all inspections of the work in progress and maintain thorough records on all phases of the project.



Tehachapi Valley
Recreation & Park District

Chapter 10-400: Park-in-Lieu Fees (Quimby Fees)

Policy No: 10-400

Within the boundaries of Tehachapi Valley Recreation and Park District (TVRPD), it has been determined that the population growth resulting from *residential development* impacts the District's ability to meet the park and recreational needs of the community.

The Park In Lieu Fees (Quimby Fees) provide a means of deeding land or collecting fees from residential developers that will mitigate the impact of new residential development by providing fees or land to assist in meeting parkland requirements established by governing planning documents. The current park acreage standard is 3 acres per 1,000-person population.

Developer Requirements

Developers are required to mitigate the impact of residential growth on the existing park system by means of one of the following:

- Donate land to provide parkland; or
- Pay a fee to provide parkland; or
- A combination of both of the above.

Tehachapi Valley Recreation and Park District determines the method by which this mitigation is provided.

Process

The requirement to mitigate the impact of residential growth on the existing park system is initiated by residential land divisions (tracts, parcel maps, or other land division mechanisms). The mitigation means must be acceptable to the District (dedication of land, payment of fees, or a combination of both).

Developers must initiate contact with TVRPD prior to recording a track, parcel map, or other land division mechanism to satisfy the mitigation requirements.

TVRPD planning staff directs the satisfaction of this requirement.

Land Dedication

If land is dedicated in lieu of payment of fees, a specific park site must be identified by TVRPD staff and the developer and accepted by the District’s governing body.

The requirement for land donation is 3 acres per 1,000-person population.

Payment of Fees in Lieu of Land Dedication

If fees will be collected in lieu of land dedication, the District Manager will calculate the fee based on the following formula:

$$\begin{aligned} &\text{Number of Buildable Lots or Housing Units} \\ &\quad \times \text{Park Acreage Standard} \\ &\quad \times \text{Fair Market Value} \\ &= \text{Fee} \end{aligned}$$

The developer is required to provide an appraisal for the tract or parcel map land to establish the Fair Market Value. Fair Market Value may also be determined based on the purchase price of existing parkland that will serve the area.

All in lieu fees, whether paid in incorporated or unincorporated portions of Tehachapi Valley Recreation and Parks District, are paid directly to TVRPD.

Receipts and Certificates of Payment of Fees are given to the developer as proof that mitigation is met. The developer is responsible to provide this information to the County of Kern or City of Tehachapi as evidence that appropriate mitigation is satisfied.

Combination of Land Dedication and Payment of Fees in Lieu of Land Dedication

When a combination of fees and land is required, the net result is equivalent with the share of land or fees that would otherwise be received.



Chapter 10-500: Park Development Fees

Policy No: 10-500

Park Development Fees provide funding for new park development/construction.

Developer Requirements

A flat development fee is assessed to developers for each residential unit being built. Improvements to parkland may be provided by the developer in exchange for payment of development fees as approved by the District. Development on park sites should be commensurate with fees that would otherwise be required and at standards acceptable to TVRPD.

Payment of Fees

The Park Development Fee must be paid to the County of Kern, at the time of obtaining a building permit and before a certificate of occupancy can be received.

Accounting of Park Development Fees

The County sets up accounts for the fees from which Tehachapi Valley Recreation and Parks District may draw to finance development of park improvements to serve the residents.

Adjustment of Fees

This fee is periodically adjusted, usually annually, to reflect changes in the construction cost index.



Tehachapi Valley
Recreation & Park District

Chapter 10-600: Naming TVRPD Parks and Facilities

Policy No: 10-600

The purpose of this policy is to establish a consistent rationale for the naming of parks and facilities owned by the District and to provide a sound basis for the management of information to the public.

Definitions

Park: A designated neighborhood, community or district park owned and titled to Tehachapi Valley Recreation and Park District.

Facility: A building or improvement installed or constructed on a District park for a specified recreation activity.

Functional: The action or activity normal to the type of proposed park or facility.

Locational: The place or position geographically where a park or facility may be situated in the District. Common reference could be to streets, tract names, community names or geographic features.

Policy

A park or facility name has long-range implications for its successful positioning in the minds of the public. Any name must have a rationale that helps the public identify its location in the District as well as the activities in the park and/or facility. The name must imply an easily understood and consistent identity.

- All parks and facilities are to be given names approved by the Board of Directors that have either a functional or locational basis.
- The suggestion of names is to be made by the staff to the Board after consideration of the park's geographic location and intended dominant pattern of activity.

Within sixty (60) days of a park being deeded and recorded in the District's name, the staff shall place suggested names as an information item on the Board agenda.

- The Board shall discuss the recommendations and after reaching a consensus, direct staff to place an action item on the next agenda for adoption of the park or facility name.
- Upon successful motion for the new name, all future District publications will carry reference to this park or facility as part of the District operations.

- After approval by the District, requested plaques, monuments, etc., shall be provided and paid for by the requesting party.
- By majority vote of the Board, an exception can be made to this policy based upon contractual obligations associated with land, monetary contributions to the District or other important considerations.

