



Tehachapi Valley

Recreation & Park District

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

**REGULAR BOARD MEETING
TUESDAY, AUGUST 21, 2018, 5:30 P.M.**

BOARD OF DIRECTORS

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

A G E N D A

1. FLAG SALUTE

2. ROLL CALL

3. PUBLIC COMMENTS

The Tehachapi Valley Recreation and Park District Board of Directors welcome public comments on any items within the subject matter jurisdiction of the District. We respectfully request that this public forum be utilized in a positive and constructive manner. Items addressed during Public Comment section are generally matters not included on the posted agenda and therefore the Board will take no action at this meeting. Such items, however, may be added to a future meeting's agenda. Speakers are limited to two (2) minutes. Please state your name or organization represented, if any, before making presentation. Thank you.

4. CONSENT CALENDAR

All items listed on the Consent Calendar shall be considered routine and will be enacted by one vote. There will be no separate discussion of these items unless a member of the Board request specific items to be removed from the Consent Calendar for separate action.

- A. Clerk Declaration of Posting of Agenda 72 Hours in Advance of Meeting (Page 3).
- B. Approval of Minutes from the Special Board Meeting held July 19, 2018 (Pages 4-5).
- C. Approval of Minutes from the Regular Board Meeting held July 24, 2018 (Pages 6-9).
- D. Approval of the MOU between Tehachapi Valley Recreation and Park District and Tehachapi Unified School District (Pages 10-22).
- E. Approval of the California Disaster Assistance Act Program Resolution, (Page 23).

5. RECREATION SUPERVISOR REPORT

6. OPERATIONS MANAGER REPORT

7. DISTRICT MANAGER REPORT

8. AGENDA ITEMS

- A. Approval of the Preliminary Financial Reports for June 2018 – Discussion/Approval (Pages 24-34).
- B. Discussion/Approval of the Tehachapi Valley Recreation and Park District's Annual Budget for Fiscal Year 2018/2019.
 - 1. Public Hearing
 - 2. Approval of Tehachapi Valley Recreation and Park District's Annual Budget for Fiscal Year 2018/2019 - Discussion/Approval, Resolution #11-18 (Pages 35-58).
- C. New Community Center Business Plan Draft– Discussion
Receive and File.
- D. Implementation of TVRPD “Out of District Fee” – Discussion, (Pages 59-102).

9. BOARD OF DIRECTORS' TIME

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

10. ADJOURNMENT

Adjourn to the next Regular Meeting of the Board of Directors of the Tehachapi Valley Recreation and Park District scheduled on September 18, 2018.



Tehachapi Valley

Recreation & Park District

CERTIFICATE OF POSTING AGENDA

I, the Clerk of the Tehachapi Valley Recreation and Park District Board of Directors hereby certify that a copy of the August 21, 2018, Regular Board Meeting Agenda was posted at the following public places within the District on Friday, August 17, 2018, at 5:30 P.M. approximately:

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

The agenda and related documents were also provided to the Tehachapi Valley Recreation and Park District Board of Directors on the 17th day of August 2018.

Dated this 17th day of August 2018.

Carrie Champlin
Carrie Champlin
Clerk of the Board of Directors

**MINUTES OF THE SPECIAL BOARD MEETING
OF THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT
ASPEN BUILDERS INC. ACTIVITY CENTER
410 WEST D STREET, TEHACHAPI, CALIFORNIA 93561
TUESDAY JULY 19, 2018, 6:00 P.M.**

CALL TO ORDER: Board Meeting Convened By Chairperson Wyatt at 5:32 P.M.

BOARD MEMBERS

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

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

2. ROLL CALL: Wyatt; Judy

3. PUBLIC COMMENTS
Public comments are on file.

4. CONSENT CALENDAR

- A. Secretary Declaration of Posting of Agenda 72 hours in Advance of Meeting Held**
Declaration by the Clerk of the Board of Directors that the agenda was posted at least 72 hours in advance of meeting. **BOARD APPROVED SECRETARY DECLARATION.**
Backes-Corpus-Zamudio: Ayes: Steele; Corpus-Zamudio; Backes
Noes: None. Motion carried.
Absent: Wyatt; Judy

5. AGENDA ITEMS

- A. Final Revitalization and Community Center Presentation from ISOM Advisors a Division of Urban Futures Inc.**
Brian Moore from ISOM Advisors gave the Revitalization and Community Center Presentation.
Presentation is on file.

6. BOARD OF DIRECTORS TIME: Director Corpus-Zamudio stated that the TVPRD Board supports everyone in the District. We need to invest in the future of our community. Vice-Chairperson Steele and Director Backes thanked everyone for attending the meeting.

7. ADJOURNMENT

Having no further business the meeting was adjourned at 8:06 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled

on July 24, 2018.

**Corpus-Zamudio - Backes: Ayes: Steele; Corpus-Zamudio; Backes
Noes: None. Motion carried.**

Absent: Wyatt; Judy

Respectfully Submitted,

Carrie Champlin
Carrie Champlin, Clerk of the Board

**MINUTES OF THE REGULAR BOARD MEETING
OF THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561
TUESDAY JULY 24, 2018, 5:30 P.M.**

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

BOARD MEMBERS

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

ALSO PRESENT

Michelle Vance, District Manager
Corey Torres, Recreation Supervisor
Bill Fisher, Operations Manager
Tiffany Frost, Office Specialist
Pat Osborn, Clifford & Brown
Jon Isom, ISOM Advisors

1. FLAG SALUTE: Director Corpus-Zamudio led the flag salute.

2. ROLL CALL: Chairperson Wyatt was absent.

3. PUBLIC COMMENTS:

Mr. Michael Bigley stated that he wants the TVRPD Board members to be elected.

4. CONSENT CALENDAR

- A. Secretary Declaration of Posting of Agenda 72 hours in Advance of Meeting Held.
Declaration by the Clerk of the Board of Directors that the agenda was posted at least 72 hours in advance of meeting. BOARD APPROVED SECRETARY DECLARATION.
Corpus-Zamudio - Backes: Ayes: Steele; Corpus-Zamudio; Judy; Backes
Noes: None. Motion carried.
Absent: Wyatt
- B. Approval of Minutes from the Regular Board Meeting held May 15, 2018.
Corpus-Zamudio - Backes: Ayes: Steele; Corpus-Zamudio; Judy; Backes
Noes: None. Motion carried.
Absent: Wyatt
- C. Approval of Minutes from the Regular Board Meeting held June 19, 2018.
Corpus-Zamudio - Backes: Ayes: Steele; Corpus-Zamudio; Judy; Backes
Noes: None. Motion carried.
Absent: Wyatt

5. RECREATION SUPERVISOR REPORT

Recreation Supervisor Corey Torres gave the report.

- King of the Mountain Basketball Tournament was successful. Torres thanked McDonald's restaurant for their sponsorship of this event.
- Summer Adventure Camp was very successful this summer with fifty plus children attending each week. Field trip to Dry Town Waterpark is scheduled for this week.
- Swim Lessons, Open Recreation Swim, and Water Aerobics programs have been busy all summer. Torres thanked his lifeguard staff and instructors for making these programs a success.
- Torres thanked Bill Fisher and the TVRPD maintenance staff for all their hard work in helping to make all the summer programs and events successful.
- Flag Football is underway. Torres stated that Meadowbrook Park looks great and thanked the maintenance staff.
- Music in the Park has had phenomenal attendance and the bands have been great. Two more concerts are planned for this season.
- Torres thanked TVRPD Recreation Coordinator Ashley Krempien for all of her hard work on the Warrior Run event and the Ed Grimes Memorial Pancake Breakfast.
- Movies in the Park was held at Brite Lake and we had great feedback from our community. We had a large attendance at the lake for this event. We have two more movies scheduled for this season.
- Power Yoga with Danielle is one of our new classes and is going great.
- Co-Ed Softball is getting ready to start and will be held at West Park this season.
- Corporate Games will begin at the end of August and will be held for eight evenings. This event will be a great team building exercise for businesses in our community.
- Planning a 3X3 basketball tournament for the fall.
- Mountain Gallop race event will have a 5K and 10K and will be held on Saturday August 18th.
- Working on scheduling a Skate Park Dance.
- Planning a Back to School Pool event.

Director Corpus-Zamudio asked how many people we employ during the summer. Torres stated that TVRPD employs approximately 60 people in the summer and that TVRPD is a first job for a large part of the teenagers in our community.

6. OPERATIONS MANAGER REPORT

Operations Manager Bill Fisher gave the report.

- Busy summer season for our three maintenance staff and one custodian.
- We will be bringing on new staff in the next couple of weeks. Two of our staff members are moving out of the area.
- Fisher explained that we have had a couple pool closures that have been out of our control due to fecal incidents in the pool. Fisher explained the process of cleansing and sanitizing to ensure the health and safety of our customers. This process does take time and we appreciate the patience of our customers.

- Working on the septic system at Brite Lake. The septic system was installed in 1975 and needs to be replaced. The dump station was originally designed to only be open during the summer months. More information to come on what size septic tank will be needed to replace the existing tank.

7. DISTRICT MANAGER REPORT

District Manager Vance gave the report.

- District Manager Vance thanked the TVRPD staff for all their hard work this summer.

8. AGENDA ITEMS

A. Approval of the Preliminary Financial Reports for May 2018.

BOARD APPROVES THE PRELIMINARY FINANCIAL REPORTS FOR MAY 2018.

Corpus-Zamudio - Backes: Ayes: Steele; Corpus-Zamudio; Judy; Backes

Noes: None.

Absent: Wyatt

Motion carried.

B. Tehachapi Valley Recreation and Park District Making Determinations and Calling an Election to Authorize the Issuance of General Obligation Bonds, Establishing Specifications of the Election order, and Requesting Consolidation with other Elections Occurring on November 6, 2018, Resolution #8-18.

Michelle Vance along with Jon Isom gave the presentation. This is the 5th public meeting TVRPD has held.

Presentation is on file.

BOARD APPROVES TVRPD MAKING DETERMINATIONS AND CALLING AN ELECTION TO AUTHORIZE THE ISSUANCE OF GENERAL OBLIGATION BONDS, ESTABLISHING SPECIFICATION OF THE ELECTION ORDER, AND REQUESTING CONSOLIDATION WITH OTHER ELECTIONS OCCURRING ON NOVEMBER 6, 2018, RESOLUTION #8-18.

ROLL CALL VOTE:

Motion: Corpus-Zamudio – Backes

Ayes: Steele; Corpus-Zamudio; Judy; Backes

Noes: None.

Absent: Wyatt

Motion carried.

C. Approval of the Contract Between Tehachapi Valley Recreation and Park District and The Greater Tehachapi Chamber of Commerce for the 2018 Mountain Festival, Resolution #9-18.

BOARD APPROVES THE CONTRACT BETWEEN TEHACHAPI VALLEY RECREATION AND PARK DISTRICT AND THE GREATER TEHACHAPI CHAMBER OF COMMERCE FOR THE 2018 MOUNTAIN FESTIVAL, RESOLUTION #9-18.

Judy - Backes: Ayes: Steele; Corpus-Zamudio; Judy; Backes

Noes: None.

Absent: Wyatt

Motion carried.

D. Authorizing the Treasurer of the County of Kern to Transfer Funds in its Custody for Meeting the Obligations Incurred for the Maintenance and Operations of the District – Tehachapi Valley Recreation and Parks District is Requesting a Property Tax Advance in the Amount of \$450,000.00, Resolution #10-18.

BOARD AUTHORIZES THE TREASURER OF THE COUNTY OF KERN TO TRANSFER FUNDS IN ITS CUSTODY FOR MEETING THE OBLIGATIONS INCURRED FOR THE MAINTENANCE AND OPERATIONS OF THE DISTRICT- TEHACHAPI VALLEY RECREATION AND PARK DISTRICT IS REQUESTING A PROPERTY TAX ADVANCE IN THE AMOUNT OF \$450,000.00, RESOLUTION #10-18.

Corpus-Zamudio - Backes: Ayes: Steele; Corpus-Zamudio; Judy; Backes

Noes: None.

Absent: Wyatt

Motion carried.

- 9. BOARD OF DIRECTORS TIME:** The Board thanked the community for attending the five public meetings and participating in this process. Director Corpus-Zamudio thanked the TVRPD staff for their work during this process. Director Backes stated that the decision is now in the hands of our community members. Vice-Chairperson Steele thanked everyone for attending the meeting.

10. ADJOURNMENT

Having no further business the meeting was adjourned at 7:17 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled on August 21, 2018.

Judy-Corpus-Zamudio: Ayes: Steele; Corpus-Zamudio; Judy; Backes

Noes: None.

Absent: Wyatt

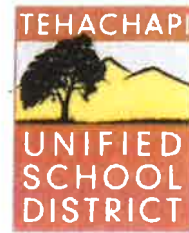
Motion carried.

Respectfully Submitted,

Carrie Champlin
Carrie Champlin, Clerk of the Board



Tehachapi Valley
Recreation & Park District



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JOINT USE OF DISTRICT RECREATION FACILITIES AGREEMENT

This Agreement for the use of recreational facilities is entered into by and between the Tehachapi Valley Recreation and Park District (TVRPD), a political subdivision of the State of California, and the Tehachapi Unified School District (TUSD), a California public education agency.

Recitals

WHEREAS, the Community Recreation Act (California Education Code sections 10900 through 10914.5) authorizes school districts and recreational districts to organize, promote, and conduct community recreation programs and activities to promote the health and general welfare of the community; and

WHEREAS, the California Civic Center Law (California Education Code sections 38130-38138) establishes a civic center at every school for use by citizens for a variety of purposes, including recreation; and

WHEREAS, TUSD is the owner of real property in the area, including facilities and active use areas that are capable of being used by TVRPD for community recreational purposes; and

WHEREAS, TVRPD is the owner of real property in the area, including facilities and active use areas that are capable of being used by TUSD for school recreational purposes; and

WHEREAS, under appropriate circumstances, these publicly held lands and facilities should be used most efficiently to maximize use and increase recreational opportunities for the community; and

WHEREAS, California Education Code section 10905 authorizes the governing bodies to enter into agreements with each other to promote the health and general welfare of the community and to enhance the recreational opportunities afforded to the community; and

NOW, THEREFORE, TUSD and TVRPD agree to cooperate with each other as follows:

1. Term

This Agreement will begin on July 1, 2018 and will continue for a period of one (1) year, and then shall be automatically renewed on a yearly basis unless sooner terminated as provided for hereinafter in Section 19.

2. Effective Date

This Agreement shall be effective upon inspection of affected property as described hereinafter in Section 3 by TUSD and TVRPD officials and full execution of the Agreement by the parties.

3. Cooperative Agreement

As provided herein, TUSD and TVRPD hereby agree to cooperate in coordinating programs and activities conducted on all of their respective properties and in all of their respective facilities listed on Exhibit A ("TUSD Property") and Exhibit B ("TVRPD Property"). TUSD and TVRPD shall have the right to add or exclude properties during the term of this Agreement, provided that any such change shall be in writing and approved by both TUSD and TVRPD. Reference to TUSD Property or TVRPD Property in this Agreement shall include the facilities and the property upon which the facilities are located. As used in this Agreement, "Owner" shall mean the party to this Agreement that owns a particular property and/or facility covered by this Agreement, and "User" shall mean the other party using the Owner's property and/or facility under the terms of this Agreement. "Public Access Hours" shall mean the hours during which TVRPD or third parties use TUSD Property.

4. Bank of Hours

- a. TUSD shall be entitled to four hundred twenty (420) hours of use on TVRPD property.
- b. TVRPD shall be entitled to four hundred twenty (420) hours of use on TUSD property.
- c. Additional hours may be granted, as long as the bank of hours remains equal and is mutually agreed to in writing.
- d. Hours used in excess of 5% of the established bank will be billed at the Direct Cost listed in Exhibits A and B.
- e. Should a facility listed in either Exhibit A or Exhibit B be closed and unusable during the Term Year (July 1 – June 30), the bank of hours shall be adjusted and based on the agency with the lowest hours of usage. The revised bank of hours will become the new established bank for the Term Year and the basis for calculating any excess usage.
- f. TVRPD usage of Jacobsen Middle School tennis courts will not count towards usage of its bank of hours as long as TVRPD makes progress toward the repayment to TUSD of the sum of \$31,155.75 which is TVRPD's 50% share of the tennis court resurfacing project completed in 2015. Once repayment is made, TVRPD's use of the tennis courts will continue to not count towards usage of its bank of hours.

5. Permitted Uses

a. TUSD Property

- i. **TUSD Use** - TUSD shall be entitled to the exclusive use of TUSD Property for public school and school-related educational and recreational activities, including summer school, and at such other times as TUSD

Property is being used by TUSD or its agents.

- ii. **TVRPD Use** - At all other times and subject to the schedule developed by TVRPD and TUSD, TVRPD will be permitted to use TUSD Property, without charge for community recreational and educational purposes for the benefit of TUSD students, TUSD, and TVRPD at large. In planning programs and scheduling activities on school grounds, the security, academic, athletic, and recreational needs and opportunities of school-aged children will be the highest priority and will be adequately protected.
- iii. **Third Party Use** - TVRPD and TUSD agree that in providing access to TUSD and TVRPD Property for use, the following priorities for use shall be established:
 - Category 1: Activities for youth
 - Category 2: District adult programs or activities
 - Category 3: Other adult programs or activities

b. TVRPD Property

- i. TVRPD shall be entitled to priority use of TVRPD Property for the regular conduct of park, recreation, and community service activities and/or programs sponsored by TVRPD.
- ii. At all other times and subject to the schedule developed by TVRPD and TUSD, TVRPD will permit TUSD to use TVRPD Property, without charge, for TUSD educational and recreational activities and/or programs.

6. Compliance with Law

All use of TUSD and TVRPD Property shall be in accordance with state and local law. In the case of a conflict between the terms of this Agreement and the requirements of state law, the state law shall govern. Any actions taken by TUSD or TVRPD that are required by state law, but are inconsistent with the terms of this Agreement shall not be construed to be a breach or default of this Agreement.

7. Communication

a. Designation of Employees

TUSD and TVRPD shall respectively designate an employee with whom the other party, or any authorized agent of the party, may confer regarding the terms of this Agreement.

b. Joint Use Interagency Team

TUSD and TVRPD shall establish a Joint Use Interagency Team ("Interagency Team"), composed of staff representatives of TUSD and TVRPD, to develop the schedule for use of TUSD and TVRPD Property, to recommend rules and regulations for TUSD and TVRPD to adopt to implement this Agreement, to monitor and evaluate the joint use project and Agreement, and to confer to discuss interim problems during the term of the Agreement.

- i. The Interagency Team may hold conference calls or meetings quarterly to review the performance of the joint use project and to confer to

discuss interim problems during the term of the Agreement. If the Interagency Team is unable to reach a solution on a particular matter, it will be referred to TUSD Chief Administrator, Business Services and TVRPD Director, or their designees, for resolution.

- ii. The Interagency Team shall review the Agreement by April 1 each year to evaluate the joint use project, determine changes to the schedule, and to propose amendments to this Agreement.

8. Scheduling Use of Property

a. Master Schedule

TUSD and TVRPD shall develop a master schedule for joint use of TUSD and TVRPD Property to allocate property use to TUSD and TVRPD. The Interagency Team shall schedule regular yearly meetings or at such other times as mutually agreed upon by TUSD and TVRPD. At these meetings, TUSD and TVRPD will review and evaluate the status and condition of jointly used properties and modify or confirm the upcoming yearly schedule.

b. Scheduling of TVRPD Property

TVRPD shall have the responsibility for scheduling the use of TVRPD Property when TVRPD and TUSD are not using the Property.

c. Scheduling of TUSD Property

TUSD shall be responsible for scheduling third party use of TUSD Property using the priorities established in section 5(a)(iii). The use of TUSD Property shall be in accordance with the most recent regular procedures of TUSD for granting permits for the use of school facilities, as set forth in TUSD's Board Policy and Administrative Regulation 1330, attached hereto as Exhibit C and incorporated herein by reference, as it may be amended from time to time, or as otherwise provided by this Agreement.

9. Documentation and Allocation of Operational Costs

a. Tracking Use of Facilities

TUSD and TVRPD shall each track use of their respective Properties under this Agreement.

b. Documentation of Costs

TUSD and TVRPD shall maintain records of costs associated with the Agreement. Each party shall provide to the other party an accounting on an annual basis of all costs associated with the Agreement.

c. Lifeguard Costs

Beginning in July 2018, and continuing until such time as the debt referenced in paragraph 4. f. above has been fully paid, TVRPD will waive the actual annual costs incurred by TUSD for the cost of two (2) certified lifeguards provided by TVRPD during TUSD usage of Dye Natatorium. Once the debt has been paid in full either by application of credits for lifeguard services or cash, TUSD agrees to pay TVRPD \$23 per hour to cover the cost of two (2) certified lifeguards provided by TVRPD during TUSD usage of Dye Natatorium.

d. Custodial Costs

TVRPD agrees to pay TUSD a fair share of custodial costs for usage of the

Tehachapi Education Center Gym (Monroe Gym). Funds will provide for additional custodial time to keep the gym clean. The estimated time required to clean the gym is two hours, which amounts to \$60. If no other parties are using the gym, the fee for TVRPD will be \$60 per week.

e. Payment of Overtime

Each party shall bear the cost of any overtime incurred by their employees in carrying out this Agreement.

f. Fees and Charges

Credit and/or reimbursement of the lifeguard and custodial costs will occur yearly. Invoices must be received prior to June 30.

10. Improvements

- a. TUSD shall obtain prior written consent of TVRPD to make any alterations, additions, or improvements to TVRPD Property; TVRPD shall obtain prior written consent of TUSD to make any alterations, additions, or improvements to TUSD Property.
- b. Any such alterations, additions, or improvements will be at the expense of the requesting party, unless otherwise agreed upon.
- c. Each party may, for good cause, require the demolition or removal of any alterations, additions, or improvements made by the other party at the expiration or termination of this Agreement. "Good cause" includes reasons of health, safety, or TUSD's need to use TUSD Property for educational purposes or TVRPD's need to use TVRPD Property for other recreational purposes.

11. Interagency Training

TUSD and TVRPD shall operate a joint training and orientation program for key personnel implementing this Agreement. TUSD and TVRPD shall be responsible for ensuring their employees attend the training.

12. Supervision, Security, and Inspections

a. Supervision and Enforcement

Each User, including but not limited to adult tennis programs, shall train and provide an adequate number of competent personnel to supervise all activities on the Owner's Property. The User shall enforce all of the Owner's rules, regulations, and policies while supervising activities or programs on the Owner's Property. A copy of the TVRPD "Dye Natatorium Rules" serves as Exhibit D.

b. Security

The Owner shall provide the User with access to the Owner's Property. The Owner will provide keys, security cards, and training as needed to the User's employee(s) responsible for opening and locking the Owner's Property while supervising activities or programs.

c. Inspection and Notification

The User shall inspect the Owner's Property after use to ensure that these sites

are returned in the condition they were received. The User shall ensure that the Owner is notified within 24 hours in the event that Owner's Property suffers damage during User's use. Such notification shall consist of sending written notification by letter, facsimile, or email to the Owner's designated employee identifying the damaged property, date of detection, name of inspector, description of damage, and estimated or fixed costs of repair or property replacement.

d. Key Policy

TVRPD agrees to follow the TUSD Key and Lock Control Policy.

13. Supplies

The User shall furnish and supply all expendable materials necessary to carry out its programs while using the Owner's Property, this excludes custodial supplies.

14. Maintenance and Custodial Services

a. Maintenance

The User agrees to exercise due care in the use of the Owner's Property. The User shall during the time of its use keep the Owner's Property in neat order.

The Owners shall be responsible for the regular maintenance, repair, and upkeep of their respective Properties.

TUSD requests that urgent maintenance concerns be reported to on-call staff at 661-972-6855. Items of lesser concern should be reported to the Maintenance & Operations Department at 661-822-2120.

TVRPD requests that urgent maintenance concerns be reported to the TVRPD Maintenance Foreman at (661) 345-9699. Items of lesser concern should be reported to the Tehachapi Valley Recreation and Park District Office at (661) 822-3228.

b. Custodial

The Owner shall make its trash receptacles available during the User's use of Owner's Property. The User shall encourage community users to dispose of trash in the trash receptacles during Public Access Hours.

15. Restitution and Repair

The User shall make restitution for the repair of damage to the Owner's Use Areas during User's use of Owner's Property.

a. Inspection and Notification

The User shall, through its designated employee, inspect and notify the Owner of any damage, as described above in subsection 13(c).

b. Repairs

Except as mutually agreed, the User shall not cause repairs to be made for any property, facility, building, or item of equipment for which the Owner is responsible. If it is mutually determined or if it is the result of problem-resolution

under section 16(d) of this Agreement that the User is responsible for the damage, then the User agrees to reimburse the Owner at the estimated and/or fixed costs agreed upon. The Owner agrees to make such repairs within the estimated and/or fixed costs agreed upon.

c. Reimbursement Procedure

The Owner shall send an invoice to the User's designated employee within ten (10) days of completion of repairs or replacement of damaged Property. The invoice shall itemize all work hours, equipment, and materials with cost rates as applied to the repair work. If the repair is completed by a contractor, a copy of the contractor's itemized statement shall be attached. Actual costs shall be reimbursed if less than estimated and/or fixed costs. The User shall reimburse the Owner within twenty-one (21) days from receipt of such invoice.

d. Disagreements The User shall retain the right to disagree with any and all items of damage to buildings or equipment as identified by the Owner, provided this disagreement is made within ten (10) days after a first notification.

- i. The User shall notify the Owner of any disagreements in writing by letter, facsimile, or email to the District's designated employee. The User shall clearly identify the reasons for refusing responsibility for the damages. Failure to make the disagreement within the prescribed time period shall be considered as an acceptance of responsibility by the User.
- ii. After proper notification, members of the Interagency Team, or other designated representatives of TVRPD and TUSD, shall make an on-site investigation and attempt a settlement of the disagreement.
- iii. In the event an agreement cannot be reached, the matter shall be referred to TVRPD Director and TUSD Chief Administrator, Business Services, or their designees, for resolution.
- iv. The Owner shall have the right to make immediate emergency repairs or replacements of Property without voiding the User's right to disagree.

16. Liability and Indemnification

- a. TVRPD shall defend, indemnify, and hold TUSD, its officers, employees and agents, harmless from and against any and all liability, loss, expense, attorneys' fees or claims for injury or damages, arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury are caused by or result from the negligent or intentional acts or omissions of TVRPD, its officers, agents or employees.
- b. TUSD shall defend, indemnify, and hold TVRPD, its officers, employees and agents, harmless from and against any and all liability, loss, expense, attorneys' fees or claims for injury or damages, arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury are caused by or result from the negligent or intentional acts or omissions of TUSD, its officers, agents or employees.

17. Insurance

TUSD and TVRPD agree to provide the following insurance in connection with this

Agreement.

- a. Commercial General Liability for bodily injury and property damage, including Personal Injury and Blanket Contractual, with limits of \$1,000,000 per occurrence \$2,000,000 aggregate.
- b. Workers' Compensation. Workers' compensation coverage, as required by the state: \$1,000,000/\$1,000,000/\$1,000,000. Documentation of insurance. TUSD and TVRPD shall provide to each other a certificate of insurance each year this Agreement is in effect showing proof of the above coverage. In the event TUSD or TVRPD is self-insured for the above coverage, such agency shall provide a letter stating its agreement to provide coverage for any claims resulting from its negligence in connection with joint use facilities in the above amounts.

18. Termination

This Agreement may be terminated without cause by either party at any time prior to its expiration upon sixty (60) days written notice.

19. Entire Agreement

This Agreement constitutes the entire understanding between the parties with respect to the subject matter and supersedes any prior negotiations, representations, agreements, and understandings.

20. Amendments

This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement.

TEHACHAPI UNIFIED SCHOOL DISTRICT

By _____
Chief Administrator, Business Services

Date _____

TEHACHAPI VALLEY RECREATION & PARK DISTRICT

By _____
District Manager

Date _____

Exhibit A

Tehachapi Unified School District Property

	<u>Direct Cost</u>
Jacobsen Middle School Gym	\$46.00/hour
Jacobsen Middle School Tennis Courts	\$4.00/hour
Tehachapi High School Tennis Courts	\$4.00/hour
Tehachapi Education Center Gym (Monroe Gym)	\$46.00/hour

Exhibit B

Tehachapi Valley Recreation and Park District Property

	<u>Direct Cost</u>
Dye Natatorium	\$123.00/hour
Brite Lake Aquatic Area – open space	\$15.00/hour

Exhibit C

TUSD Board Policy and Administrative Regulation 1330

BP 1330 - Use of School Facilities

The Governing Board recognizes that district facilities and grounds are a community resource and authorizes their use by community groups for purposes provided for in the Civic Center Act when such use does not interfere with school activities.

(cf. 6145.5 - Student Organizations and Equal Access)

All school-related activities shall be given priority in the use of facilities and grounds under the Civic Center Act. Thereafter, the use shall be on a first-come, first-served basis.

The Superintendent or designee shall maintain procedures and regulations for the use of school facilities and grounds that: (Education Code 38133)

1. Aid, encourage, and assist groups desiring to use school facilities for approved activities
2. Preserve order in school buildings and on school grounds and protect school facilities, designating a person to supervise this task, if necessary

(cf. 0450 - Comprehensive School Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work

Fees

The Board shall grant the use of school facilities or grounds without charge to school-related organizations whose activities are directly related to or for the benefit of district schools. Other groups requesting the use of school facilities under the Civic Center Act shall be charged at least direct costs.

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. (Education Code 38134)

AR 1330 - Use of School Facilities

Application for Use of Facilities

Any persons applying for the use of any school facility or grounds on behalf of any society, group, or organization shall present written authorization from the group or organization to make the application.

Persons or organizations applying for the use of school facilities or grounds shall submit a statement of information indicating that the organization upholds the state and federal constitutions and does not intend to use school premises to commit unlawful acts.

Civic Center Use

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes: (Education Code 32282, 38131)

1. Public, literary, scientific, recreational, educational, or public agency meetings
2. The discussion of matters of general or public interest
3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization
4. Child care programs to provide supervision and activities for children of preschool and elementary school age
(cf. 5148 - Child Care and Development)
(cf. 5148.2 - Before/After School Programs)
(cf. 5148.3 - Preschool/Early Childhood Education)
5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies
6. Supervised recreational activities including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youths may participate regardless of religious belief or denomination
7. A community youth center
(cf. 1020 - Youth Services)
8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare
(cf. 0450 - Comprehensive Safety Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization

A veterans' organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly

recognized organization of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories. (Military and Veterans Code 1800)

10. Other purposes deemed appropriate by the Governing Board

The district may grant the use of school facilities on those days on which the public school is closed. (Education Code 37220)

(cf. 6115 - Ceremonies and Observances)

Restrictions

School facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law
2. Any use which is inconsistent with the use of the school facility for school purposes or which interferes with the regular conduct of school or school work
3. Any use which involves the possession, consumption, or sale of alcoholic beverages or any restricted substances, including tobacco use

(cf. 3513.3 - Tobacco-Free Schools)

The district may exclude certain school facilities from non-school use for safety or security reasons.

Damage and Liability

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damages caused by the activity. The Board may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds.

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134)

Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence. Groups or organizations shall also be required to include the district as an additional insured on their liability policies for claims arising out of the negligence of the group.

As permitted, the Superintendent or designee may require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facility being used.

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE TVRPD Board of Directors OF THE Tehachapi Valley Recreation and Park District
(Governing Body) (Name of Applicant)

THAT William Fisher, Operations Manager, OR
(Title of Authorized Agent)

Michelle Vance, District Manager, OR
(Title of Authorized Agent)

Elias Corey Torres, Recreation Supervisor
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Tehachapi Valley Recreation and Park District, a public entity
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the Tehachapi Valley Recreation and Park District, a public entity established under the laws of the State of California,
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

☒ This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

☐ This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this 21st day of July, 20 18

Laura Lynne Wyatt, Chairperson TVRPD Board of Directors

(Name and Title of Governing Body Representative)

Ian Steele, Vice-Chairperson TVRPD Board of Directors

(Name and Title of Governing Body Representative)

Kaleb Judy, Director TVRPD Board of Directors

(Name and Title of Governing Body Representative)

CERTIFICATION

I, Carrie Champlin, duly appointed and Clerk of the Board of Directors of
(Name) (Title)

Tehachapi Valley Recreation and Park District do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the TVRPD Board of Directors of the Tehachapi Valley Recreation and Park District
(Governing Body) (Name of Applicant)

on the 21st day of July, 20 18.

Carrie Champlin
(Signature)

Clerk of the Board of Directors of TVRPD
(Title)



Tehachapi Valley Recreation and Park District

BALANCE SHEET

As of June 30, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash in County Treasury General Fund	598,247.84
1004 Check BOTS 4470	84,714.78
1005 County Treasury Capital Projects Fund	65,714.38
1051 Change Fund	850.00
1100 Petty Cash Fund	400.00
Total Bank Accounts	\$749,927.00
Accounts Receivable	
1200 Accounts Receivable	18,300.00
Total Accounts Receivable	\$18,300.00
Other Current Assets	
1070 Prepaid Expenses	6,091.75
1096 Undeposited Funds	238.98
1210 Inventory Asset	4,730.95
Total Other Current Assets	\$11,061.68
Total Current Assets	\$779,288.68
Fixed Assets	
1150 Land	166,734.76
1161 Building	540,391.52
1162 Improvements	3,049,721.76
1163 Equipment	1,058,374.10
1163.1 Equipment Not Placed In Service	50,043.59
1166 Furniture & Fixtures	24,895.98
1167 Machinery	47,089.00
1170 Accumulated Depreciation	-2,681,915.00
1180 Fleet Vehicles and Equipment	170,165.22
Total Fixed Assets	\$2,425,500.93
Other Assets	
1901 DOR-Employee Contribution after MD	32,998.00
1903 DOR-Difference in Properties	13,059.00
1904 DOR-Difference in Experience	1,444.00
Total Other Assets	\$47,501.00
TOTAL ASSETS	\$3,252,290.61
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable-General Fund	47,886.71
Total Accounts Payable	\$47,886.71
Credit Cards	

	TOTAL
2010 Cardmember Services Payable	6,590.86
2014 Home Depot Payable	914.92
Total Credit Cards	\$7,505.78
Other Current Liabilities	
2021 Accrued Salaries & Wages	14,896.34
2022 Accrued Employer PR Taxes	1,472.56
2024 Accrued Vacation, Sick, & Comp Time	31,081.76
2207 Sales tax payable	377.17
2210 Payroll Liabilities	10,459.01
2251 Deferred Revenue-2018 GranFondo	83,795.80
2270 Refundable Deposits	1,000.00
Total Other Current Liabilities	\$143,082.64
Total Current Liabilities	\$198,475.13
Long-Term Liabilities	
2310 Loan Payable 2016	541,380.00
2900 Net Pension Liability	75,553.00
2901 DIR-Earning on Plan Investments	6,844.00
2902 DIR-Difference in Contributions	26,248.00
2903 DIR-Difference in Proportion	73,239.00
2905 DIR-Changes in Assumption	13,654.00
Total Long-Term Liabilities	\$736,918.00
Total Liabilities	\$935,393.13
Equity	
3010 Net Investment In Capital Assets	2,580,724.25
3020 Restricted Funds	269,913.81
3030 Unrestricted Funds	-964,187.87
3110 Retained Earnings	236,824.90
Net Income	193,622.39
Total Equity	\$2,316,897.48
TOTAL LIABILITIES AND EQUITY	\$3,252,290.61

Tehachapi Valley Recreation and Park District

A/R AGING SUMMARY

As of July 31, 2018

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Antoinette Algara		-800.00	800.00			\$0.00
Auditor Rcbl (deleted)					0.00	\$0.00
Cal Portland-Mojave Plant					2,000.00	\$2,000.00
Debbie Anton			3,000.00			\$3,000.00
Inspire Charter Schools	260.00					\$260.00
John Burkhardt					2,000.00	\$2,000.00
Josh Mann					1,000.00	\$1,000.00
Krystle Hobson	1,000.00					\$1,000.00
Lehigh South West Cement Company					5,000.00	\$5,000.00
Matt Higgins			500.00			\$500.00
Snow Orthodontics		1,500.00				\$1,500.00
TOTAL	\$1,260.00	\$700.00	\$4,300.00	\$0.00	\$10,000.00	\$16,260.00



Tehachapi Valley Recreation and Park District

PROFIT AND LOSS

June 2018

	TOTAL		
	JUN 2018	JUL 2017 - JUN 2018 (YTD)	% OF INCOME
Income			
4010 Property Taxes	25,807.86	883,591.50	27.87 %
4020 Interest Income	876.87	2,872.03	0.95 %
4020.1 Interest Income Cap Proj Fund	60.60	191.30	0.07 %
4030 Adult Program Revenues	6,753.21	30,989.26	7.29 %
4050 Facility Revenue	22,246.10	143,201.48	24.03 %
4100 Advertising Revenues		1,500.00	
4200 Contracted Classes Revenues	6,387.00	45,073.12	6.90 %
4210 Events Revenues	665.00	29,380.08	0.72 %
4213 Operational Grants	1,700.00	55,348.12	1.84 %
4215 Capital Grants	0.00	44,732.59	0.00 %
4216 Scholarship Donations	20.00	165.00	0.02 %
4300 Youth Program Revenues	28,754.00	111,539.76	31.06 %
4610 Billable Expense Income		5,880.35	
4650 Discounts given	-892.50	-4,130.55	-0.96 %
4690 Other Income		2,351.43	
4704 Sales	211.85	1,070.33	0.23 %
Total Income	\$92,589.99	\$1,353,755.80	100.00 %
Cost of Goods Sold			
5001 Adult Program Costs	30.00	2,957.79	0.03 %
5002 Fish Stocking		10,000.00	
5004 Contracted Classes Costs	416.00	30,343.28	0.45 %
5005 Events Costs	13,865.04	52,807.77	14.97 %
5008 Youth Program Costs	6,931.97	28,787.82	7.49 %
5110 Scholarship Fund Expense	337.50	2,256.37	0.36 %
5704 Purchases for Resale	65.46	520.09	0.07 %
Total Cost of Goods Sold	\$21,645.97	\$127,673.12	23.38 %
GROSS PROFIT	\$70,944.02	\$1,226,082.68	76.62 %
Expenses			
6000 Employee Costs	79,651.30	674,429.86	86.03 %
7010 Advertising & Marketing	2,151.07	32,013.75	2.32 %
7020 Bank Service Charges	1,260.97	10,144.06	1.36 %
7026 Charitable Contribution		2,100.79	
7030 Dues & Subscriptions	720.00	6,350.00	0.78 %
7035 Equipment Rents & Leases		3,450.86	
7050 Insurance	1,982.65	25,085.49	2.14 %
7056 Interest Expense	7,218.40	17,798.95	7.80 %
7060 Licenses & Fees	2,032.54	9,427.94	2.20 %
7070 Maintenance	9,824.16	95,505.18	10.61 %
7084 Meals & Entertainment	269.80	3,496.87	0.29 %
7090 Office Supplies	2,366.34	14,006.89	2.56 %
7120 Professional Development	896.98	10,107.86	0.97 %

	TOTAL		
	JUN 2018	JUL 2017 - JUN 2018 (YTD)	% OF INCOME
7150 Professional Fees	25,828.81	84,381.32	27.90 %
7160 Property Tax Collection Fee		7,905.37	
7180 Security	224.95	3,401.58	0.24 %
7210 Telephone and Internet	1,210.61	12,076.47	1.31 %
7230 Uniforms & Apparel	173.82	2,506.50	0.19 %
7250 Utilities	9,697.67	74,920.28	10.47 %
7999 Uncategorized Expense	-61.55	23.43	-0.07 %
Total Expenses	\$145,448.52	\$1,089,133.45	157.09 %
NET OPERATING INCOME	\$ -74,504.50	\$136,949.23	-80.47 %
Other Income			
8040 TVRPD Development Fee Revenues	12,822.00	59,842.33	13.85 %
Total Other Income	\$12,822.00	\$59,842.33	13.85 %
Other Expenses			
8505 Quimby Expense		3,169.17	
Total Other Expenses	\$0.00	\$3,169.17	0.00%
NET OTHER INCOME	\$12,822.00	\$56,673.16	13.85 %
NET INCOME	\$ -61,682.50	\$193,622.39	-66.62 %



Tehachapi Valley Recreation and Park District

PROFIT & LOSS PRIOR YEAR COMPARISON

June 2018

	TOTAL			
	JUN 2018	JUN 2017 (PY)	CHANGE	% CHANGE
Income				
4010 Property Taxes	25,807.86	25,136.26	671.60	2.67 %
4020 Interest Income	876.87	1,422.96	-546.09	-38.38 %
4020.1 Interest Income Cap Proj Fund	60.60	12.11	48.49	400.41 %
4030 Adult Program Revenues	6,753.21	5,948.25	804.96	13.53 %
4050 Facility Revenue	22,246.10	31,649.29	-9,403.19	-29.71 %
4200 Contracted Classes Revenues	6,387.00	1,696.50	4,690.50	276.48 %
4210 Events Revenues	665.00	4,576.53	-3,911.53	-85.47 %
4213 Operational Grants	1,700.00		1,700.00	
4216 Scholarship Donations	20.00		20.00	
4300 Youth Program Revenues	28,754.00	17,332.90	11,421.10	65.89 %
4650 Discounts given	-892.50	-1,007.50	115.00	11.41 %
4704 Sales	211.85	347.52	-135.67	-39.04 %
Total Income	\$92,589.99	\$87,114.82	\$5,475.17	6.29 %
Cost of Goods Sold				
5001 Adult Program Costs	30.00	395.30	-365.30	-92.41 %
5004 Contracted Classes Costs	416.00	2,945.00	-2,529.00	-85.87 %
5005 Events Costs	13,865.04	9,635.65	4,229.39	43.89 %
5008 Youth Program Costs	6,931.97	4,206.04	2,725.93	64.81 %
5110 Scholarship Fund Expense	337.50	131.25	206.25	157.14 %
5704 Purchases for Resale	65.46	462.04	-396.58	-85.83 %
Total Cost of Goods Sold	\$21,645.97	\$17,775.28	\$3,870.69	21.78 %
GROSS PROFIT	\$70,944.02	\$69,339.54	\$1,604.48	2.31 %
Expenses				
6000 Employee Costs	79,651.30	75,766.87	3,884.43	5.13 %
7010 Advertising & Marketing	2,151.07	2,731.06	-579.99	-21.24 %
7020 Bank Service Charges	1,260.97	914.89	346.08	37.83 %
7021 Cost of Debt Issuance		20,250.00	-20,250.00	-100.00 %
7027 Depreciation Expense		166,237.00	-166,237.00	-100.00 %
7030 Dues & Subscriptions	720.00	600.00	120.00	20.00 %
7035 Equipment Rents & Leases		239.09	-239.09	-100.00 %
7050 Insurance	1,982.65	1,531.98	450.67	29.42 %
7056 Interest Expense	7,218.40	7,639.97	-421.57	-5.52 %
7060 Licenses & Fees	2,032.54	815.21	1,217.33	149.33 %
7070 Maintenance	9,824.16	6,804.37	3,019.79	44.38 %
7084 Meals & Entertainment	269.80	349.14	-79.34	-22.72 %
7090 Office Supplies	2,366.34	1,481.89	884.45	59.68 %
7120 Professional Development	896.98	15.00	881.98	5,879.87 %
7150 Professional Fees	25,828.81	6,882.70	18,946.11	275.27 %
7180 Security	224.95	179.96	44.99	25.00 %
7210 Telephone and Internet	1,210.61	933.74	276.87	29.65 %
7230 Uniforms & Apparel	173.82	84.65	89.17	105.34 %

	TOTAL			
	JUN 2018	JUN 2017 (PY)	CHANGE	% CHANGE
7250 Utilities	9,697.67	7,536.38	2,161.29	28.68 %
7999 Uncategorized Expense	-61.55		-61.55	
Total Expenses	\$145,448.52	\$300,993.90	\$ -155,545.38	-51.68 %
NET OPERATING INCOME	\$ -74,504.50	\$ -231,654.36	\$157,149.86	67.84 %
Other Income				
8040 TVRPD Development Fee	12,822.00	2,137.00	10,685.00	500.00 %
Revenues				
Total Other Income	\$12,822.00	\$2,137.00	\$10,685.00	500.00 %
Other Expenses				
8501 Fixed Asset Purchases		-344,737.86	344,737.86	100.00 %
8502 Capital Improvements		-736,870.79	736,870.79	100.00 %
Total Other Expenses	\$0.00	\$ -1,081,608.65	\$1,081,608.65	100.00 %
NET OTHER INCOME	\$12,822.00	\$1,083,745.65	\$ -1,070,923.65	-98.82 %
NET INCOME	\$ -61,682.50	\$852,091.29	\$ -913,773.79	-107.24 %

Tehachapi Valley Recreation and Park District

BUDGET VS. ACTUALS: TVRPD CLASS BUDGET 2017-2018

July 2017 - June 2018

		TOTAL		
	ACTUAL	BUDGET	REMAINING	% REMAINING
Income				
4010 Property Taxes	883,591.50	873,650.00	-9,941.50	-1.14 %
4020 Interest Income	2,872.03	2,500.00	-372.03	-14.88 %
4020.1 Interest Income Cap Proj Fund	191.30		-191.30	
4030 Adult Program Revenues	30,989.26	31,650.00	660.74	2.09 %
4050 Facility Revenue	143,201.48	117,825.08	-25,376.40	-21.54 %
4100 Advertising Revenues	1,500.00		-1,500.00	
4200 Contracted Classes Revenues	45,073.12	38,651.00	-6,422.12	-16.62 %
4210 Events Revenues	29,380.08	31,061.95	1,681.87	5.41 %
4213 Operational Grants	55,348.12	35,000.00	-20,348.12	-58.14 %
4215 Capital Grants	44,732.59	19,000.00	-25,732.59	-135.43 %
4216 Scholarship Donations	165.00		-165.00	
4300 Youth Program Revenues	111,539.76	103,350.00	-8,189.76	-7.92 %
4610 Billable Expense Income	5,880.35	15,000.00	9,119.65	60.80 %
4650 Discounts given	-4,130.55	-3,500.00	630.55	-18.02 %
4690 Other Income	2,351.43		-2,351.43	
4704 Sales				
4701 Beer Sales-Taxable		700.00	700.00	100.00 %
4703 Food Sales-Taxable	240.56		-240.56	
4705 Food Sales Non Taxable	735.60	460.00	-275.60	-59.91 %
4709 Soda Sales-Taxable	94.17	200.00	105.83	52.92 %
Total 4704 Sales	1,070.33	1,360.00	289.67	21.30 %
Total Income	\$1,353,755.80	\$1,265,548.03	\$ -88,207.77	-6.97 %
Cost of Goods Sold				
5001 Adult Program Costs	2,957.79	3,450.00	492.21	14.27 %
5002 Fish Stocking	10,000.00	10,000.00	0.00	0.00 %
5004 Contracted Classes Costs	30,343.28	36,315.00	5,971.72	16.44 %
5005 Events Costs	52,807.77	45,178.00	-7,629.77	-16.89 %
5008 Youth Program Costs	28,787.82	30,770.00	1,982.18	6.44 %
5110 Scholarship Fund Expense				
5115 Chavez Scholarship Fund	1,618.87	2,500.00	881.13	35.25 %
5117 Walter Dye Scholarship Fund	637.50	2,500.00	1,862.50	74.50 %
Total 5110 Scholarship Fund Expense	2,256.37	5,000.00	2,743.63	54.87 %
5704 Purchases for Resale				
5701 Beer Purchases		450.00	450.00	100.00 %
5703 Food Purchases	389.96	395.00	5.04	1.28 %
5709 Soda Purchases	130.13	100.00	-30.13	-30.13 %
Total 5704 Purchases for Resale	520.09	945.00	424.91	44.96 %
Total Cost of Goods Sold	\$127,673.12	\$131,658.00	\$3,984.88	3.03 %
GROSS PROFIT	\$1,226,082.68	\$1,133,890.03	\$ -92,192.65	-8.13 %
Expenses				
6000 Employee Costs				

		TOTAL		
	ACTUAL	BUDGET	REMAINING	% REMAINING
6010 Wages & Salaries	513,777.35	473,815.00	-39,962.35	-8.43 %
6020 Employee Taxable Allowances	6,837.56	9,200.00	2,362.44	25.68 %
6050 Benefits				
6051 Employee MedDentalVisLife	41,236.45	54,000.00	12,763.55	23.64 %
6055 Employee Retirement CalPERS	33,842.86	33,866.00	23.14	0.07 %
6058 Employer Taxes	49,143.64	49,000.00	-143.64	-0.29 %
6060 Reimbursed Employee Expenses		1,000.00	1,000.00	100.00 %
6070 Vacation, Sick, & Admin Leave		1,500.00	1,500.00	100.00 %
6090 Worker's Compensation Insurance	29,592.00	28,754.00	-838.00	-2.91 %
6099 Pension GASB 68		8,255.00	8,255.00	100.00 %
Total 6050 Benefits	153,814.95	176,375.00	22,560.05	12.79 %
Total 6000 Employee Costs	674,429.86	659,390.00	-15,039.86	-2.28 %
7010 Advertising & Marketing	32,013.75	20,000.00	-12,013.75	-60.07 %
7020 Bank Service Charges	10,144.06	9,000.00	-1,144.06	-12.71 %
7026 Charitable Contribution	2,100.79	2,000.00	-100.79	-5.04 %
7030 Dues & Subscriptions	6,350.00	8,950.00	2,600.00	29.05 %
7035 Equipment Rents & Leases				
7036 Maintenance Equipment Rental	444.59	6,000.00	5,555.41	92.59 %
7037 Office Equipment Rental	3,006.27	1,200.00	-1,806.27	-150.52 %
Total 7035 Equipment Rents & Leases	3,450.86	7,200.00	3,749.14	52.07 %
7050 Insurance				
7051 Auto Insurance	4,785.96	4,500.00	-285.96	-6.35 %
7052 HUB Insurance	336.49	100.00	-236.49	-236.49 %
7053 Property Insurance	12,185.04	10,500.00	-1,685.04	-16.05 %
7055 Liability Insurance	7,778.00	8,000.00	222.00	2.78 %
Total 7050 Insurance	25,085.49	23,100.00	-1,985.49	-8.60 %
7056 Interest Expense	17,798.95	18,085.00	286.05	1.58 %
7060 Licenses & Fees	9,427.94	8,500.00	-927.94	-10.92 %
7070 Maintenance	54.69		-54.69	
7071 Pool Chemicals	8,990.85	6,000.00	-2,990.85	-49.85 %
7072 Building & Park Maintenance	35,322.26	26,100.00	-9,222.26	-35.33 %
7073 Accessibility Upgrades		100.00	100.00	100.00 %
7074 Equipment Maintenance	7,367.77	17,600.00	10,232.23	58.14 %
7075 Fuel	10,440.14	9,000.00	-1,440.14	-16.00 %
7076 Janitorial Supplies	9,215.04	9,500.00	284.96	3.00 %
7077 Small Tools & Equipment	1,621.69	500.00	-1,121.69	-224.34 %
7078 Materials & Supplies	16,660.62	26,900.00	10,239.38	38.06 %
7079 Fleet Maintenance	5,832.12	4,000.00	-1,832.12	-45.80 %
Total 7070 Maintenance	95,505.18	99,700.00	4,194.82	4.21 %
7084 Meals & Entertainment	3,496.87	2,000.00	-1,496.87	-74.84 %
7090 Office Supplies	14,006.89	13,500.00	-506.89	-3.75 %
7120 Professional Development	10,107.86	9,500.00	-607.86	-6.40 %
7150 Professional Fees				
7151 Annual Audit	11,700.00	11,000.00	-700.00	-6.36 %
7152 Bookkeeping & Payroll	25,746.73	22,000.00	-3,746.73	-17.03 %
7153 Information Technology	6,635.76	8,500.00	1,864.24	21.93 %
7154 Feasibility Study Consults	25,644.90		-25,644.90	
7155 Legal	14,653.93	8,000.00	-6,653.93	-83.17 %

		TOTAL		
	ACTUAL	BUDGET	REMAINING	% REMAINING
Total 7150 Professional Fees	84,381.32	49,500.00	-34,881.32	-70.47 %
7160 Property Tax Collection Fee	7,905.37	14,000.00	6,094.63	43.53 %
7180 Security	3,401.58	4,140.00	738.42	17.84 %
7210 Telephone and Internet	12,076.47	11,100.00	-976.47	-8.80 %
7230 Uniforms & Apparel	2,506.50	2,500.00	-6.50	-0.26 %
7250 Utilities				
7252 Electric Service	39,135.72	36,150.00	-2,985.72	-8.26 %
7254 Gas Service	11,230.80	12,550.00	1,319.20	10.51 %
7256 Sanitation Services	14,750.85	14,036.00	-714.85	-5.09 %
7258 Water Service	9,802.91	10,116.06	313.15	3.10 %
Total 7250 Utilities	74,920.28	72,852.06	-2,068.22	-2.84 %
7999 Uncategorized Expense	23.43		-23.43	
Total Expenses	\$1,089,133.45	\$1,035,017.06	\$ -54,116.39	-5.23 %
NET OPERATING INCOME	\$136,949.23	\$98,872.97	\$ -38,076.26	-38.51 %
Other Income				
8040 TVRPD Development Fee Revenues	59,842.33	25,644.00	-34,198.33	-133.36 %
Total Other Income	\$59,842.33	\$25,644.00	\$ -34,198.33	-133.36 %
Other Expenses				
8505 Quimby Expense	3,169.17		-3,169.17	
Total Other Expenses	\$3,169.17	\$0.00	\$ -3,169.17	0.00%
NET OTHER INCOME	\$56,673.16	\$25,644.00	\$ -31,029.16	-121.00 %
NET INCOME	\$193,622.39	\$124,516.97	\$ -69,105.42	-55.50 %



Tehachapi Valley Recreation and Park District

STATEMENT OF CASH FLOWS

January - June, 2018

	TOTAL
OPERATING ACTIVITIES	
Net Income	53,844.37
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	18,870.00
1070 Prepaid Expenses	-6,091.75
1092 Credit Card Receivables	799.00
2000 Accounts Payable-General Fund	39,049.93
2010 Cardmember Services Payable	4,404.58
2014 Home Depot Payable	-1,574.32
2021 Accrued Salaries & Wages	14,896.34
2022 Accrued Employer PR Taxes	1,472.56
2200 Suspense	0.00
2207 Sales tax payable	15.98
2208 Kern County Loan Payable	-60,000.00
2211 Payroll Liabilities:CalPERS Payable	-1,223.88
2231 Payroll Liabilities:Health Plan Payable	228.31
2241 Payroll Liabilities:AFLAC Payable	-395.76
2250 Payroll Liabilities:Payroll Tax Liabilities	9,947.97
2251 Deferred Revenue-2018 GranFondo	65,795.80
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	86,194.76
Net cash provided by operating activities	\$140,039.13
INVESTING ACTIVITIES	
1162 Improvements	-11,055.00
1163 Equipment	-12,290.96
Net cash provided by investing activities	\$ -23,345.96
FINANCING ACTIVITIES	
3022 Restricted Funds:Capital Projects	44,323.67
3028 Restricted Funds:Site Lease Funds	-20,149.60
3030 Unrestricted Funds	-24,174.07
Net cash provided by financing activities	\$0.00
NET CASH INCREASE FOR PERIOD	\$116,693.17
Cash at beginning of period	633,472.81
CASH AT END OF PERIOD	\$750,165.98

TEHACHAPI VALLEY RECREATION & PARK DISTRICT
FISCAL YEAR 2018/19 OPERATIONAL BUDGET

Acct No.			BUDGET
			18/19
1001	General Fund and BOTS		\$ -
1004	BOTS Cash on Hand		\$ 128,359.00
4000	Income		\$ 1,475,640.00
7290	Reserves to be used		\$ -
	Total Revenues		\$ 1,603,999.00
1162	Improvements		\$ -
1166	Fleet Purchase		\$ -
1163	Equipment purchase		\$ -
5000	Program Expenses		\$ 245,819.64
4	Capital Projects Fund Transfer		\$ -
7000	M&O Expenses		\$ 512,532.06
6000	Employee Compensation		\$ 739,530.73
7290	To Reserves		\$ 100,000.00
	Total Expenditures		\$ 1,597,882.43
1003	Quimby (Emergency Repairs if needed)	restricted	\$ 3,169.00
	To Reserves		\$ 6,116.57

4000 INCOME		BUDGET
		18/19
4000	Income	1% increase
4010	Property Taxes	\$ 892,426.00
4020	Interest Income	\$ 2,872.00
4030	Adult Program Revenues	\$ 37,200.00
4050	Facility Revenues	\$ 144,726.00
4200	Contracted Class Revenues	\$ 39,451.00
4210	Event Revenues	\$ 114,604.00
4213	Sponsorship (Operational Grant)	\$ 106,300.00
4300	Youth Program Revenues	\$ 130,986.00
4610	Billable Expense Income	\$ 6,000.00
4211	Grant Income (merge with 4215)	\$ -
4215	Capital Grant	\$ -
1215	Scholarships Revenue Receivable	\$ -
	Insurance Proceeds	\$ -
4215	State Tree reimbursement grant	
4704	Sales	
4701	Beer Sales Taxable	
4703	Food Sales Taxable	\$ 240.00
4705	Food Sale Non-Taxable	\$ 735.00
4707	Merchandise Sales Taxable	\$ -
4709	Soda Sales	\$ 100.00
4711	Vending Sales	\$ -
4000	Total Income	\$ 1,475,640.00

Acct No.	Description	BUDGET
		18/19
5000	Program Expenses	
5001	Adult Program Costs	\$ 8,904.19
5002	Fish Stocking	\$ 10,000.00
5004	Contracted Classes Costs	\$ 30,850.00
5005	Event Costs	\$ 153,655.45
5008	Youth Program Costs	\$ 34,860.00
5704	Purchases for Resale	
5701	Beer Purchases	\$ 450.00
5703	Food Purchases	\$ 400.00
5707	Merchandise Purchases	\$ -
5709	Soda Purchases	\$ 200.00
4650	Discounts Given	\$ 4,300.00
5115	Scholarships Given	\$ 2,200.00
5000	Program Expenses	\$ 245,819.64
7000	Maintenance & Operation Expenses	
7010	Advertising & Marketing	\$ 31,000.00
7015	Loan Repayment	\$ 49,702.00
7020	Bank Service Charges	\$ 10,100.00
7026	Charitable Contribution	\$ 2,200.00
7030	Dues & Subscriptions	\$ 7,000.00
7035	Equipment Rent & Lease	
7036	Maintenance Equipment Rental	\$ 1,000.00
7037	Office Equipment Rental	\$ 3,500.00
7050	Insurance	
7051	Auto Insurance	\$ 5,000.00
7052	HUB Insurance	\$ 400.00
7053	Property Insurance	\$ 13,000.00
7055	Liability Insurance	\$ 8,000.00
7056	Interest Expense	\$ 18,000.00
7060	Licenses & Fees	\$ 69,500.00
7070	Maintenance	
7071	Pool Chemicals	\$ 8,893.00
7072	Building & Park Maintenance	\$ 27,950.00
7073	Accessibility Upgrades	\$ 101.00
7074	Equipment Maintenance	\$ 7,100.00
7075	Fuel	\$ 9,500.00
7076	Janitorial	\$ 9,500.00
7077	Small Tools & Equipment	\$ 1,500.00
7078	Materials & Supplies (repairs/upkeep)	\$ 33,432.00
7079	Fleet Maintenance	\$ 5,000.00
7080	Master Plan Expenses	\$ -
7084	Meals & Entertainment	\$ 3,000.00
7090	Office Supplies	\$ 13,500.00
7120	Professional Development	\$ 7,500.00
7150	Professional Fees	
7151	Annual Audit	\$ 11,800.00
7152	Accounting & Payroll	\$ 25,000.00
7153	Information Technology	\$ 8,500.00
7155	Legal	\$ 9,000.00
7156	Payroll Expense (merged with 7151)	\$ -
7160	Property Tax Collection Fee	\$ 14,000.00
7170	Publications & Legal	\$ -
7180	Security	\$ 4,000.00
7210	Telephone	\$ 12,000.00
7230	Uniforms & Apparel	\$ 3,000.00
7250	Utilities	
7252	Electric Service	\$ 40,350.00
7254	Gas Service	\$ 17,050.00
7256	Sanitation Services	\$ 13,900.00
7258	Water Service	\$ 8,554.06
7290	Operational Reserve (contingency)	\$ 100,000.00
7000	Total M&O Expenses	\$ 512,532.06
5000/7000	TOTAL EXPENSES	\$ 758,351.70

Acct No.	Description	BUDGET
		18/19
6000	Employee Costs	
6010	ADMINISTRATION	\$ 183,968.00
6010	RECREATION	\$ 190,094.00
6010	MAINTENANCE	\$ 180,704.53
6010	Total Employee Wages	\$ 554,766.53
6020	Employee Taxable Allowances	\$ 7,000.00
6030	Safety Program	\$ 2,200.00
6050	Benefits	
6051	Group Medical	\$ 45,000.00
6055	CalPERS	\$ 42,000.00
6056	CalPERS Unfunded Liability	\$ 13,064.20
6058	Taxes (FICA) (7.65%)	\$ 50,000.00
6060	Reimbrused Expenses	\$ 1,000.00
6070	Vacation & Sick	\$ 1,500.00
6090	Workers Comp	\$ 23,000.00
6000	Total Employee Costs	\$ 739,530.73

POSITION	BUDGET
	18/19
District Manager	\$ 86,810.00
Business Manager	\$ 61,278.00
Office Specialist	\$ 35,880.00
Total Administration	\$ 183,968.00
Recreation Supervisor	\$ 55,150.00
Community Relations & Sports Supervisor*	\$ -
Recreation Coordinator	\$ 34,944.00
Special Event & Youth Programs Supervisor*	\$ -
Gym Supervisor (960)combined to RS	
Recreation Staff (960) (Intern)	\$ 59,000.00
Pool Staff (960)	\$ 41,000.00
Total Recreation	\$ 190,094.00
Park & Facility Maintenance Supervisor*	\$ 66,384.50
Project Manager (MF)	\$ -
Park Maintenance Worker	\$ -
Park Maintenance Worker	\$ -
Park Maintenance Worker	\$ 28,147.03
Park Maintenance Worker	\$ 31,333.00
Park Maintenance Worker	\$ 33,000.00
Custodian (PT)	\$ 21,840.00
Total Maintenance	\$ 180,704.53

ADMINISTRATION		
	EMPLOYEE WAGES	BUDGET
Acct No.	Description	18/19
6010	ADMINISTRATION WAGES	\$ 183,968.00
	REVENUE	
Acct No.	Description	
4000	Income	
4010	Property Taxes	\$ 892,426.00
4020	Interest Income	\$ 2,872.00
4610	Billable Expense Income	\$ 6,000.00
4211	Grant Income (merge with 4215)	\$ -
4215	Donations (capital grant)	\$ -
4000	Total Income	\$ 901,298.00
	EXPENSES	
Acct No.	Description	
7000	Expenses	
7010	Advertising & Marketing	\$ 33,000.00
7015	Loan repayment.	\$ 49,702.00
7020	Bank Service Charges	\$ 10,100.00
7026	Charitable Contribution	\$ 2,200.00
7030	Dues & Subscriptions	\$ 7,000.00
7035	Equipment Rent & Lease	
7037	Office Equipment Rental	\$ 3,500.00
7050	Insurance	
7051	Auto Insurance	\$ 5,000.00
7052	HUB Insurance	
7053	Property Insurance	\$ 13,000.00
7055	Liability Insurance	\$ 8,000.00
7056	Interest Expense	\$ 18,000.00
7060	Licenses & Fees	\$ 69,500.00
7080	Master Plan Expenses	\$ -
7084	Meals & Entertainment	\$ 3,000.00
7090	Office Supplies	\$ 14,000.00
7120	Professional Development	\$ 7,500.00
7150	Professional Fees	
7151	Annual Audit	\$ 11,800.00
7152	Accounting	\$ 25,000.00
7153	Information Technology	\$ 8,500.00
7155	Legal	\$ 9,000.00
7156	Payroll Expense	\$ -
7160	Property Tax Collection Fee	\$ 8,000.00
7170	Publications & Legal	\$ -
7210	Telephone	\$ 12,000.00
7230	Uniforms & Apparel	\$ 3,000.00
7290	Operational Reserve (contingency)	\$ 100,000.00
7000	Total Expenses	\$ 320,802.00

	EMPLOYEE WAGES	BUDGET
Acct No.	Description	18/19
6010	MAINTENANCE WAGES	\$ 180,704.53
4050	Facility Revenues	\$ 144,726.00
4211	Grant Income	\$ -
4213	Sponsorship	\$ -
	Total Revenue	\$ 144,726.00
	EXPENSES	
Acct No.	Description	
7035	Equipment Rent & Lease	
7036	Maintenance Equipment Rental	\$ 1,000.00
7070	Maintenance	
7071	Pool Chemicals	\$ 8,900.00
7072	Building Maintenance	\$ 27,950.00
7073	Accessibility Upgrades	\$ 101.00
7074	Equipment Maintenance	\$ 7,100.00
7075	Fuel	\$ 10,100.00
7076	Janitorial	\$ 9,500.00
7077	Small Tools & Equipment	\$ 1,500.00
7078	Materials & Supplies	\$ 28,000.00
7079	Fleet Maintenance	\$ 5,000.00
7180	Security	\$ 4,000.00
7250	Utilities	
7252	Electric Service	\$ 40,350.00
7254	Gas Service	\$ 15,000.00
7256	Sanitation Services	\$ 15,000.00
7258	Water Service	\$ 8,554.06
	Total Expenses	\$ 182,055.06

	EMPLOYEE WAGES	BUDGET
Acct No.	Description	18/19
6010	RECREATION WAGES	\$ 190,094.00
	REVENUE	
Acct No.	Description	
4030	Adult Program Revenues	\$ 37,200.00
4200	Contracted Class Revenues	\$ 37,200.00
4210	Event Revenues	\$ 114,604.00
4213	Sponsorship	\$ 106,300.00
4300	Youth Program Revenues	\$ 130,986.00
4211	Grant Income	\$ -
4215	Donations	\$ -
1215	Scholarships Revenue Recievable	\$ 1,500.00
4704	Sales	
4701	Beer Sales Taxable	\$ -
4703	Food Sales Taxable	\$ 240.00
4705	Food Sale Non-Taxable	\$ 735.00
4707	Merchandise Sales Taxable	\$ -
4709	Soda Sales	\$ -
4711	Vending Sales	\$ -
	Gross Recreation Revenue	\$ 428,765.00
	EXPENSES	
Acct No.	Description	
5000	Program Expenses	
5001	Adult Program Costs	\$ 8,904.19
5004	Contracted Classes Costs	\$ 30,850.00
5005	Event Costs	\$ 153,655.45
5008	Youth Program Costs	\$ 34,860.00
5704	Purchases for Resale	
5701	Beer Purchases	\$ 450.00
5703	Food Purchases	\$ 400.00
5707	Merchandise Purchases	\$ -
5709	Soda Purchases	\$ 200.00
4650	Discounts Given	\$ 4,300.00
5	Scholarships Revenue Receivable	\$ 2,200.00
5000	Program Expenses	\$ 235,819.64

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

Acct No.	Description	BUDGET
		18/19
4050	Facility Revenues	
	Brite Lake	\$ 2,500.00
	Brite Lake: Annual Permit	\$ 1,000.00
	Brite Lake: Annual Senior Permit	\$ 1,500.00
	Brite Lake: Boat Launching Permit	\$ 500.00
	Brite Lake: Camping	\$ 85,000.00
	Brite Lake: Day Use	\$ 35,000.00
4050	Gross Facility Revenues	\$ 125,500.00
5002	Fish Stocking	\$ 10,000.00
7000	Expenses	
7072	Building & Park Maintenance	\$ 5,000.00
7074	Equipment Maintenance	\$ -
7078	Materials & Supplies	\$ 2,000.00
7180	Security	\$ -
7210	Telephone	
7252	Electric Service	\$ 20,000.00
7254	Gas Service	\$ 100.00
7256	Sanitation Services	\$ 3,600.00
7258	Water Service	\$ 54.06
7000	Total Expenses	\$ 40,754.06
	Net Facility Revenue	\$ 84,745.94
1163	Reserves (equipment)	

		BUDGET
		18/19
4050	Facility Revenues	
	Central Park	\$ 2,000.00
4050	Gross Facility Revenues	\$ 2,000.00
7000	Expenses	
7072	Building & Park Maintenance	\$ 5,000.00
7074	Equipment Maintenance	\$ -
7078	Materials & Supplies	\$ 2,000.00
7180	Security	
7210	Telephone	\$ -
7252	Electric Service	\$ -
7254	Gas Service	\$ -
7256	Sanitation Services	4,300.00
7258	Water Service	\$ -
7000	Total Expenses	\$ 11,300.00
	Net Facility Revenue	\$ (9,300.00)
1163	Reserves	

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

Acct No.	Description	BUDGET
		18/19
4050	Facility Revenues	
	Dye Natatorium	\$ 9,100.00
	Gross Facility Revenue	\$ 9,100.00
7000	Expenses	
7072	Building & Park Maintenance	\$ 12,000.00
7074	Equipment Maintenance	\$ 1,500.00
7078	Materials & Supplies	\$ 6,000.00
7081	Pool Chemicals	\$ 8,893.00
7180	Security	\$ -
7210	Telephone	
7252	Electric Service	\$ 8,500.00
7254	Gas Service	\$ 13,000.00
7256	Sanitation Services	\$ -
7258	Water Service	
7000	Total Expenses	\$ 49,893.00
	Net Facility Revenue	\$ (40,793.00)

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

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

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

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

Acct. No	Description	BUDGET
		18/19
4050	Facility Revenue	
	West Park	\$ 4,001.00
	Gross Facility Revenue	\$ 4,001.00
7000	Expenses	
7072	Building & Park Maintenance	\$ 1,000.00
7074	Equipment Maintenance	\$ -
7078	Materials & Supplies	\$ 1,000.00
7180	Security	
7210	Telephone	\$ -
7252	Electric Service	\$ 5,500.00
7254	Gas Service	\$ -
7256	Sanitation Services	\$ 6,000.00
7258	Water Service	\$ 8,500.00
7000	Total Expenses	\$ 22,000.00
	Net Facility Revenue	\$ (17,999.00)

	Description	BUDGET
		18/19
4030	Adult Program Revenues	
	Adult Lap Swim	\$ 2,000.00
	Adult Softball	\$ 7,500.00
	Deep Water Aerobics	\$ 1,200.00
	Adult Basketball	\$ 5,000.00
	3v3 Basketball	\$ 3,000.00
	King of the Mountain	\$ 1,500.00
	Open Gym	\$ 3,000.00
	Volleyball	\$ 2,000.00
	Pool Pass	\$ 12,000.00
4030	Gross Program Revenues	\$ 37,200.00
5001	Adult Program Costs	
	Adult Lap Swim	\$ -
	Adult Softball	\$ 3,050.00
	Deep Water Aerobics	\$ 100.00
	Adult Basketball	\$ 2,915.00
	3v3 Basketball	\$ 70.00
	King of the Mountain	\$ 750.00
	Mens Softball	\$ 1,119.19
	Open Gym	\$ -
	Adult Volleyball	\$ 900.00
	Pool Pass	\$ -
5001	Total Adult Program Costs	\$ 8,904.19
	Net Adult Program Revenues	\$ 28,295.81

	Description	BUDGET
		18/19
4200	Contract Class Revenues	
	Ballroom Dance	\$ 1,900.00
	Lifeguard Training	\$ 2,000.00
	Playwell	\$ 2,000.00
	THS Basketball Camp	\$ -
	Tehachapi Tots	\$ 29,000.00
	Tehachapi Tots - Craft Fee	\$ 3,000.00
	Trial Programs - British Soccer	\$ 151.00
	Water Workout - Drop in	\$ 1,400.00
	Trail - Misc.	
4200	Gross Class Revenues	\$ 39,451.00
5004	Contract Class Costs	
	Ballroom Dance	\$ 650.00
	Lifeguard Training	\$ -
	Playwell	
	THS Basketball Camp	\$ -
	Tehachapi Tots	\$ 27,000.00
	Tehachapi Tots - Craft Fee	\$ 2,500.00
	Trial Programs	\$ -
	Water Workout	\$ 700.00
5400	Total Contact Classes Costs	\$ 30,850.00
	Net Contact Class Revenues	\$ 8,601.00

	Description	BUDGET
		18/19
4210	Event Revenues	
	Egg Hunt	\$ -
	Fishing Derby	\$ 4,500.00
	Fourth of July Parade	\$ -
	Mountain Gallop 5k/10k	\$ 5,700.00
	Movies in the Park	\$ 1,200.00
	Corporate Games	\$ 2,500.00
	Tehachapi GranFondo	\$ 84,580.00
	Music in the Park	\$ 1,000.00
	Old Timers Reunion	\$ 200.00
	Partner Events	\$ -
	Run/Ride with the Wind 5k	\$ 2,400.00
	Warrior Country Triathlon	\$ 1,800.00
	Trial Programs	
	All American 5K	\$ 8,924.00
	Hot Chocolate Turkey Trot	\$ 1,800.00
	Misc.	
4210	Gross Event Revenues	\$ 114,604.00
5005	Event Costs	
	Egg Hunt	\$ 900.00
	Fishing Derby	\$ 1,400.00
	Fourth of July Parade	
	Mountain Gallop 5k/10k	\$ 2,800.00
	Movies in the Park	\$ 8,300.00
	Corporate Games	\$ 800.00
	Tehachapi GranFondo	\$ 115,800.00
	Music in the Park	\$ 5,400.00
	Old Timers Reunion	\$ 6,500.00
	Partner Events	\$ 800.00
	Run/Ride with the Wind 5k	\$ 3,224.29
	Warrior Country Triathlon	\$ 3,600.00
	Trial Programs	
	All American 5K	\$ 2,081.16
	Hot Chocolate Turkey Trot	\$ 1,900.00
	Memorial Day Ceremony	\$ 150.00
5005	Total Event Costs	\$ 153,655.45
	Net Event Revenues	\$ (39,051.45)

	Description	BUDGET
		18/19
4300	Youth Program Revenues	
	Open Recreational Swim	\$ 8,000.00
	Parent & Child Swim Lessons	\$ 100.00
	Summer Swim Lessons	\$ 25,000.00
	Junior Lifeguards	\$ 1,000.00
	Youth Baseball	\$ 14,586.00
	Youth Volleyball	\$ 4,000.00
	NFL Youth Flag Football	\$ 7,000.00
	Youth Basketball	\$ 40,000.00
	Youth Adventure Camp	\$ 30,000.00
	Trial Programs - Mini Camps	\$ 1,300.00
4300	Gross Youth Program Revenues	\$ 130,986.00
5008	Youth Program Costs	
	Open Recreational Swim	\$ 2,500.00
	Parent & Child Swim Lessons	\$ -
	Summer Swim Lessons	\$ 1,500.00
	Junior Lifeguards	\$ 300.00
	Youth Baseball	\$ 7,150.00
	Youth Volleyball	\$ 3,800.00
	NFL Youth Flag Football	\$ 4,700.00
	Youth Basketball	\$ 12,000.00
	Youth Adventure Camp	\$ 2,110.00
	Trial Programs - Mini Camps	\$ 800.00
5008	Total Youth Program Cost	\$ 34,860.00

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

IN THE MATTER OF

**ADOPTING THE FINAL BUDGET FOR THE 2018-2019 FISCAL
YEAR**

I, Carrie Champlin, Clerk of the Board of Directors of the Tehachapi Valley Recreation and Park District, of the County of Kern, State of California, so hereby certify that the following resolution proposed by Director _____ and seconded by Director _____ was duly passed and adopted by said Board of Directors at an official meeting thereof this 21st day of August 2018 by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

RESOLUTION NO. 11-18

**TEHACHAPI VALLEY RECREATION AND PARK DISTRICT RESOLUTION OF
THE BOARD OF DIRECTORS OF THE TEHACHAPI VALLEY RECREATION AND
PARK DISTRICT ADOPTING THE FINAL BUDGET FOR THE
2018/2019 FISCAL YEAR**

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

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

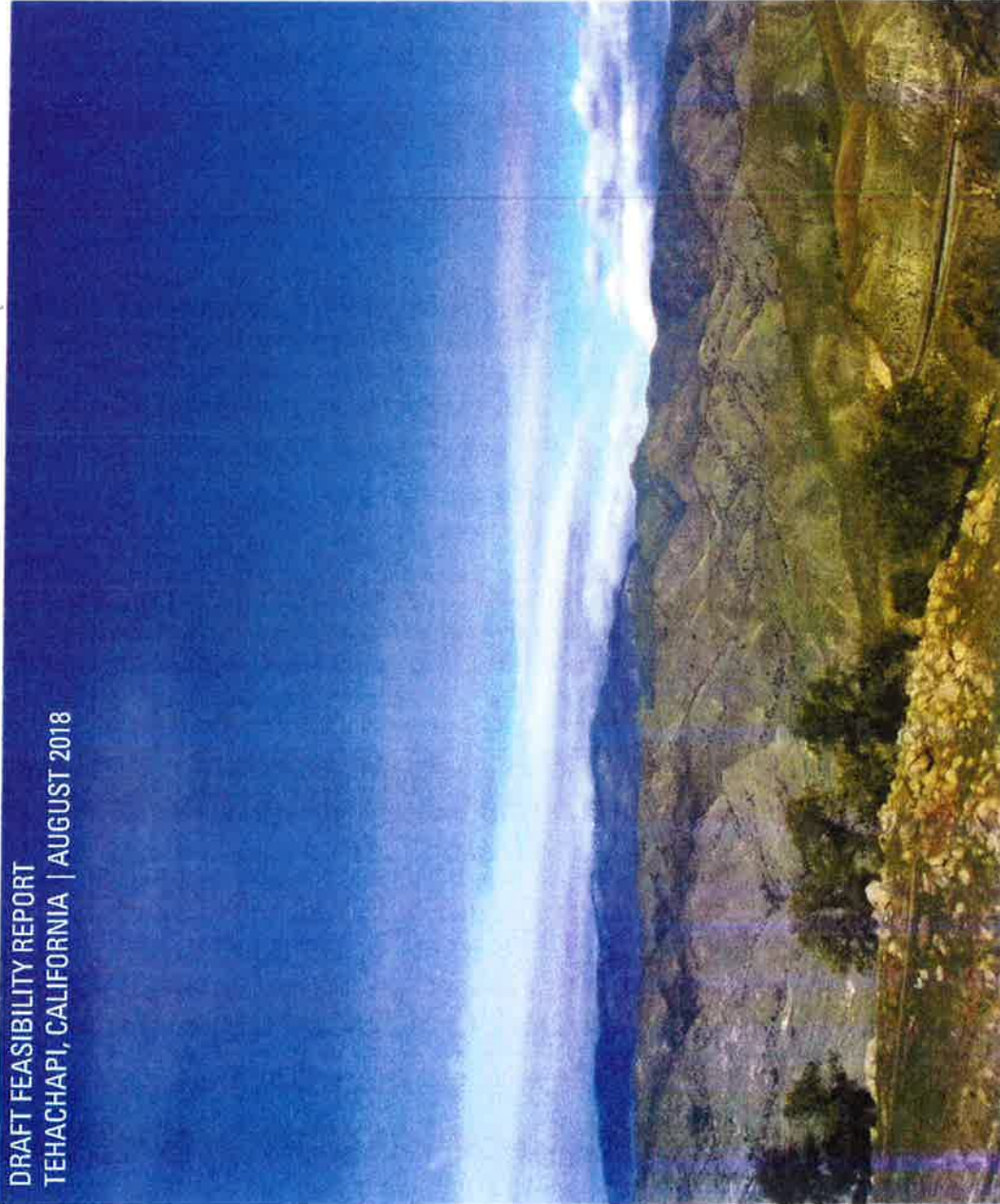
NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Tehachapi Valley Recreation and Park District adopts the Final Budget for the 2018-2019 Fiscal Year.

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

WEST PARK COMMUNITY CENTER

TEHACHAPI VALLEY RECREATION & PARK DISTRICT

DRAFT FEASIBILITY REPORT
TEHACHAPI, CALIFORNIA | AUGUST 2018





A

EXECUTIVE SUMMARY

- Recreation Center Evolution
- Project History

B

PROJECT TEAM AND PROCESS

- Team Structure and Approach
- Project Measures of Success
- Process and Schedule

C

INFORMATION GATHERING

- Program Input
 - Public Meetings
 - City of Tehachapi Dot Polling
 - Card Game Exercise
- Input Compilation

D

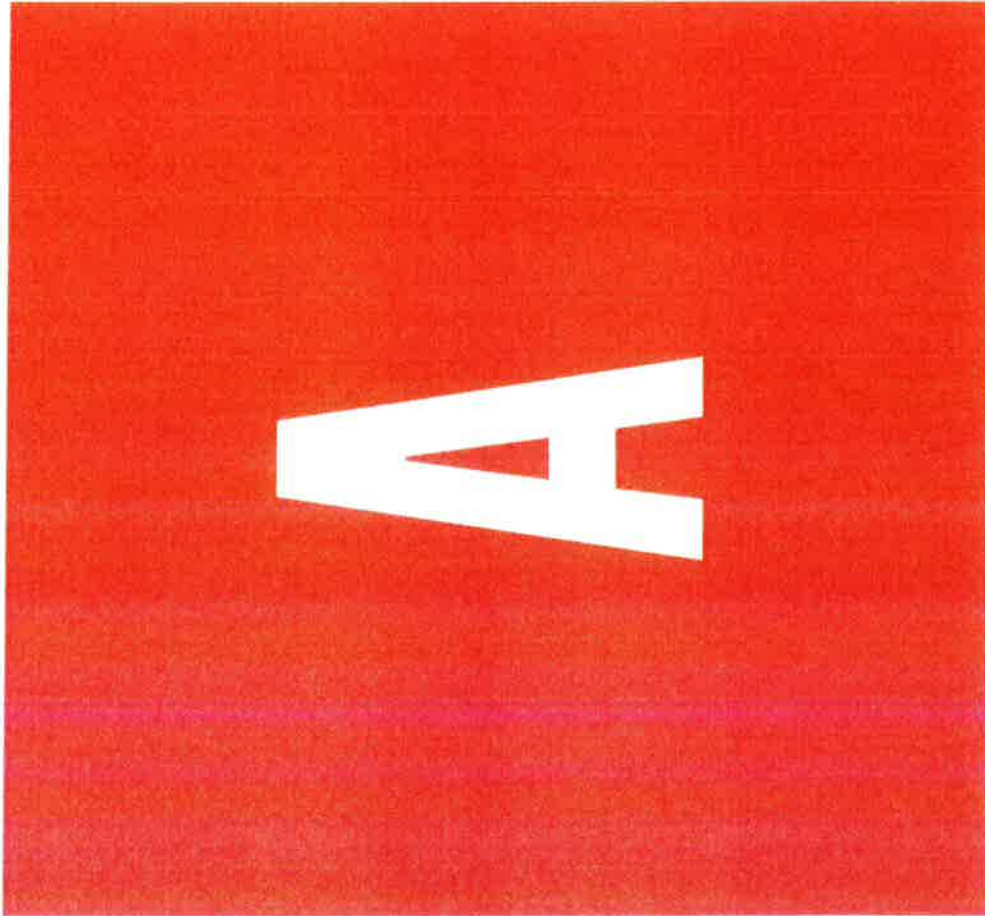
SITE AND FACILITY DESIGN

- Site Design
 - Service Area Map
 - Service Area Demographics
 - Site Access
 - Site Analysis
- Facility Design
 - Facility Program
 - Facility Options Considered
 - Final Site Concept
 - Final Building Concept
 - Facility Design- Exterior Character Imagery
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E

PROJECT BUDGET

- Conceptual Project Budget
- Operating Assumptions
 - Staffing expenses
 - Supplies, Services and Capital Repair Expenses
 - Revenue Generation
- Pro Forma Summary
 - Admission Revenue Detail



Executive Summary



Tehachapi Valley
Recreation & Park District

TEHACHAPI VALLEY RECREATION & PARK DISTRICT - COMMUNITY CENTER FEASIBILITY STUDY



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ARCHITECTURE

AUGUST 9, 2018



Tehachapi Valley Recreation & Park District

Project Evolution

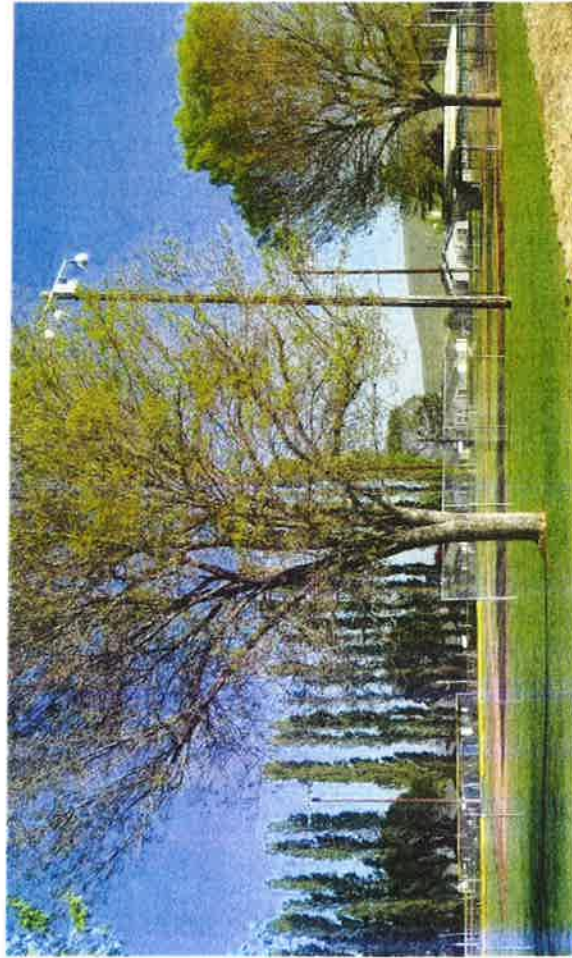
The Community of Tehachapi has experienced a 28% growth since 2001. The Tehachapi Valley has proved to be a particularly good choice to live as an oasis, within a reasonable commute to larger cities. Excellent city services, the recent Main Street corridor renewal, a quieter lifestyle, and the Recreation & Park District's dedication to outstanding facilities have all inspired more people to consider the Tehachapi Valley home. This area is not alone, as many of it's peer cities are experiencing rapid growth and are feeling the pressure to provide their residents with amenities that meet these new demands.

In each case, it takes time to plan, fund, and execute these capital improvements. For the residents of the Valley, the District's 2013 Master Plan identified program spaces and activities that would be answered with a new facility.

TVRPD embarked on this journey to discover what type of facility and what revitalization of existing facilities would be suitable for the Community. A total project budget of \$43M had been established for the bond in November 2018. TVRPD researched, gathered, and established the scope of work to upgrade their existing facilities to current standards.

BRS worked with the Community and the District to help define the program spaces that were most desired and what it may take to deliver a new facility. Through the process, the District's Board of Directors were encouraged about the prospects of all of the new projects, and have elected to place the bond on the November 2018 ballot.





Public Input

Consistent with the District's goal of maximizing citizen participation in all its planning efforts, this project collected citizen input. These opportunities included two interactive public meetings related to the programming / planning of the community center and to public meetings focused on the revitalization of the existing Park facilities.

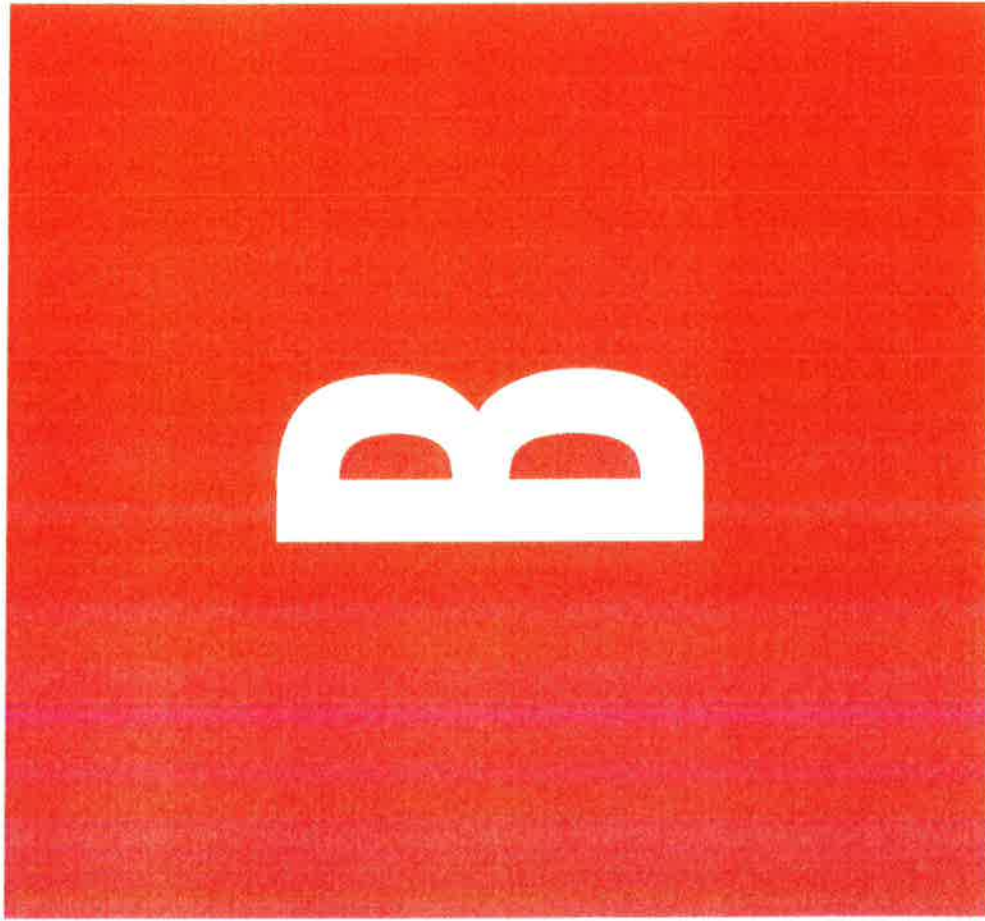
Facility and Site Design

The result of a public input process allowed the team to imagine what community & recreation services may look like for the future of the Tehachapi Valley. The resulting master plan for West Park provides an opportunity for everyone in the community. With operational sustainability and community health as central themes, the new approximately 43,000 s.f. single level facility will perform as a hub that addresses both indoor and outdoor activities, seamlessly combining fitness, recreation, social spaces, and senior activities.

The building design is configured to connect with West Park and the adjacent skate park & basketball gym. An indoor activity pool & outdoor lap pool come into view as the Community enters West Park. The Site is organized around a "Central Yard" area that can be programmed or used as a gathering area. The building is designed to mitigate the prevailing winds over the outdoor pool & park.

Project Budget

State of the art construction, optimal building efficiency, and a more effective, connected master plan for West Park influenced the design and the project budget. To reflect the scope and amenities of the project, the building project budget is approximately \$25.9 million + \$4 million in site improvements.



Project Team & Process



Tehachapi Valley
Recreation & Park District

TEHACHAPI VALLEY RECREATION & PARK DISTRICT – COMMUNITY CENTER FEASIBILITY STUDY



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Team Structure

The team provided study, analysis, and recommendations for the planned Tehachapi Valley Community Center.

CRAIG



**PRINCIPAL
RECREATION CENTER
SPECIALIST**

JOHN



**FACILITY PERFORMANCE
ADVISOR**

DANIEL



**PROJECT
MANAGER**

District Staff & Board of Directors

Led by Michelle Vance, Tehachapi Valley Recreation & Parks District Manager and the Board of Directors, the District drew from a wide range of City Departments including Community Development & the City Manager's office for key input on the process.

Michelle Vance, Ian Steele, and Laura Lynn Wyatt were key voices in ensuring the process had always been service focused and testing ideas against the voice of the community.

Consultants

BRS Architecture was the prime consultant providing programming, business planning, and building/site diagramming. BRS was complemented by a cost estimating sub-consultant to validate cost values and escalation.



Tehachapi Valley
Recreation & Park District

TEHACHAPI VALLEY RECREATION & PARK DISTRICT - COMMUNITY CENTER FEASIBILITY STUDY



AUGUST 9, 2018



TVRPD Project Measures of Success

- **Listen** to the community & reflect the community's wants/needs in the TVRPD community center.
- Ensure the community center offers something for **everybody** in the community.
- Commit to a **budget** and stay within that budget.
- Develop a financially **sustainable** business plan for the community center.
- Don't over promise. **Deliver** a right sized, sustainable project.



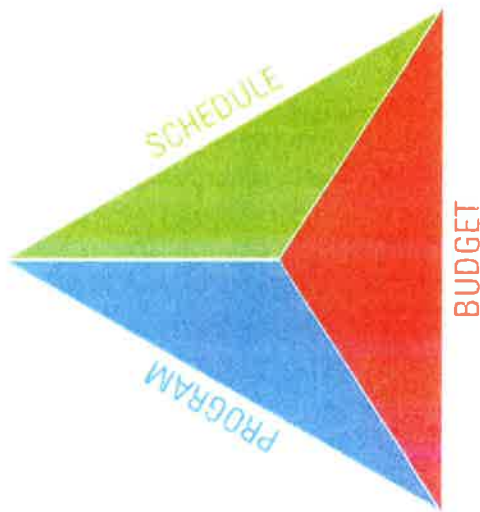
Tehachapi Valley
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TEHACHAPI VALLEY RECREATION & PARK DISTRICT - COMMUNITY CENTER FEASIBILITY STUDY



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Project Process

The project team adopted a proven BRS process for project management which focusses on the **architectural program**, the **project schedule**, and the **project budget** in a balanced approach.

The process began with a project kickoff meeting to review the BRS process, focus on project goals, and project values. Four steps leading to final concepts and final recommendations resulted.

Three work sessions with TVRPD staff and BRS over the following weeks produced a prioritized architecture program and conceptual plan diagram based on wants and needs gathered from public meetings. The concept was refined and reviewed several more times to find the most desirable balance of program spaces, capacities, amenities and aesthetics for the budget resources available.



PROCESS & SCHEDULE

FEASIBILITY STUDY SCHEDULE

COMMITTEE WORKSHOP 01

OPEN HOUSE 01

COMMITTEE CHECK IN

COMMITTEE CHECK IN

COMMITTEE WORKSHOP 02

OPEN HOUSE 02

COMMITTEE WORKSHOP 03

FINAL REPORT

MAY 03, 2018

MAY 03, 2018

MAY 28, 2018

JUNE 12, 2018

JUNE 28, 2018

JUNE 28, 2018

JULY 19, 2018

AUG 9, 2018

Project Process

The process included:

- Public Engagement, Presentation, and Discussions
- Stakeholder Group Interviews
- Programming and Budget Development
- Conceptual Site and Facility Design

Feasibility Study Schedule

The conceptual design phase is the first part of a multi-phase design process that develops increased definition and detail as the design progresses through each phase. The primary goals of the feasibility study phase are to conduct an inclusive public process to confirm and prioritize program elements, develop a master plan for a new Community Center, propose preliminary building diagrams and provide a conceptual project cost estimate.



Tehachapi Valley
Recreation & Park District

TEHACHAPI VALLEY RECREATION & PARK DISTRICT – COMMUNITY CENTER FEASIBILITY STUDY



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Design Process

Should the Community support funding of the Community Center & Existing Parks Revitalization, the design process could start as early as the winter of 2019. Design services would include :

- Schematic Design
- Design Development
- Construction Documents
- Contract Administration during Construction

Construction Schedule

Upon selection of the most qualified Construction Manager at Risk (CMAR) / Construction Manager General Contractor (CMGC) – usually in the middle of the Schematic Design Phase – the Construction Manager will prepare a construction schedule for the team's review. Historical data would tell us the approximate design & construction schedule durations are as follows :

DESIGN & CONSTRUCTION SCHEDULE

BOND INITIATIVE

NOVEMBER 2018

REVITALIZATION DESIGN

6-8 MONTHS

COMMUNITY CENTER DESIGN

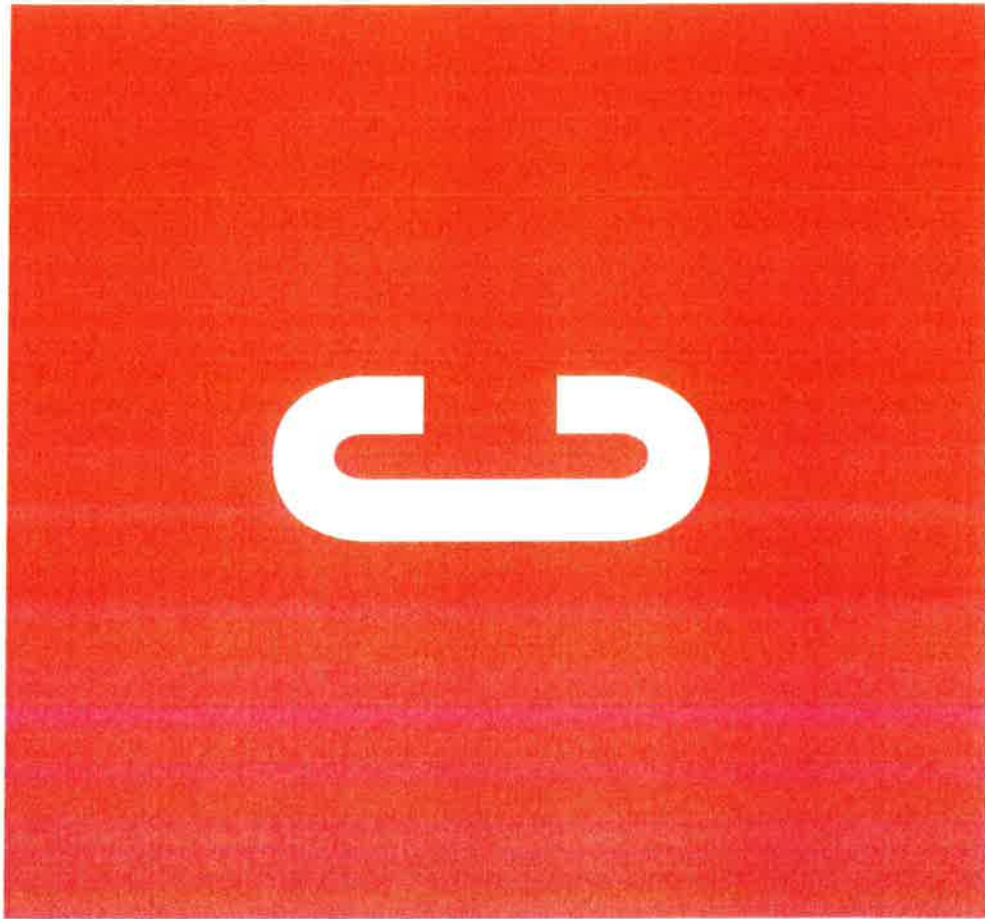
14-16 MONTHS

COMMUNITY CENTER CONSTRUCTION

14-16 MONTHS

COMMUNITY CENTER GRAND OPENING

SPRING 2021



Information Gathering



Tehachapi Valley
Recreation & Park District

TEHACHAPI VALLEY RECREATION & PARK DISTRICT – COMMUNITY CENTER FEASIBILITY STUDY



AUGUST 9, 2018

PROGRAM INPUT

TVRPD Public Input Process Goals

- **LISTEN** to the community. reflect the community's wants/needs in the TVRPD community center program
- **INFORM & ENGAGE** The community, so there is an understanding of what decisions are getting made -- and why.
- Deliver a message that is consistent with the **BUDGET AND SCHEDULE** commitments of the district.



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PROGRAM INPUT

Workshop #1 – Card Game Exercise

In order to further develop and confirm programming, BRS team members led the card game exercise with staff and separately with the stakeholders at Workshop #1 on May 3, 2018. As a result, multiple building program options were developed, considered, and discussed with the team. The following facility program priorities were developed as a basis to begin designing floor plan and layout options for the facility:



EXECUTIVE TEAMS	
TEAM 1	TEAM 2
Administration	Administration
Lobby & Support	Lobby & Support
Locker Spaces	Locker Spaces
Aquatics Support	Aquatics Support
5400 s.f. Indoor Activity Pool	6 Lane x 25 Yard Outdoor Pool
MAC 3 - 2 High School Gym	3600 s.f. Indoor Activity Pool
30-35 Person Aerobics Studio	Gym 4 - 2 High School
Catering Kitchen	Walk Jog Track
Licensed Pre-School/Child Care	30-35 Person Aerobics
Senior Adult Lounge	5-6 Person Climbing
Large Youth Room	1,500 Fitness & Weights
300 Person Community Room	240 Person Community Room
	Catering Kitchen
	Early Learning / Child Watch
	25 Person Classroom / Senior Card Room
	Large Youth / Teen Game Room



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PROGRAM INPUT



Stakeholder Meetings

Two stakeholder meetings, focused on the community center took place which allowed specific user groups to give input on the interior and exterior components of the project. Those user groups included members of the Community that represent: active aging adults, young professionals, basketball coaches, aquatics, local business, STEM programs, and families.

1. May 3, 2017 – aspen builders activity center
2. June 28, 2018 – aspen builders activity center

At the first stakeholder meeting, the group split into four teams and each developed their own version of a building program based on a total project budget goal of \$25M.

STAKEHOLDER TEAMS			
TEAM 1	TEAM 2	TEAM 3	TEAM 4
Administration Lobby & Support Locker Spaces Aquatics Support Solar Hot Water System 6 Lane x 25 Yard Outdoor Pool 3600's f. Indoor Activity Pool 300 Person Community Room Catering Kitchen Gym 3 - 2 Middle School Walk Jog Track Child Watch 30-35 Person Aerobics 10-12 Person Climbing Wall Small Youth Room Large Youth Room Indoor Playground Poolside party Room Collaboration Space	Administration Lobby & Support Locker Spaces Aquatics Support 9 Lane x 25 Yard Indoor Pool 4500's f. Indoor Activity Pool Gym 4 - 2 High School 300 Person Community Room Healthy Cooking Kitchen 30-35 Person Aerobics Child Watch Large Youth Room Walk Jog Track	Administration Lobby & Support Locker Spaces Aquatics Support 7000's f. Indoor Activity Pool Poolside party Room 300 Person Community Room Catering Kitchen 30-35 Person Aerobics 1500 Fitness / Weights Wet Arts & Crafts Room Maker Space Quick Stop Tech Group Tech 25 Person Classroom Child Watch Early Learning Room Games Room Gym 1 - Elementary School Gym 160 Person Community Room	Administration Lobby & Support Locker Spaces Aquatics Support Solar Hot Water PV System 6 Lane x 25 Yard Outdoor Pool 2500's f. Indoor Activity Pool 300 Person Community Room Catering Kitchen MAC 2 - High School 10-12 Person Climbing Wall 30-35 Person Aerobics Child Watch Large Youth Room Licensed Pre-School / Child Care 50 Person Classroom Maker Space Wet Arts & Crafts Room



Public Meetings

Two public meetings, focused on the community center took place which allowed the valley residents to give input on the interior and exterior components of the project.

1. May 3, 2017 – aspen builders activity center
2. June 28, 2018 – aspen builders activity center

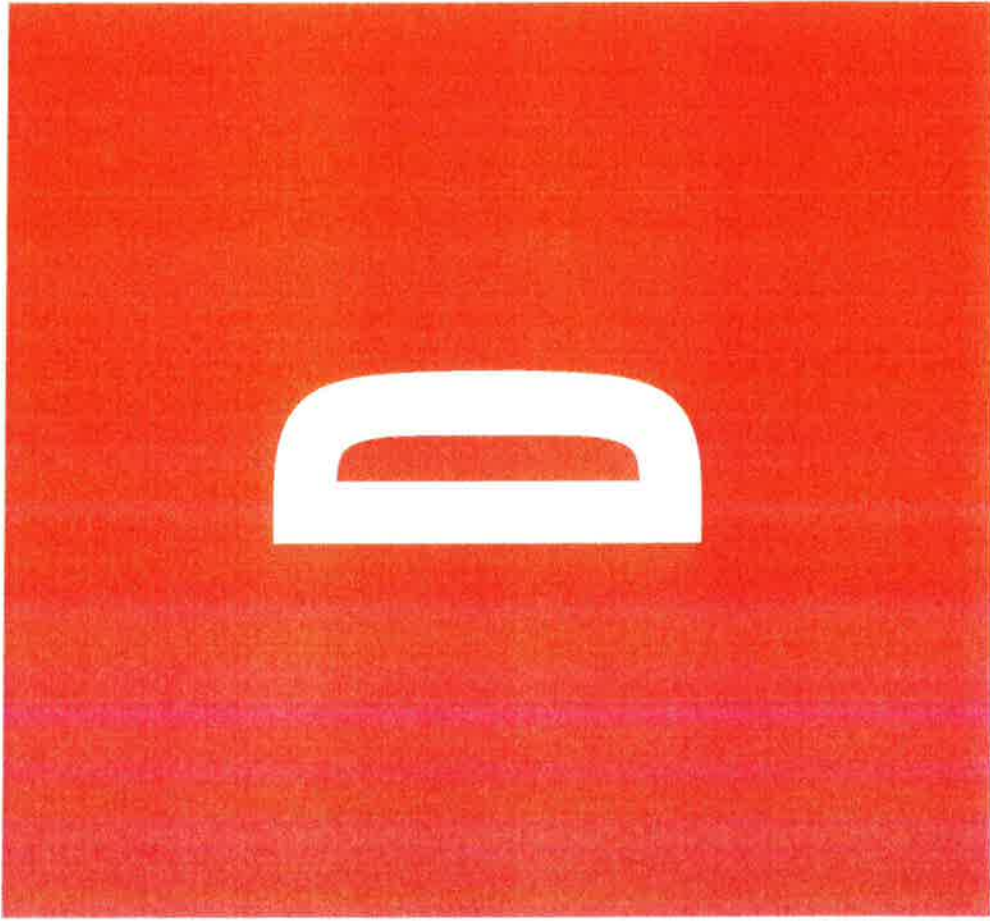
The dot-ocracy game was played by the community members represented at open house #1 to gather their input on their desired program spaces. Approximately 75 individuals participated. The top results are as follows:

1. Indoor lap pool	53
2. Community room/events	37
3. Indoor leisure pool	29
4. Traditional gym	28
5. Rock climbing wall	24
6. Indoor walk/jog track	22
7. Fitness (equipment) area	20
8. Aerobics / dance studio	20
9. Mac gym	18
10. Outdoor lap pool	17
11. Child watch	15
12. Classrooms	10

Comment/suggestion cards were also distributed to the Community members. Approximately 22 cards were returned. Comment and Suggestion Cards generally included the following results :

1. Providing spaces that could be used for a wide variety of activities and recreation.
2. Provide a hub for people to gather as a community.
3. Interest in participation for all age groups within the community.





Site & Facility Design



Tehachapi Valley
Recreation & Park District

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TVRPD Service Area

The Tehachapi Valley Recreation & Park District (TVRPD) maintains 117 acres of parks and five facilities throughout the Tehachapi Valley.



The following 'Site Design' pages represent the understanding that went into the selection of the initial site for the new community center. The West park site was selected for its proximity to the downtown area of Tehachapi as well as its central location within the overall service area.

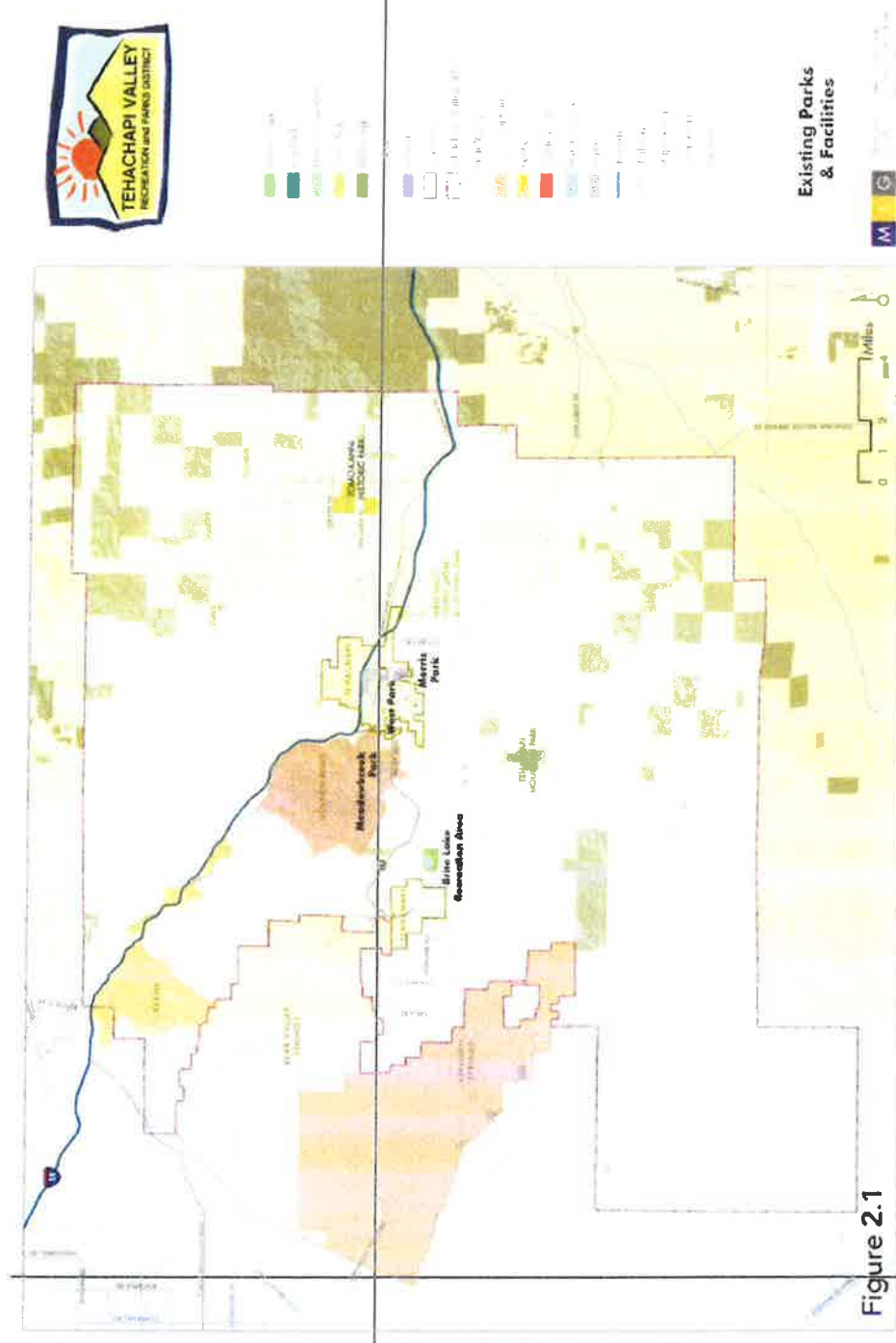
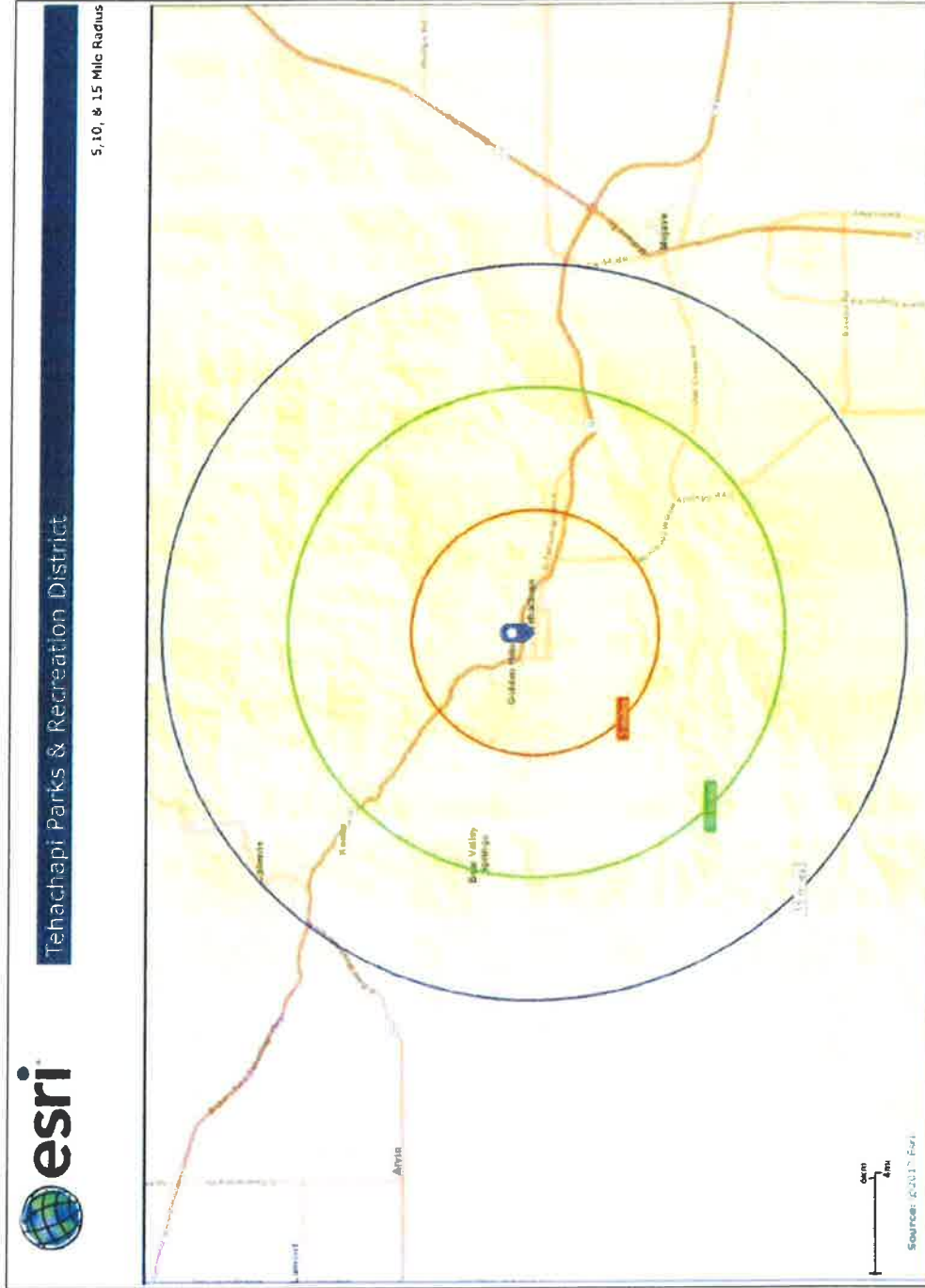


Figure 2.1



Demographics

Demographics of the area were also studied to determine the primary and secondary service areas that the center would draw from. Information was also gathered to understand demographic characteristics such as age, income and household make up which informed the programing spaces that would best serve the community.

SITE & FACILITY DESIGN- TVRPD – PRIMARY & SECONDARY SERVICE AREAS & TAPESTRIES

	2017 Population	2017 Median Age	2017 Median Income	2022 Projected Population
5 miles	19,681	37.3	\$54,208	20,472
10 miles	28,571	38.7	\$56,656	29,515
15 miles	36,385	40.9	\$61,305	37,803

- Middleburg
 - Family oriented
 - Thrifty
 - Younger & growing in size
- Comfortable Empty Nesters
 - Mostly 55 or older
 - Financially stable
 - Working professionals
- Exurbanites
 - Approaching retirement
 - Active in their communities
 - Still find time to stay physically fit



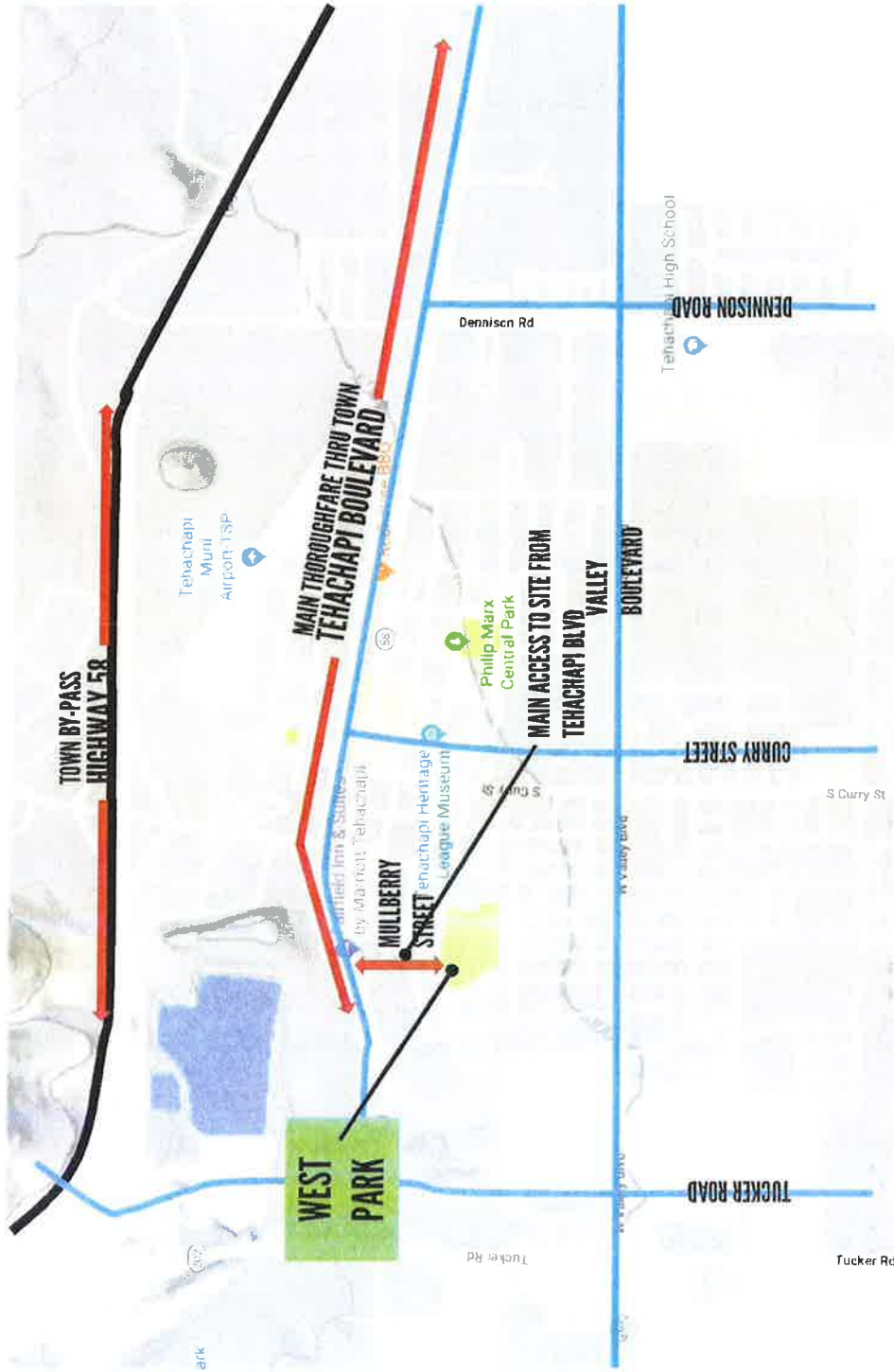
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AUGUST 9, 2018

SITE ACCESS DIAGRAM



Site Analysis

The existing conditions in and around West Park were investigated in depth to gain an understanding of the proposed site. Connections to the surrounding vehicular circulation routes and other park amenities were studied and taken in to consideration during the development of site layout and concept options.



Tehachapi Valley
Recreation & Park District

TEHACHAPI VALLEY RECREATION & PARK DISTRICT – COMMUNITY CENTER FEASIBILITY STUDY



AUGUST 9, 2018

WEST PARK – Designated Community Center Site



WEST PARK – Existing Site Photos



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Facility Program

After design and pricing exercises were completed over the duration of the feasibility and concept design phases, the following building program was developed. The program incorporates preferred fitness, recreation and community amenities while meeting the budget based on early pricing estimates.

Concept Design Program

Administration and Support Spaces

▪ Administration Spaces	2,443 SF
▪ Lobby and Support Spaces	4,487 SF
▪ Locker Rooms	3,168 SF

Community and Education Spaces

▪ Child Watch	1,310 SF
▪ Classroom / Party Room(s)	1,352 SF
▪ Events Hall	4,480 SF
▪ Catering Kitchen	468 SF
▪ Senior Lounge	620 SF

Fitness Spaces

▪ Gymnasium	11,869 SF
▪ Fitness and Weights	2,317 SF
▪ Aerobics / Dance Studio	1,053 SF

Indoor Aquatics Spaces

▪ Indoor Activity Pool	8,840 SF
▪ Aquatics Support	866 SF

Outdoor Aquatics Spaces

▪ Outdoor Lap Pool	11,524 SF
--------------------	-----------

Total Build Square Footage: Approx.

Total Outdoor Pool Area: Approx.

Total Square Footage: Approx.

Facility Site Studies

Multiple site options and building layouts were explored to include:

- Parking locations on the park site
- Sport field locations
- Playground locations
- Connections to the existing park gymnasium
- Site Entry and vehicular access
- Possible relocation of skate park



Option 1- The Pavilion



Option 2- The Yard



Option 3- Linear Layout

[illegible]

FACILITY DESIGN – FINAL BUILDING CONCEPT



TEHACHAPI VALLEY RECREATION & PARK DISTRICT – COMMUNITY CENTER FEASIBILITY STUDY

FACILITY DESIGN – EXTERIOR CHARACTER IMAGERY



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TEHACHAPI VALLEY RECREATION & PARK DISTRICT – COMMUNITY CENTER FEASIBILITY STUDY
EXTERIOR CHARACTER IMAGERY

EXTERIOR CHARACTER IMAGERY

TEHACHAPI VALLEY RECREATION & PARK DISTRICT



TEHACHAPI VALLEY RECREATION & PARK DISTRICT - COMMUNITY CENTER FEASIBILITY STUDY EXTERIOR CHARACTER IMAGERY



AUGUST 9, 2018

FACILITY DESIGN - INTERIOR CHARACTER IMAGERY



KITCHEN



SENIOR LOUNGE



CHILD WATCH



ENTRY LOBBY



ADMIN.



FITNESS



GYMNASIUM



FACILITY DESIGN - INTERIOR CHARACTER IMAGERY



SENIORS/ COMMUNITY ROOM



CLASSROOM/ STAGE



LEISURE POOL



MULTI -PURPOSE



AEROBICS/ FITNESS



LOCKER ROOMS/ FAMILY LOCKERS/ RESTROOMS



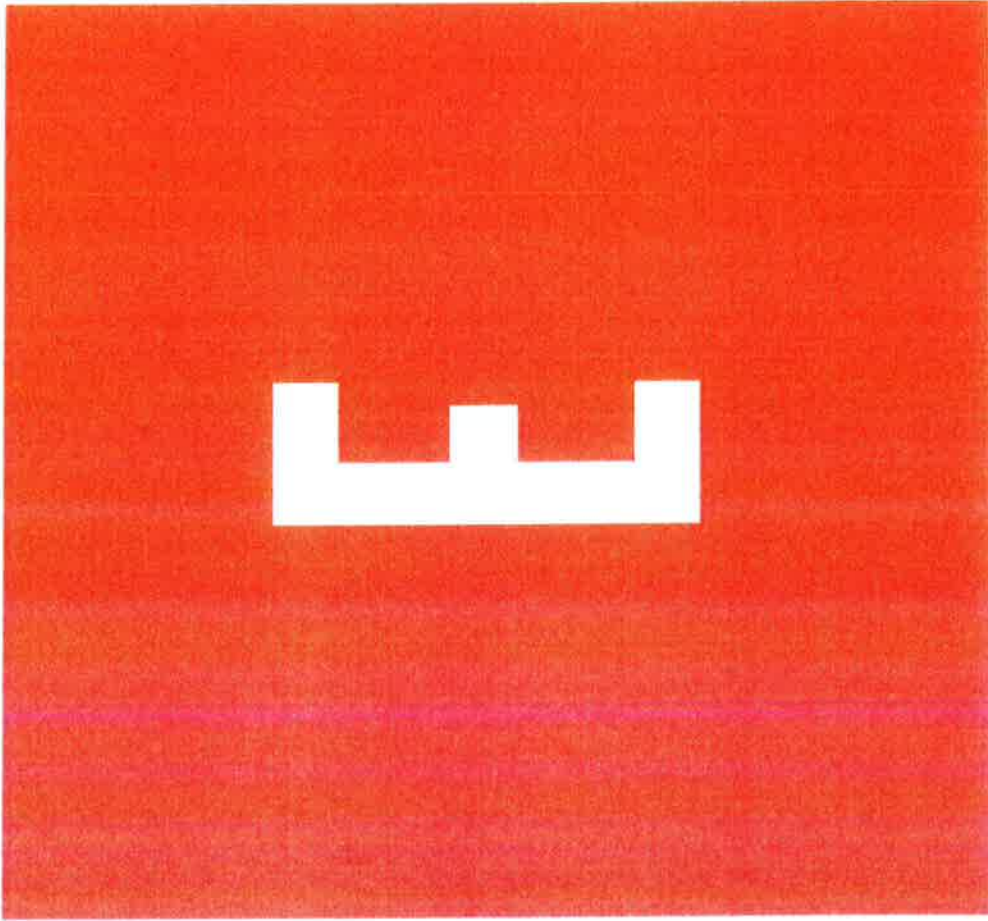
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TEHACHAPI VALLEY RECREATION & PARK DISTRICT - COMMUNITY CENTER FEASIBILITY STUDY

INTERIOR CHARACTER IMAGERY



AUGUST 9, 2018



Project Budget & Proforma



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TEHACHAPI VALLEY RECREATION & PARK DISTRICT - COMMUNITY CENTER FEASIBILITY STUDY



**BARKER
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SEAGAT**
ARCHITECTURAL

AUGUST 9, 2018

FACILITY PROGRAM AND BUDGET

COMMUNITY CENTER HARD COSTS : **\$19,900,000**

COMMUNITY CENTER SOFT COSTS : **\$6,000,000**

TOTAL BUILDING PROJECT BUDGET GOAL: **\$25,900,000**

WEST PARK SITE IMPROVEMENTS BUDGET: **\$4,000,000**

*PROJECT BUDGET HARD COST IS AN ESTIMATE BASED ON HISTORICAL DATA (INCLUDING LOCATION FACTORY AND ESTIMATED ESCALATION)

*PROJECT BUDGET ASSUMES THE MID POINT OF CONSTRUCTION TO BE DECEMBER 2020.

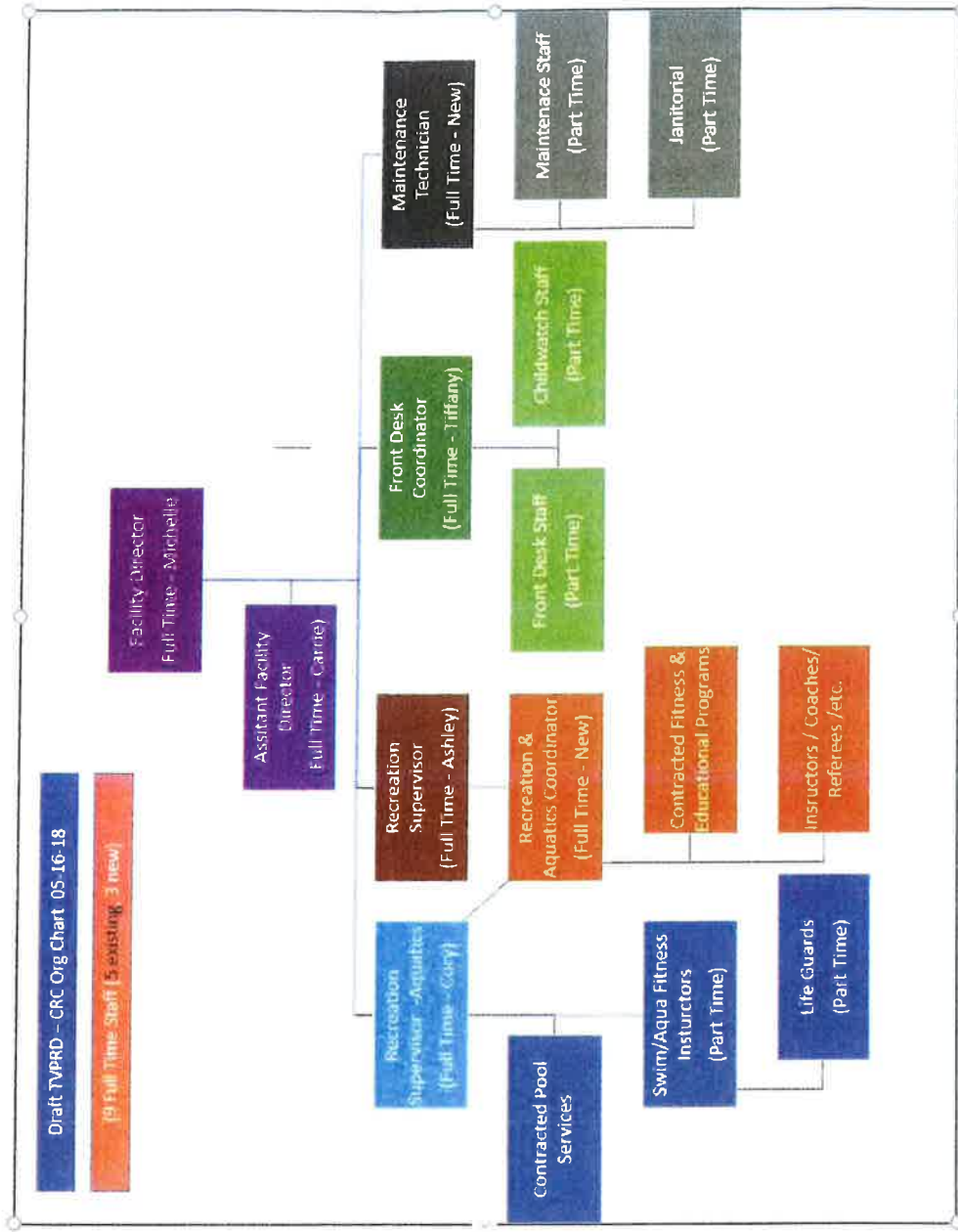
*WEST PARK SITE IMPROVEMENTS BUDGET ASSUMES A MINIMUM LEVEL OF ON-SITE DEVELOPMENT INCLUDING LANDSCAPING, PARKING, & CURB/GUTTER ONLY.

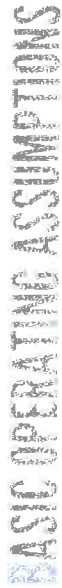
*SOFT COSTS INCLUDE FURNITURE, FIXTURES, EQUIPMENT, PERMITS, PROFESSIONAL FEES, CONTINGENCY, ETC.

BASIC OPERATING ASSUMPTIONS – STAFFING CHART

8 Full Time Staff

- 6 existing
- 2 new





STAFF EXPENSES

Introduction

The operational budget planning for the TVPRD Community Recreation Center uses a conservative approach to estimating reasonable expenses, a somewhat aggressive approach to projecting revenues, and is based on an understanding of the conceptual project, the best available market area information, and the current practices of the Tehachapi Valley Parks & Recreation District.

Operating Expenses				Notes
Staffing Plan - Full Time			Salary	
Facility Director			\$25,000 Existing	30% of total salary
Assistant Facility Manager			\$13,000 Existing	20% of total salary
Recreation Supervisor - Aquatics			\$41,650 Existing	Rec Supervisor-Mid Range 70% of salary
Recreation Supervisor			\$29,750 Existing	Rec Supervisor-Mid Range 50% of salary
Recreation & Aquatics Coordinator			\$34,320 New	Rec Coord - \$16.50 x 2,080
Office/Front Desk Coordinator			\$27,000 Existing	Office II - Mid Range 100% of salary
Maintenance Technician			\$40,000 New	Estimate
		Full Time Wages	\$210,720	
		Benefit %	20%	
Total Full Time Wages			\$262,864	
Part Time	Annual	Wage\$	(Annual)	
Lifeguards - Leisure Pool	Hours	15,000	\$15	
Lifeguards - Lap Pool	Hours	5,508	\$15	
Parties	Hours	300	\$15	
Fitness Instructors - Specialized	Hours	250	\$20	
Fitness Instructors - Included	Hours	1,500	\$15	
Front Desk/Customer Service	Hours	6,263	\$15	
Child Care Attendants	Hours	2,625	\$15	
Maintenance (Part Time)	Hours	1,000	\$20	
Custodians	Hours	5,000	\$15	
Swim Lesson Expense	Hours		\$6,000	
Total Part Time Hours	Hours	37,446		
Total FTE Equivalent	Hours	18		
		Part Time Wages	573,933	
		Benefit %	15%	
		Total Part Wages	\$660,022	
		Total Wages	912,886	
		68%		
Staffing % of Total Expenses				
Staffing Cost Per Square Ft				
				\$21.10

Staffing Expenses

- Staffing and benefits will be approximately 68% of the total center operating budget.
- Wages are based on 2018 TVRPD and estimated benefits packages.
- Part-time wages are set at the minimum amount required by the State of California in year 2021.
- Full Time staff salaries are allocated based on the anticipated percentage of time dedicated to center operations.



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BASIC OPERATING ASSUMPTIONS – LIFE GUARD STAFF EXPENSE DETAIL

Weekly lifeguard cost estimate for leisure pool - does not include Aquatics Instructors - Year round operations

Start	End	Hours	Day	# of Days	Average Staffing Level	Staff Hours	Hourly Rate
6am	Noon	6	Monday	5	2	60	\$15.00
Noon	6pm	6	Monday	5	4	120	\$ 900
6pm	8pm	2	Monday	5	4	40	\$ 1,800
8am	7pm	11	Saturday	1	5	55	\$ 600
Noon	5pm	5	Sunday	1	5	25	\$ 825
						0	\$ 375
						0	\$ -
						0	\$ -
						300	\$ 4,500
Total Leisure Pool LG hours/week							
Pool opens 30 mins. to 1 hour later and closes 1 hour earlier than facility operating hours							per week leisure pool lifeguard costs
LG rotate with Lap Pool - Estimates include Head Guards							# Weeks
Total Annual Lifeguard Hours							per year leisure pool lifeguard staff
15,000							\$ 225,000

Notes: Costs may be lowered through reduced hours, restricted access or hourly wages.

Weekly lifeguard cost estimate for lap pool - does not include Aquatics Instructors - 9 month operation (February - October)

Start	End	Hours	Day	# of Days	Average Staffing Level	Staff Hours	Hourly Rate
6am	Noon	6	Monday	5	2	60	\$15.00
Noon	6pm	6	Monday	5	2	60	\$ 900
6pm	Close	0	Monday	0	0	0	\$ 900
8am	6pm	6	Saturday	1	3	18	\$ -
Noon	5pm	5	Sunday	1	3	15	\$ 270
						0	\$ 225
						0	\$ -
						153	\$ 2,295
Total Lap Pool LG hours/week							
Pool opens 30 mins. to 1 hour later and closes 1 hour earlier than facility operating hours							per week leisure pool lifeguard costs
LG rotate with Lap Pool - Estimates include Head Guards							# Weeks
Total Annual Lifeguard Hours							per year lap pool lifeguard staff
5,508							\$ 82,620

Notes: Costs may be lowered through reduced hours, restricted access or hourly wages.

BASIC OPERATING ASSUMPTIONS - FRONT DESK/CHILD WATCH STAFF EXPENSE DETAIL

Weekly front desk hours - Does not include Front Desk Coordinator

Start	End	Hours	Day	# of Days	Average Staffing Level	Staff Hours	Hourly Rate
5:30am	Noon	6.5	Monday	5	1.5	48.75	\$15.00
Noon	6pm	6	Monday	5	1.5	45	\$731
6pm	Close	3	Monday	5	1	15	\$675
8am	8pm	6	Saturday	1	1.5	9	\$225
Noon	5pm	5	Sunday	1	1.5	7.5	\$135
						0	\$113
						0	\$-
						125.25	\$1,879
Total Front Desk hours/week							
Total Annual Lifeguard Hours							50 # Weeks
							6,263 \$ 93,938
							Front desk cost per year (wages only)

Notes: Costs may be lowered through reduced hours, restricted access or hourly wages.

Weekly child watch hours - Does not include Front Desk Coordinator

Start	End	Hours	Day	# of Days	Average Staffing Level	Staff Hours	Hourly Rate
8am	Noon	4	Monday	5	1.5	30	\$15.00
4pm	7pm	3	Monday	4	1.5	18	\$450
8am	noon	3	Saturday	1	1.5	4.5	\$270
			Sunday			0	\$68
						0	\$-
						0	\$-
						52.5	\$788
Total Child Watch hours/week							
Total Annual Lifeguard Hours							50 # Weeks
							2,625 \$ 39,375
							Child Watch cost per week (wages only)
							Child Watch cost per year (wages only)

Notes: Costs may be lowered through reduced hours, restricted access or hourly wages.



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Supplies	
Office Supplies	\$5,000
Dues & Subscriptions	\$200
Uniforms	\$1,500
Recreation/Fitness Program Supplies	\$10,000
Aquatics Supplies	\$4,000
Building Maintenance Supplies	\$9,000
Janitorial Supplies	\$12,500
Pool Chemicals	\$35,000
Marketing	\$3,000
Total Supplies Expense	\$80,200
Supply % of Total Expenses	6%
Services	
Credit Card Fees	\$15,000
Maintenance - Contracted	\$15,000
Pool Maintenance - Contracted	\$20,000
Utilities (Gas, Electric, Water)	\$227,175
Telephone	\$2,500
Trash Removal	\$2,500
Fire Suppression Service	\$4,000
Minor Equipment Repair	\$2,000
Security	\$3,000
Computer/Software Services	\$5,000
Total Services Expense	\$296,175
Services % of Total Expenses	22%
Utility Cost Per Square Foot	\$3.50
Capital Repair & Replacement (4% of Total Expenses)	\$53,722
Total Operating Expenses	\$1,343,061
Total Expenses Per Sq Ft	\$31.04

Supplies and Services Expense Detail

- Total projected supplies expenses for the center account for 6% percent of the operations budget.
- Total projected service expenses for the center account for 22 percent of the operations budget. This includes utility costs (gas, electricity) that make up 14 percent of the total operating budget.
- 4 percent is added to total expenses annually to cover future capital repair and replacement costs



BASIC OPERATING ASSUMPTIONS -- REVENUE GENERATION

Operating Revenues	Projected Revenue
Admissions	
Daily	\$99,000
Punch Pass	\$48,600
Annual Pass	\$698,750
Total Admission Revenue	\$846,350
Admission % of Total Revenue	79%
Other Revenues	
Child Care	\$47,250
Rentals	\$100,000
Parties	\$30,000
Vending	\$10,000
Fitness Programming (Specialized)	\$12,500
Aquatics Programming	\$25,000
Total Other Revenues	\$224,750
Other Revenue % of Total Revenue	21%
Total Revenues	1,071,100
Cost Recovery	80%

Estimated Operating Hours

M – F, 5:30am to 9:00pm	80 - Hours
Sat, 8:00am to 8:00pm	12 - Hours
Sun, 12:00pm to 6:00pm	6 - Hours
Total weekly Hours	100

The revenue categories include both traditional and alternative sources:

- Admissions (79% of total annual revenues)
- Standard fitness classes included with price of admission (Specialized classes i.e. parties, yoga will be fee based)
- Child watch (free for paying center patrons with a two-hour limit per visit)
- Youth camps
- Youth and adult sport and none-sport programs
- Facility rentals
- Birthday parties



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BASIC OPERATING ASSUMPTIONS

PRO FORMA SUMMARY OF NEW OPERATIONAL DOLLARS TO MEET COST RECOVERY GOALS

Total Expenses	Less Existing Expenses	New Expense Needs
\$1,342,983	\$190,994	\$1,151,989
New Revenue	Less Existing Dye Natatorium Revenue	Net New Revenue
\$1,071,100	\$6,300	\$1,064,800
Cost Recovery: Total Expenses & New Revenue		Cost Recovery: New Expense Needs and Net New Revenue
80%		92%
(\$271,883)		(\$87,189)



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BASIC OPERATING ASSUMPTIONS – ADMISSION REVENUE DETAIL

Daily Pass	Price	# Sold	Total \$	Annual Visits
Youth Res	\$4.00	3000	\$12,000.00	3,000
Youth Non Res	\$6.00	2500	\$15,000.00	2,500
Adult Res	\$6.00	4000	\$24,000.00	4,000
Adult Non Res	\$12.00	3000	\$36,000.00	3,000
Senior Res	\$4.00	1500	\$6,000.00	1,500
Senior Non Res	\$8.00	1000	\$8,000.00	1,000
Totals		15,000	\$99,000.00	15,000

Punch Pass (20)*	Price	# Sold	Total \$	Annual Visits
Youth Res	\$72.00	50	\$3,600.00	1,000
Youth Non Res	\$108.00	25	\$2,700.00	500
Adult Res	\$108.00	250	\$27,000.00	5,000
Adult Non Res	\$216.00	25	\$5,400.00	500
Senior Res	\$72.00	100	\$7,200.00	2,000
Senior Non Res	\$108.00	25	\$2,700.00	500
Totals		475	\$48,600.00	9,500

Annual Pass	Price	# Sold	Total \$	Annual Visits
Youth Res	\$200.00	100	\$20,000.00	10,000
Youth Non Res	\$250.00	0	\$0.00	0
Adult Res	\$370.00	450	\$166,500.00	45,000
Adult Non Res	\$475.00	50	\$23,750.00	5,000
Senior Res	\$240.00	250	\$60,000.00	25,000
Senior Non Res	\$320.00	50	\$16,000.00	7,500
Family**	\$750.00	525	\$393,750.00	105,000
Totals		1425	\$680,000.00	197,500

* Buy 18 get 2 free

** Family of Four - Additional Family Members = \$50.00

Total Admission Revenues	\$827,600.00
Total Annual Visits	222,000
Total Daily Visits	624
(356 Operating Days/Total Annual Visits)	
Daily Pass %	12%
Punch Pass %	6%
Annual Pass %	82%

*Senior = 60yrs+

*20 Punch Pass – Buy 18 visit get 20

*Must pay with Electronic Funds Transfer (ETF)

**Family of 6. Rates will be adjusted based on family size. Children must be 17years or younger.

Other Annual Pass Options Being Considered (All Prices TBD)

- Dual Adult Annual Pass – must live in the same household
- Dual Senior Annual Pass – must live in the same household
- 3 Month Pass – must be paid in full
- 6 Month Pass – must be paid in full
- Military Discounts - TBD

Note: The proposed admission fees are based on a balance of market comparisons, the community's willingness to pay, and what will be required to meet cost recovery goals. Over the next several years, inflation will affect utilities, staffing and other goods and services. Projected expenses will need to be reviewed and further refined to reflect true operating costs at the time of the facility's opening. If operating costs rise to exceed facility cost recovery goals with current revenue projections, admission fees will need to be increased to meet these goals.



TEHACHAPI VALLEY RECREATION & PARK DISTRICT – COMMUNITY CENTER FEASIBILITY STUDY



AUGUST 9, 2018

BASIC OPERATING ASSUMPTIONS – **ADMISSION PASS INCLUSIONS**

WHAT IS **INCLUDED** – ANNUAL PASS

- Senior Center – No Admission Necessary (Programming fees may apply)
- Teen Center
- Fitness Classes (spin, yoga, aerobics)
- Open Gym
- Water Aerobics
- Lap Swim
- Rec/Leisure Swim
- Child Watch (2hr)
- Workout Equipment
- Indoor Walk/Jog Programs

WHAT IS NOT INCLUDED – ANNUAL PASS

- Swim Lessons
- Boot Camps
- Adult and Youth Leagues – (Volleyball, Softball, Basketball, T-Ball, etc.)
- Camps
- Enrichment Camps
- Party Packages
- Space Rentals

DISCOUNT INCLUDED WITH MEMBERSHIPS



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TEHACHAPI VALLEY RECREATION & PARK DISTRICT – COMMUNITY CENTER FEASIBILITY STUDY



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BASIC OPERATING ASSUMPTIONS

These important assumptions should be considered as the District moves towards the Grand Opening of the center.

- The initial budget provides a baseline for the long term and it is anticipated that revenues during the first year of operation may exceed these projections as the attraction of the facility will be higher than in the early years when the “newness” draws a high level of interest.
- Leading up to and during the first year of operation, marketing and promotion efforts and costs will be elevated to attract an expanded population.
- It will be important for Center staff to provide a high-quality experience, exceptional customer service and innovative program offerings that meet the changing needs of the community and reflect current trends in fitness and recreation. This will be key in attracting and retaining members of all ages.
- All figures are in 2018 dollars.

Please note, these projections are based on the stated assumptions, however there is no guarantee that the estimates and projections will be met, and there are many variables that cannot be accurately determined during this conceptual planning stage or may be subject to change during the actual design and implementation process.





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