



P.O. Box 532  
Fort Bragg, CA 95437  
707409-0760  
info@mcrpd.us

## SPECIAL & REGULAR BOARD OF DIRECTORS MEETING

Mendocino Coast Recreation and Park District

Manchester Elementary School (Rm 4)

19550 S Highway 1, Manchester, CA 95459

Wednesday, June 19th, 2024

4:30 P.M. SPECIAL MEETING

5:30 P.M. REGULAR MEETING

### 4:30 P.M. SPECIAL MEETING AGENDA

#### 1.0 CALL TO ORDER

Call to order and roll call

#### 2.0 Tour of Manchester School: starting at Classroom 4 and continuing at various locations at the property

### 5:30 P.M. REGULAR MEETING AGENDA

#### 1.0 CALL TO ORDER

Call to order and roll call

#### 2.0 APPROVAL AND ADOPTION OF AGENDA

Items to be removed from or changes to the agenda should be done at this time

#### 3.0 PUBLIC PARTICIPATION, NON-AGENDA ITEMS

A maximum of 3 minutes is reserved for members of the public to address the Board on items not listed on the agenda and the total time for public input on a particular issue is limited to 20 minutes (Government Code 54954.3). The Board is prohibited from discussing or acting on matters not on the agenda but may briefly respond or ask a question for clarification (Government Code 54954.2).

#### 4.0 STAFF REPORTS:

- 4.1 District Manager Report Kylie Felicich (P 4)
- 4.2 District Recreation Supervisor Report Jennifer Saunders (P 5-6)
- 4.3 District Recreation Coordinator Nizz Badgett / Monica Cabral Oropeza (P 7)
- 4.4 District Administrators Jamie Campione & Holly Ugulano (P 8)

#### 5.0 OTHER REPORTS:

- 5.1 Friends of MCRPD
- 5.2 South Coast
- 5.3 Mendocino Coast Botanical Gardens
- 5.4 Personnel Committee
- 5.5 District Services Committee
- 5.6 Finance Committee
- 5.7 Board of Directors

Each DISCUSSION/ACTION item consists of the following steps to be carried out by the Board Chair in the subsequent order. 1) Announces agenda item by number and states the subject. 2) Staff and advisory committee reports. 3) Receive Board questions and requests for clarification 3) Receive public comments (limit of 3 minutes per person per item). 4) Motion and second from the Board. 5) Moderates a discussion of the item until a final motion is ready for a vote or other disposition

## **6.0 DISCUSSION / ACTION**

- 6.1 Review & consider 22/23 Audit **(P 9-54)**
- 6.2 Review & consider MCRPD Budget **(P 55-63)**
- 6.3 Review & consider job title & salary schedule **(P 64-127)**
- 6.4 Introduction to South Coast Rec Coordinator Monica Cabral Oropeza
- 6.5 Consider adoption of **Resolution No. 24-04** authorizing an agreement with Umpqua Bank for District participation in a Purchasing Card program with an authorized credit limit of \$30,000 rather than the \$10,000 limit previously approved by the Board. **(P 128)**
- 6.6 Consider adoption of **Resolution No. 24-03** authorizing the pass-through of the District's \$177,952 Per Capita State Grant Fund Allocation under the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 to the County of Mendocino for its use as part of its Bower Park Restoration project. **(P 129)**
- 6.7 Consider MCRPD Logo re-branding **(P 130)**
- 6.8 November 2024 election **(P 131)**
- 6.9 District Services Grant – Staff recommendations & board vote **(P132)**

## **7.0 CONSENT CALENDAR**

All items under the consent calendar will be acted upon in one motion unless a board member requests that an individual item be taken up under DISCUSSION/ACTION

- 7.1 Approval of minutes for Regular Board Meeting Minutes 04/17/24 **(P 133-136)**
- 7.2 Approval of minutes for Regular Board Meeting Minutes 05/15/24 **(P 137-140)**
- 7.3 Approval of minutes for Finance Committee Meeting Minutes 05/15/24 **(P 141-142)**
- 7.4 Approval of minutes for Personnel Committee Meeting Minutes 06/12/24 **(P 143)**

## **8.0 ADJOURNMENT**

Next MCRPD Regular Board of Directors Meeting will be held on August 21<sup>st</sup>, 2024, MCRPD District Office – 401 N Harbor Dr, Fort Bragg CA 95437

### **NOTICE TO THE PUBLIC**

All disabled persons requesting disability related modifications for accommodations including auxiliary aids or service may make such a request to ensure full participation in a MCRPD public meeting. Such a request should be made to Kylie Felicich, District Manager, MCRPD, 401 North Harbor Drive, Fort Bragg, CA 95437 707-409-2760

*PLEASE NOTE:* District agendas are posted at least 72 hours in advance of Regular Board of Director's meetings at the District Office, 401 North Harbor Drive Fort Bragg, CA 95437 and at [mendocoastrec.org](http://mendocoastrec.org). District agendas are emailed to individuals upon request at least 72 hours in advance of regular meetings. Written public comments can be submitted to the District prior to the meeting by emailing [board-admin@mcrpd.us](mailto:board-admin@mcrpd.us). Written comments received by email prior to 3 pm on the day of the meeting and any other supplemental materials will be forwarded to the Board prior to the meeting, made a part of the public record, and be available for public review at this [LINK](#)

## District Manager Report

June 14, 2024

The South Coast continues to be a rich part of our District. We helped RCRC with a Disc Golf event on May 18. MCRPD had 3 staff members and one volunteer come down from Fort Bragg. There were many folks from Mendocino and Fort Bragg participating in the event which is a nice reminder that we are indeed ONE community. The event and BBQ were a huge success. Our next event with RCRC will be the Disc Golf Clinic on July 13 at RCRC and at Mendocino College on July 14. This is a free event that RCRC and MCRPD are collaborating on with the purpose of encouraging people of all ages to engage in disc golf. It would be fun if this could lead to all age leagues at both locations. The Sea Ranch staff has been lovely to work with for our upcoming swim lessons. RCRC contributed many scholarships to these lessons. We have 75 swimmers, 4 instructors and 2 lifeguards for this program. Action Network contributed to many scholarships for swimmers as well. Manchester School has incorporated the lessons into their ELOP Summer Program and will transport 14 students to Sea Ranch. We are very proud of our relationship with these amazing organizations.

Speaking of relationships, the CARPD Conference was invaluable. Meeting the CAPRI staff that I work with daily was incredible. The CAPRI team is brilliant. I was also able to meet Osa Wolfe, our special counsel, and Umpqua Bank. The breakout sessions were some of the highest qualities I have experienced in my professional career. We had lectures from Placer County on homeless challenges, workplace violence and the Sonoma County Sheriff. I was certified in Management for workplace abuse. I would like to have a board member attend CARPD next May. I will be bringing this up soon. I am heading to Orange County on 5/22 for General Management training with CSDA. This will be the final training for me this year. I am grateful for these experiences. I hope that we can get all our board members to CSDA conferences in the next fiscal year. We will be sending Jamie Campione to CSDA training in FYQ3.

Our Staff is growing as quickly as our programs. Jennifer and I are currently the only full-time employees. However, we are bringing Holly and Jamie to full time after 7/1. Currently our part time staff are

Skate Night – 2 adults, 1 teenager (We rotate staff accordingly)

Drop in Volleyball – 1 adult , 1 volunteer

Jiu-jitsu - 2 instructors, increasing to 3 in July

Gymnastics – 2 instructors for the summer

Co-ed/men's softball – 2 adult scorekeepers, two umpires

South Coast – 2 part time recreation coordinators (Going to 1 after 8/1)

Sea Ranch – the next two weeks only, 5 lifeguard/instructors

Pickleball clinic 6/18-6/20 – 1 adult instructor

Staff will ebb and flow as we are moving in and out of seasonal programs. Flag Football (North and south coast), tennis (FB), Taekwondo, fitness ballet, cheerleading classes, more pickleball and beach volleyball are coming next month.

## June 2024 Summary

Jennifer Saunders- Recreation Supervisor

Here are some highlights for the last month!

- South Coast Hoopstars program completely developed and ready to go with shirts (I developed the logo for the shirts and posters, lowered rims for the young athletes, prime equipment and two very qualified leaders to run the program
- The 25<sup>th</sup> Annual Ales Tournament in Fort Bragg on August 9-11<sup>th</sup> is being developed and in the works. I have been working with the family very closely getting it going with great logos on the shirt, tourney details, home run derby, and other important details
- I was able to get to the end of Coed Softball season with the playoffs this weekend! I designed and ordered awards for the winning teams, special all-star keychains that are awesome, and two travel mugs for MVP!
- Flag football in the Southcoast was developed along with a flag football program here in Fort Bragg! We have programs for ages 6-middle school ages where they will get an hour of practice and an hour of gametime! We have equipment and tshirts for this program!
- I have been involved in promoting programs like Martial Arts, Fitness Instructors, Disc Golf Flyer, Gymnastics Flyers, Pickleball Flyers, baseball flyers, and promotional swag for our programs!
- I was able to develop a very well organized and thorough Medical pack along with an AED which we will now have at our facilities and program! We also will be hosting a CPR class for our entire staff on May 30<sup>th</sup>!
- I started Men's softball this month on June 10<sup>th</sup>. This program has been challenging with sportsmanship, but I have worked diligently on making this program exist with making sure that MCRPD is represented with class. I have implemented new rules with stringent consequences so that we are able to get back our REOA officials. The officials are watching our league this year to see if they will come back to umpire, lets say we are in a probation period which I hope to rectify this season. We have 7 motivated teams and even though we had a bit of a hiccup on opening day with behavior, I can truly say that we handled it correctly, strongly, and I feel as though the players are sensing a change that they will have to now pay attention to. I am holding team meetings at the field to make sure they hear our voice on rules and consequences, I am prepping the field and making it comfortable (If you build it,

they will come...is my motto!) This is a three day a week event so it has been challenging and time consuming!

- Mendocino Community Baseball-I had a local baseball star/dad come to me with hopes of bringing back baseball to the community of Mendocino and higher hopes of bringing it to the MHS so that they could get a team in the spring of 2025. We hired Guardian Security and Construction along with myself to go spice up the field at MHS mostly for safety purposes and boy was this a task in one day. From 7am-8pm we managed to turn a field that was massively overgrown into a field of “somewhat” dreams! I am very proud of our ability to turn the field around for the community! The next day, Mendocino hosted a FREE “Day on the Field” and almost 30 people showed up to play and support! The day went so well and the kids loved every minute of it! Unfortunately, our rec leader, John Gallo, was injured on the field as he was scooping up a grounder, an injury report was filed and with many adults there, he was given first aid and taken care of. In fact, John was able to attend the next day of baseball which happened on June 8<sup>th</sup>. We are continuing the program hopefully through the summer, and I am so happy to say that our relations with Mendo are gaining momentum and positivity as we work together for common ground and programs for kids!
- Beach Volleyball at Big River has finally been approved by the PARKS! Now I am working on building this program which will take place out on Big River! This will be a 2v2 league men and women and coed.
- I am working on a golf tournament fundraiser for MCRPD at Little River Inn
- I have been working with our Martial Arts crew with design promotion and punch card developments
- I have been helping with Sea Ranch and helping get this program solid with helping with lifeguard and teacher responsibilities
- I have been recruiting and finding rec leaders in our community that will help our programs prosper

## **Monica Oropeza and Nizzar Badgett**

### **June 2024 Board Report 6/11/24**

Monica and Nizz are working cooperatively to cover the South Coast. Nizz will be leaving in August for the big city. Monica will take over all South Coast Operations from there.

Monica successfully worked on flag football, pickleball court reservations, field use reservations, social media sharing, recruiting coaches (and coaches binders).

Nizz wrapped up Indoor soccer and looked to find a successor to run indoor soccer for additional sessions. He also worked with Sal Martinez to complete the first week of schedule for Hoopstars and tested the installation of the lower hoops for the program.

Nizz and Monica will be covering Sea Ranch Swim Lessons June 17 to 21 and June 24 to 28. There are 75 students and 5 instructors/lifeguards.

## **Jamie Campione – Admin Coordinator & Holly Ugulano - Admin Assistant**

**June 2024**

### **JAMIE**

Jamie has been updating and maintaining the MCRPD website to create a more organized, consistent hub for information and communications. She has removed all references to being connected to CV Starr. Jamie is working with Kylie on the annual sponsor recruitment project and is also working on a more organized sponsor program to track contacts, and recognition fulfillment.

Jamie is making progress on a marketing campaign to help the community understand the changes in operations, as well as spread the word about all the new programs in development. PSA's have been submitted to the ICO, KAKX, KOZT. Ads have been placed in Mendo/Lake Family Life Magazine. TBD the AVA, KUNK, Real Estate Magazine and more.

Jamie has been working with Kylie, board members and advisors to create a new budget for FY 24/25.

Jamie has been working with the Martial Arts instructors and vendors to prepare our new facility for classes beginning in July. Once the mats and dance floor are installed, we are planning an Open house so the community can get an idea of what is being offered.

### **HOLLY**

Holly managed the summer registration of gymnastics. We hired a new teacher, Rana Adams, who will be an amazing complement to our existing program. There are 100 students registered for summer gymnastics classics and camps. Holly is working on a new cheerleading program that will be housed at MCRPD Studios. Starting with a few introductory clinic later in June, we expect this to be a very popular program. Holly manages all the administrative aspects of our programs on Active Camp and Class. She is a familiar and cheery voice on our phones. Holly's dedication to the Co-ed softball, men's league, skate night and all MCRPD programs has been invaluable.



MENDOCINO COAST RECREATION AND  
PARK DISTRICT ANNUAL FINANCIAL REPORT  
FOR THE FISCAL YEAR ENDED  
JUNE 30, 2023



Prepared by:

**Kylie Felicich**  
District Manager

*This page intentionally left blank.*

**Mendocino Coast Recreation and Park District  
Basic Financial Statements  
For the year ended June 30, 2023**

**Table of Contents**

**Page**

**INTRODUCTORY SECTION**

**Table of Contents**.....i

**Organization Chart** ..... ii

**List of Officials**..... iii

**FINANCIAL SECTION**

**Independent Auditor’s Report** ..... 1

**Management’s Discussion and Analysis (Required Supplementary Information)** .....3

**Basic Financial Statements:**

***Government-Wide Financial Statements:***

Statement of Net Position .....14

Statement of Activities .....15

***Fund Financial Statements:***

**Governmental Funds:**

Balance Sheet – General Fund .....18

Reconciliation of Governmental Funds Balance Sheet to the  
Statement of Net Position .....19

Reconciliation of Fund Based Balance Sheet to Government-wide  
Statement of Net Position – Governmental Activities.....20

Statement of Revenues, Expenditures, and Changes  
in Fund Balances – General Fund.....21

Reconciliation of Fund Basis Statements to Government-wide  
Statement of Activities .....22

Reconciliation of the Statement of Revenues, Expenditures, and Changes  
in Fund Balances of Governmental Funds to the Statement of Activities.....23

Statement of Revenues, Expenditures, and Changes in  
Fund Balances - Budget and Actual – General Fund .....24

**Notes to the Basic Financial Statements** .....26

Report on Internal Control Over Financial Reporting and on Compliance and  
Other Matters Based on an Audit of Financial Statements Performed in  
Accordance With Government Auditing Standards .....38



**Mendocino Coast Recreation and Park District**  
**Basic Financial Statements**  
**For the year ended June 30, 2023**

**List of Officials**

---

---

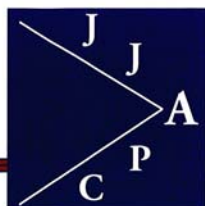
**District Board**

- Barbara Burkey      2026    Chair
- Dave Shpak         2024    Secretary
- Craig Comen        2026
- Angela Dominguez   2024
- John Huff            2024

**District Officials**

- Kylie Felicich                      District Manager

*This page intentionally left blank.*



**JJACPA, Inc.**

A Professional Accounting Services Corp.

---

## **INDEPENDENT AUDITOR'S REPORT**

To the Board of Directors of the  
Mendocino Coast Recreation and Park District  
Fort Bragg, California

### **Report on the Audit of the Financial Statements**

#### ***Opinions***

We have audited the financial statements of the governmental activities and each major fund of the Mendocino Recreation and Park District (District), as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District, as of June 30, 2023, and the respective changes in financial position and, where applicable, cash flows thereof and the respective budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* (GAS), issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4–12 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.



### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated June 11, 2024 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

June 11, 2024

*JJACPA, Inc.*  
**JJACPA, INC.**

**Mendocino Coast Recreation and Park District**  
**Basic Financial Statements**  
**For the year ended June 30, 2023**

**Management's Discussion and Analysis**

---

---

As management for the Mendocino Coast Recreation and Park District (District), we offer readers of the District's financial statements this narrative overview and analysis of the financial activities of the District for the fiscal year ended June 30, 2023. We encourage readers to consider this document in conjunction with the Basic Financial Statements.

**FINANCIAL HIGHLIGHTS**

◆ Government-Wide – Assets, Liabilities and Net Position

- The assets of the District exceeded its liabilities by about \$3.30 million at the end of the 2023 fiscal year. The District's total net position increased by \$43,158.
- The District's net investment in capital assets for its governmental activities as of June 30, 2023 was \$2,627,186.

◆ Government-Wide – Revenues and Expenses

- Overall District-wide revenues from all governmental activities excluding the sale of the Highway 20 Property, increased by \$53,289 compared to the 2022 fiscal year.
- The District wide expenditures from all governmental activities increased by \$48,532, compared to the 2022 fiscal year.

**Mendocino Coast Recreation and Park District**  
**Basic Financial Statements**  
**For the year ended June 30, 2023**

**Management's Discussion and Analysis, Continued**

---

**OVERVIEW OF THE ANNUAL FINANCIAL REPORT**

This Annual Financial Report has two major parts:

- 1) **Introductory section**, which includes general information;
- 2) **Financial section**, which includes the Management's Discussion and Analysis (this part), the Basic Financial Statements, which include the Government-wide and the Fund Financial Statements along with the notes to these financial statements.

**The Basic Financial Statements**

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The District's basic financial statements consist of the government-wide financial statements, the fund financial statements, and the notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

**Government-wide financial statements** present the financial picture of the District from the economic resources measurement focus using the accrual basis of accounting similar to a private-sector business.

The *statement of net position* presents information on all of the District's assets and liabilities, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The *statement of activities* presents information showing how the District's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of the related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the District that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*).

The governmental activities of the District consist of community services/recreation and services and supplies.

**Mendocino Coast Recreation and Park District**  
**Basic Financial Statements**  
**For the year ended June 30, 2023**

**Management's Discussion and Analysis, Continued**

---

---

**OVERVIEW OF THE ANNUAL FINANCIAL REPORT, Continued**

**Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the District can be divided into two categories: governmental funds and proprietary funds.

**Governmental funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the Government-wide Financial Statements. However, unlike the Government-wide Financial Statements, Governmental Fund Financial Statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of the Governmental Fund Financial Statements is narrower than that of the Government-wide Financial Statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the Government-wide Financial Statement. By doing so, readers may better understand the long-term impact of the government's near-term financial decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities. The Governmental Fund Financial Statements provide detailed information about the District's most significant funds, called major funds. The concept of major funds, and the determination of which are major funds, was established by GASB Statement No. 34 and replaces the concept of combining like funds and presenting them as one total. Instead, each major fund is presented individually, with all nonmajor funds summarized and presented only in a single column. Subordinate schedules present the detail of these nonmajor funds. Major funds present the major activities of the District for the year, and may change from year to year as a result of changes in the pattern of the District's activities.

For the fiscal year ended June 30, 2023, the District has one major fund:

**GOVERNMENTAL FUNDS:**

- General Fund

The District maintains one individual governmental fund, the General Fund. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for this fund.

The District adopts an annual appropriated budget for the General fund. A budgetary comparison statement has been provided for this fund to demonstrate compliance with this budget.

The basic governmental fund financial statements can be found on pages 18-24 of this report.

**Mendocino Coast Recreation and Park District**  
**Basic Financial Statements**  
**For the year ended June 30, 2023**

**Management’s Discussion and Analysis, Continued**

**OVERVIEW OF THE ANNUAL FINANCIAL REPORT, Continued**

**Notes to the basic financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the basic financial statements can be found on pages 26-36 of this report.

**GOVERNMENT-WIDE FINANCIAL ANALYSIS**

As noted earlier, net position may serve over time as a useful indicator of a government’s financial position. In the case of the District, assets exceeded liabilities by \$3.30M as of June 30, 2023. The Summary of Net Position as of June 30, 2023, and 2022, follows:

	Summary of Net Position		
	2023	2022	
	Govern- mental Activities	Govern- mental Activities	Change
Current and other assets	\$ 707,292	\$ 697,330	\$ 9,962
Noncurrent assets	2,627,186	4,150,135	(1,522,949)
Total assets	<u>3,334,478</u>	<u>4,847,465</u>	<u>(1,512,987)</u>
Current and other liabilities	28,432	2,251,340	(2,222,908)
Long-term liabilities	-	965,298	(965,298)
Total liabilities	<u>28,432</u>	<u>3,216,638</u>	<u>(3,188,206)</u>
Net position:			
Net investment in capital assets	2,627,186	995,125	1,632,061
Restricted	100,000	100,000	-
Unrestricted	<u>578,860</u>	<u>535,702</u>	<u>43,158</u>
<b>Total net position</b>	<u>\$ 3,306,046</u>	<u>\$ 1,630,827</u>	<u>\$ 1,675,219</u>

Overall, total net position increased by \$1,675,219. The majority of the net position of the District is represented by the District's net investment in its capital assets such as land, surplus property, buildings and improvements, leasehold improvements, and equipment.

**Mendocino Coast Recreation and Park District**  
**Basic Financial Statements**  
**For the year ended June 30, 2023**

**Management’s Discussion and Analysis, Continued**

**GOVERNMENT-WIDE FINANCIAL ANALYSIS, Continued**

The change in net position for the fiscal years ended June 30, 2023, and 2022, follows:

	<b>Changes in Net Position</b>	
	<b>2023</b>	<b>2022</b>
Revenues:		
Program revenues:		
Charges for services:	\$ 129,305	\$ 70,525
General revenues:		
Property taxes	347,476	351,093
Other general revenues	-	1,874
Gain on sale of surplus property	1,655,010	-
Total revenues	<u>2,131,791</u>	<u>423,492</u>
Expenses:		
Governmental activities:		
Salaries and benefits	127,499	285,437
Programs	21,043	6,046
Sports	7,791	3,008
Marketing	1,209	918
Operations	131,181	45,775
Events	7,004	7,733
Other	160,845	6,500
Interest	-	52,623
Total expenses	<u>456,572</u>	<u>408,040</u>
Excess (Deficiency) of revenues over expenditures	<u>1,675,219</u>	<u>15,452</u>
Change in net position	1,675,219	15,452
Net position:		
Beginning of year	1,630,827	1,615,375
End of year	<u>\$ 3,306,046</u>	<u>\$ 1,630,827</u>

**Revenues**

The District’s total revenues for governmental activities were \$476,781 excluding the sale of the Highway 20 Property for the fiscal year ended June 30, 2023. Most of the District’s key revenues are generated in FY 2022-2023 are from two major sources.

- 1. Charges for services** – FY 2022-2023 had an increase of \$58,780.
- 2. Property Taxes** – FY 2022-2023 Property taxes decreased by \$3,617 from FY 2021-2022.

**Mendocino Coast Recreation and Park District  
Basic Financial Statements  
For the year ended June 30, 2023**

**Management’s Discussion and Analysis, Continued**

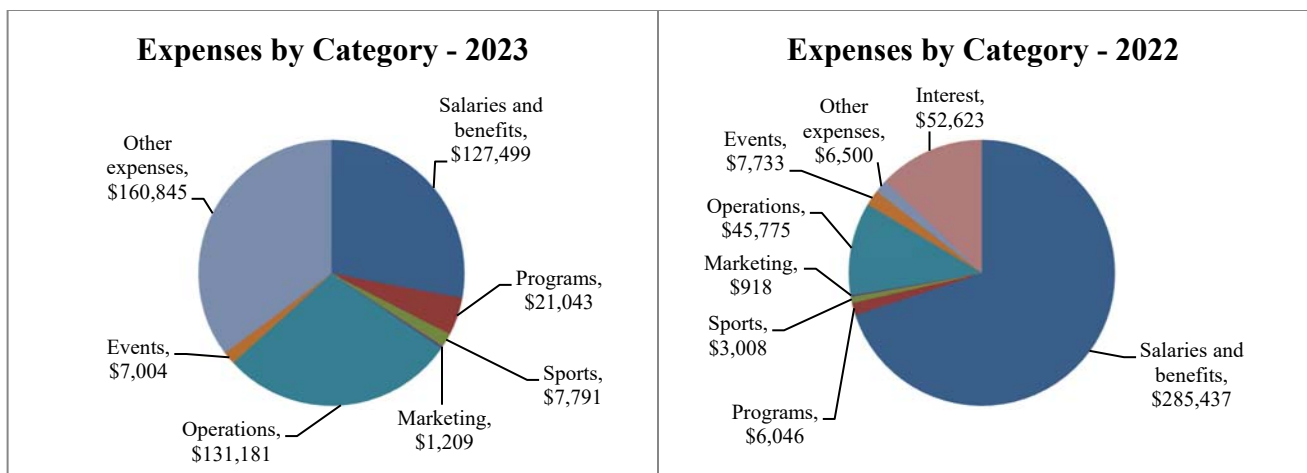
**GOVERNMENT-WIDE FINANCIAL ANALYSIS, Continued**

**Expenses**

Below is the breakdown of the overall expenditures:

The following table shows the cost of each of the District’s major programs and the net cost of the programs. Net cost is the total cost less fees and other direct revenue generated by the activities. The net cost reflects the financial burden that was placed on the District’s taxpayers by each of the programs. The total cost of services and the net cost of services for the fiscal years ended June 30, 2023, and 2022, are as follows:

	2023		2022	
	Total Cost of Services	Net Cost of Services	Total Cost of Services	Net Cost of Services
Salaries and benefits	\$ 127,499	\$ (127,499)	\$ 285,437	\$ (285,437)
Programs	21,043	(21,043)	6,046	(6,046)
Sports	7,791	8,654	3,008	(3,008)
Marketing	1,209	(1,209)	918	(918)
Operations	131,181	(18,321)	45,775	24,750
Events	7,004	(7,004)	7,733	(7,733)
Other expenses	160,845	(160,845)	6,500	(6,500)
Interest	-	-	52,623	(52,623)
<b>Total</b>	<b>\$ 456,572</b>	<b>\$ (327,267)</b>	<b>\$ 408,040</b>	<b>\$ (337,515)</b>



**Mendocino Coast Recreation and Park District  
Basic Financial Statements  
For the year ended June 30, 2023**

**Management’s Discussion and Analysis, Continued**

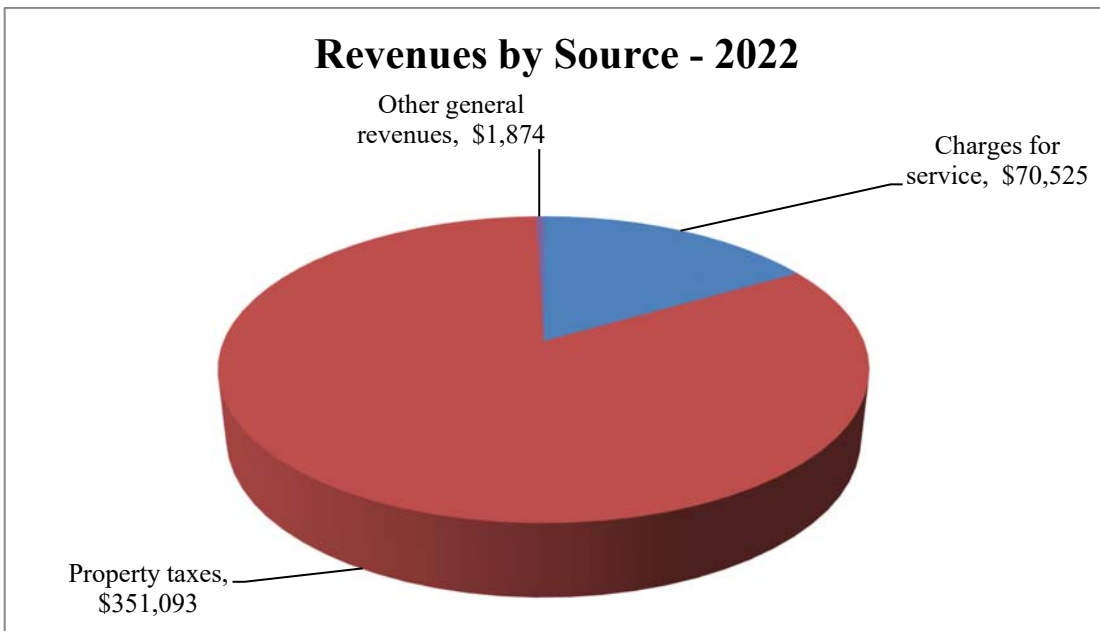
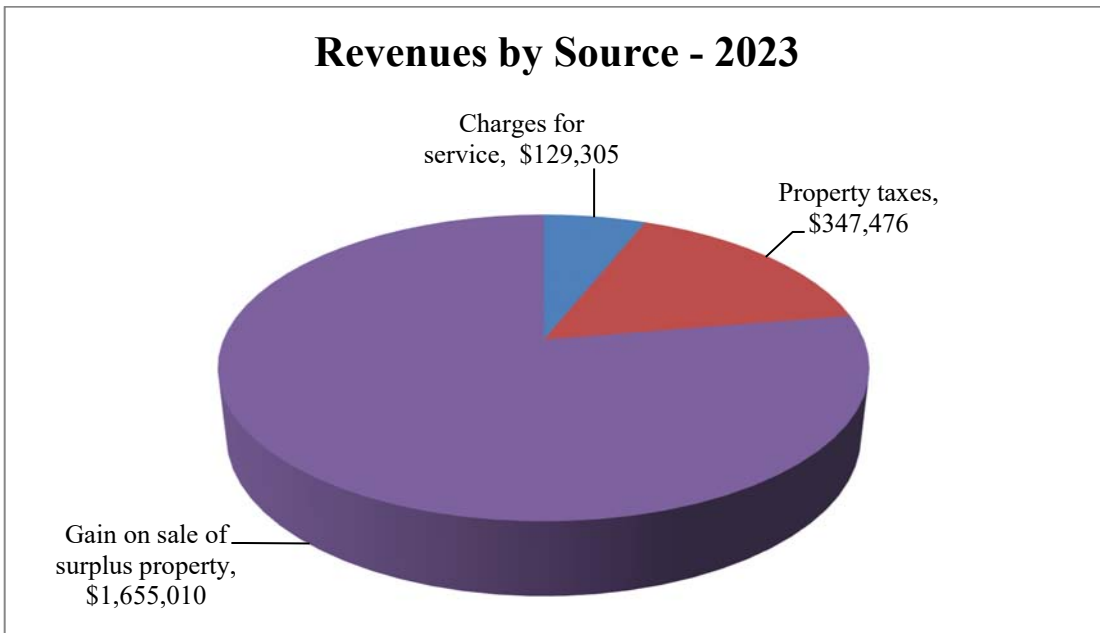
---

---

**GOVERNMENT-WIDE FINANCIAL ANALYSIS, Continued**

**Revenues**

Revenues by source for the fiscal years ended June 30, 2023, and 2022, are as follows:





**Mendocino Coast Recreation and Park District**  
**Basic Financial Statements**  
**For the year ended June 30, 2023**

**Management’s Discussion and Analysis, Continued**

**GOVERNMENT-WIDE FINANCIAL ANALYSIS, Continued**

**Financial Analysis of the Government’s Funds**

The District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The fund financial statements focus on individual parts of the District government, reporting the District’s operations in more detail than the government-wide financial statements.

**Governmental funds**

The District’s governmental funds provide information on near-term inflows, outflows, and balances of spending resources. At the fiscal year ended June 30, 2023, the District’s governmental funds reported combined fund balances of \$678,860.

**Capital Assets**

The District’s investment in capital assets for its governmental activities as of June 30, 2023, amount to \$2,627,186. This investment in capital assets includes land, surplus property, buildings and improvements, leasehold improvements, and equipment.

	<b>Capital Assets</b>	
	<u>Governmental Activities</u>	
	<u>2023</u>	<u>2022</u>
Land	\$ 2,519,977	\$ 2,519,977
Surplus Property	-	1,500,000
Buildings and Improvements	46,952	46,952
Leasehold improvements	489,853	489,853
Equipment	28,110	28,110
Less: Accumulated Depreciation	(457,706)	(434,757)
Total	<u>\$ 2,627,186</u>	<u>\$ 4,150,135</u>

More detail of the capital assets and current activity can be found in the notes to the financial statements on pages 28-29 for significant accounting policies and note 3 on page 34 for other capital asset information.

**Mendocino Coast Recreation and Park District  
Basic Financial Statements  
For the year ended June 30, 2023**

**Management’s Discussion and Analysis, Continued**

**GOVERNMENT-WIDE FINANCIAL ANALYSIS, Continued**

**General Fund Budgetary Highlights**

	<u>FY 2023-24</u>	<u>FY 2022-23</u>	<u>Percentage change</u>
<b>Revenues:</b>			
Property taxes	\$ 340,545	\$ 324,328	5.0%
Charges for services	104,429	70,976	47.1%
Other revenues	-	37,587	-100.0%
<b>Total revenues</b>	<u>\$ 444,974</u>	<u>\$ 432,891</u>	2.8%
<b>Expenditures:</b>			
Current:			
Salaries and benefits	\$ 318,431	\$ 345,922	-7.9%
Programs	1,500	4,680	-67.9%
Sports	12,950	26,160	-50.5%
Marketing	1,500	3,000	-50.0%
Operations	128,966	82,070	57.1%
Events	8,350	8,041	3.8%
Other expenses	16,000	12,353	29.5%
<b>Total expenditures</b>	<u>\$ 487,697</u>	<u>\$ 482,226</u>	1.1%

The difference between the final budget and actual revenues differs favorably by \$45,658.

The difference between the final budget and actual expenses differs favorably by \$48,602.

**Economic Outlook**

- Per The County of Mendocino, property tax revenue for FY 2022-2023 was \$347,546.
- For FY2022-2023, the District projects operating revenue of \$129,305 collected for services. This is highly favorable compared to recent years due to the post COVID-19 pandemic halting recreation programming for nearly the entire prior fiscal year.
- The District’s December 29, 2011 bankruptcy filing is complete. West America Bank completed the short sale of the Highway 20 property.

**Requests for Information**

This Annual Financial Report is intended to provide citizens, taxpayers, investors, and creditors with a general overview of the District’s finances. If you have any questions about this report, or need additional financial information, contact the Mendocino Coast Recreation and Park District, Finance Department P.O. Box 532, Fort Bragg, CA 95437. Our telephone number is (707) 409-0760.

## **BASIC FINANCIAL STATEMENTS**

# Mendocino Coast Recreation and Park District

## Statements of Net Position

June 30, 2023

	<u>Governmental Activities</u>
<b>ASSETS</b>	
<b>Current assets:</b>	
Cash and investments	\$ 634,780
Receivables:	
Accounts	72,512
<b>Total current assets</b>	<u>707,292</u>
<b>Noncurrent assets:</b>	
Land	2,519,977
Other capital assets, net	107,209
<b>Total noncurrent assets</b>	<u>2,627,186</u>
<b>Total assets</b>	<u><u>\$ 3,334,478</u></u>
<b>LIABILITIES</b>	
<b>Current liabilities:</b>	
Accounts payable	23,485
Accrued liabilities	4,947
<b>Total liabilities</b>	<u>28,432</u>
<b>NET POSITION</b>	
Net investment in capital assets	2,627,186
Restricted	100,000
Unrestricted (Deficit)	578,860
<b>Total net position</b>	<u>3,306,046</u>
<b>Total liabilities and net position</b>	<u><u>\$ 3,334,478</u></u>

The accompanying notes are an integral part of these basic financial statements.

# Mendocino Coast Recreation and Park District

## Statement of Activities

For the year ended June 30, 2023

Functions/Programs	Expenses	Program Revenues Charges for Services	Net (Expense) Revenue and Changes in Net Position Governmental Activities 2023
<b>Primary government:</b>			
Governmental activities:			
Salaries and benefits	\$ 127,499	\$ -	\$ (127,499)
Programs	21,043	-	(21,043)
Sports	7,791	16,445	8,654
Marketing	1,209	-	(1,209)
Operations	131,181	112,860	(18,321)
Events	7,004	-	(7,004)
Other expenses	160,845	-	(160,845)
Total governmental activities	456,572	129,305	(327,267)
<b>Total primary government</b>	<b>\$ 456,572</b>	<b>\$ 129,305</b>	<b>(327,267)</b>
General revenues:			
Taxes:			
Property taxes			347,476
Gain on sale of surplus property			1,655,010
Total general revenues			2,002,486
Change in net position			1,675,219
Net position:			
Beginning of year			1,630,827
End of year			<b>\$ 3,306,046</b>

The accompanying notes are an integral part of these basic financial statements.

*This page intentionally left blank.*

## FUND FINANCIAL STATEMENTS

<b>Fund</b>	<b>Description</b>
General Fund	This fund accounts for all the financial resources not required to be accounted for in another fund. This fund consists of general government type activities.

# Mendocino Coast Recreation and Park District

## Balance Sheet

General Fund

June 30, 2023

---

---

	<u>General Fund</u>
<b>ASSETS</b>	
Cash and investments	\$ 634,780
Receivables:	
Accounts	72,512
<b>Total assets</b>	<u>\$ 707,292</u>
<b>LIABILITIES AND FUND BALANCES</b>	
<b>Liabilities:</b>	
Accounts payable	\$ 23,485
Accrued liabilities	4,947
<b>Total liabilities</b>	<u>28,432</u>
<b>Fund balances:</b>	
Committed	100,000
Unassigned	578,860
<b>Total fund balances</b>	<u>678,860</u>
<b>Total liabilities and fund balances</b>	<u>\$ 707,292</u>

The accompanying notes are an integral part of these basic financial statements.



**Mendocino Coast Recreation and Park District**  
**Reconciliation of the Governmental Funds Balance Sheet**  
**to the Statement of Net Position**  
June 30, 2023

---

---

**Total fund balances - total governmental funds** \$ 678,860

Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the governmental funds balance sheet. 2,627,186

**Net position of governmental activities** \$ 3,306,046

The accompanying notes are an integral part of these basic financial statements.

**Mendocino Coast Recreation and Park District**  
**Reconciliation of Fund Basis Balance Sheet to Government-wide Statement of Net Position**  
Governmental Activities  
June 30, 2023

	General Fund Balance Sheet	Reclassifications	Changes in GAAP	Statement of Position
<b>ASSETS</b>				
<b>Current assets:</b>				
Cash and investments	\$ 634,780	\$ -	\$ -	\$ 634,780
Receivables:				
Accounts	72,512	-	-	72,512
<b>Total current assets</b>	<b>707,292</b>	<b>-</b>	<b>-</b>	<b>707,292</b>
<b>Noncurrent assets:</b>				
Land	-	-	2,519,977	2,519,977
Other capital assets, net	-	-	107,209	107,209
<b>Total noncurrent assets</b>	<b>-</b>	<b>-</b>	<b>2,627,186</b>	<b>2,627,186</b>
<b>Total assets</b>	<b>\$ 707,292</b>	<b>\$ -</b>	<b>\$ 2,627,186</b>	<b>\$ 3,334,478</b>
<b>LIABILITIES</b>				
<b>Current liabilities:</b>				
Accounts payable	\$ 23,485	\$ -	\$ -	\$ 23,485
Accrued liabilities	4,947	-	-	4,947
Interest payable	-	-	-	-
Due within one year	-	-	-	-
<b>Total current liabilities</b>	<b>28,432</b>	<b>-</b>	<b>-</b>	<b>28,432</b>
<b>Noncurrent liabilities:</b>				
Long-term liabilities:				
Due after one year	-	-	-	-
<b>Total noncurrent liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total liabilities</b>	<b>28,432</b>	<b>-</b>	<b>-</b>	<b>28,432</b>
<b>FUND BALANCES/NET POSITION</b>				
<b>Fund balances:</b>				
Restricted	100,000	(100,000)	-	-
Unassigned (Deficit)	578,860	(578,860)	-	-
<b>Net position:</b>				
Net investment in capital assets	-	-	2,627,186	2,627,186
Restricted	-	100,000	-	100,000
Unrestricted	-	578,860	-	578,860
<b>Total fund balances/ net position</b>	<b>678,860</b>	<b>-</b>	<b>2,627,186</b>	<b>3,306,046</b>
<b>Total liabilities and net position</b>	<b>\$ 707,292</b>	<b>\$ -</b>	<b>\$ 2,627,186</b>	<b>\$ 3,334,478</b>

The accompanying notes are an integral part of these basic financial statements.

**Mendocino Coast Recreation and Park District**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**General Fund**  
For the year ended June 30, 2023

---

	<b>General Fund</b>
<b>REVENUES:</b>	
Property taxes	\$ 347,476
Charges for services:	
Enrichment	76,197
Youth sports	12,555
Special Events	21,810
Adult Sports	3,890
Drop in	14,853
<b>Total revenues</b>	<b>476,781</b>
<b>EXPENDITURES:</b>	
Current:	
Salaries and benefits	127,499
Programs	21,043
Sports	7,791
Marketing	1,209
Operations	108,232
Events	7,004
Other expenses	160,845
<b>Total expenditures</b>	<b>433,623</b>
<b>REVENUES OVER (UNDER)</b>	
<b>EXPENDITURES</b>	<b>43,158</b>
<b>FUND BALANCES:</b>	
Beginning of year	635,702
End of year	<b>\$ 678,860</b>

The accompanying notes are an integral part of these basic financial statements.

**Mendocino Coast Recreation and Park District**  
**Reconciliation of Fund Based Statements to Government-wide Statement of Activities**  
For the year ended June 30, 2023

Functions/Programs	Fund Based Totals	Debt/ Compensated Absences	Depreciation	Capital Asset (Additions)/ Retirements	Government- wide Totals
<b>Governmental activities:</b>					
Salaries and benefits	\$ 127,499	\$ -	\$ -	\$ -	\$ 127,499
Programs	21,043	-	-	-	21,043
Marketing	1,209	-	-	-	1,209
Operations	108,232	-	22,949	-	131,181
Other expenses	160,845	-	-	-	160,845
<b>Total governmental activities</b>	<b>\$ 433,623</b>	<b>\$ -</b>	<b>\$ 22,949</b>	<b>\$ -</b>	<b>\$ 456,572</b>

The accompanying notes are an integral part of these basic financial statements.

**Mendocino Coast Recreation and Park District**  
**Reconciliation of the Statement of Revenues, Expenditures, and Changes in**  
**Fund Balances of Governmental Funds to the Statement of Activities**  
For the year ended June 30, 2023

**Net change in fund balances - total governmental funds** \$ 43,158

Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures while governmental activities report depreciation expense to allocate those expenditures over the life of the assets:

Gain on sale of surplus property	1,655,010	
Depreciation expense	<u>(22,949)</u>	<u>1,632,061</u>

**Change in net position of governmental activities** \$ 1,675,219

The accompanying notes are an integral part of these basic financial statements.

**Mendocino Coast Recreation and Park District**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances -**  
 Budget and Actual - General Fund  
 For the year ended June 30, 2023

	Original Budget	Final Budget	Actual	Variance w/Final Positive (Negative)
<b>REVENUES:</b>				
Property taxes	\$ 340,545	\$ 324,328	\$ 347,476	\$ 23,148
Charges for services				
Enrichment	26,002	11,498	76,197	64,699
Youth sports	9,633	12,601	12,555	(46)
Special Events	12,397	22,177	21,810	(367)
Adult Sports	13,955	11,705	3,890	(7,815)
Drop in	11,287	12,995	14,853	1,858
Other revenues	17,304	37,587	-	(37,587)
<b>Total revenues</b>	<u>431,123</u>	<u>432,891</u>	<u>476,781</u>	<u>43,890</u>
<b>EXPENDITURES:</b>				
Current:				
Salaries and benefits	316,112	345,922	127,499	218,423
Programs	4,680	4,680	21,043	(16,363)
Sports	18,160	26,160	7,791	18,369
Marketing	3,000	3,000	1,209	1,791
Operations	93,743	82,070	108,232	(26,162)
Events	10,000	8,041	7,004	1,037
Other expenses	36,530	12,353	160,845	(148,492)
<b>Total expenditures</b>	<u>482,225</u>	<u>482,226</u>	<u>433,623</u>	<u>48,603</u>
<b>REVENUES OVER (UNDER)</b>				
<b>EXPENDITURES</b>	<u>(51,102)</u>	<u>(49,335)</u>	<u>43,158</u>	<u>92,493</u>
<b>Net change in fund balances</b>	<u>(51,102)</u>	<u>(49,335)</u>	<u>43,158</u>	<u>92,493</u>
<b>FUND BALANCES (DEFICIT):</b>				
Beginning of year	<u>635,702</u>	<u>635,702</u>	<u>635,702</u>	<u>-</u>
End of year	<u>\$ 584,600</u>	<u>\$ 586,367</u>	<u>\$ 678,860</u>	<u>\$ 92,493</u>

The accompanying notes are an integral part of these basic financial statements.

**NOTES TO BASIC FINANCIAL STATEMENTS**

**Mendocino Coast Recreation and Park District, California**  
**Notes to Basic Financial Statements**  
**For the year ended June 30, 2023**

---

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

***Financial Reporting Entity***

The Mendocino Coast Recreation and Park District (the "District") was formed in May of 1973 under provisions of the State of California Public Resources Code Section 5780. The District provides and coordinates recreational facilities and activities for the Mendocino County coastal areas. The reporting entity is comprised of the District as the oversight and only component unit.

The accounting policies of the District conform to accounting principles generally accepted in the United States of America as applicable to governments. The following is a summary of the significant accounting policies.

The financial statements of the District have been prepared in accordance with accounting principles generally accepted in the United States (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the standard-setting body for governmental accounting and financial reporting. The more significant of these accounting policies are described below.

***Basis of Presentation***

***Government-Wide Financial Statements***

The statement of net position and statement of activities display information about the primary government (the District). These statements include the financial activities of the overall government.

Amounts reported as *program revenues* include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions. As of June 30, 2023, the District only reports charges for services as program revenues. All taxes and internally dedicated resources are reported as *general revenues* rather than program revenues.

***Fund Financial Statements***

Fund financial statements of the reporting entity are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts, which constitute its assets, liabilities, fund equity, revenues, and expenditures/expenses. Funds are organized into three major categories: governmental, proprietary, and fiduciary. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operating fund of the District or meets the following criteria:

- a. Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental fund are at least ten percent of the corresponding total for all funds of that category or type; and,
- b. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental fund are at least five percent of the corresponding total for all governmental funds combined.



**Mendocino Coast Recreation and Park District, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

---

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued**

***Basis of Presentation, Continued***

**Governmental Funds**

The following is the District's major governmental fund:

General Fund - This fund accounts for all the financial resources not required to be accounted for in another fund. This fund consists only of general government type activities.

***Measurement Focus***

Measurement focus is a term used to describe which transactions are recorded within the various financial statements.

On the government-wide Statement of Net Position and the Statement of Activities, governmental activities are presented using the “economic resources” measurement focus. The accounting objectives of this measurement focus are the determination of net income, financial position, and cash flows. All assets and liabilities (whether current or noncurrent) associated with their activities are reported. Fund equity is classified as Net Position, which serves as an indicator of financial position.

In the fund financial statements, the “current financial resources” measurement focus is used. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.

***Basis of Accounting***

In the government-wide Statement of Net Position and Statement of Activities, governmental activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

In the fund financial statements, governmental funds are presented on the modified accrual basis of accounting. Under this modified accrual basis of accounting, revenues are recognized when “measurable and available.” Measurable means knowing or being able to reasonably estimate the amount. Available means the amount is collectible within the current period or soon enough thereafter to pay current liabilities. The District considers all revenues reported in the governmental funds to be available if the revenues are collected within 60 days after year end. Expenditures (including capital outlay) are recorded when the related fund liability is incurred.

**Mendocino Coast Recreation and Park District, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

---

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued**

*Assets, Liabilities, and Equity*

**Cash Deposits and Investments**

The District's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

The District pools cash and investments from all funds for the purpose of increasing income through investment activities. Highly liquid money market investments with maturities of one year or less at time of purchase are stated at amortized cost. All other investments are stated at fair value in accordance with GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*. Market value is used as fair value for those securities for which market quotations are readily available.

**Receivables**

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received. Major receivable balances for the governmental activities include accounts and intergovernmental receivables.

In the fund financial statements, material receivables in governmental funds include revenue accruals such as accounts receivable and intergovernmental receivables since they are usually both measurable and available. Non-exchange transactions collectible but not available, such as property tax, are deferred in the fund financial statements in accordance with the modified accrual basis, but not deferred in the government-wide financial statements in accordance with the accrual basis.

Interest and investment earnings are recorded when earned only if paid within 60 days since they would be considered both measurable and available. The District's experience is that all accounts receivable are collectible; therefore an allowance for doubtful accounts is unnecessary.

**Inventories**

The cost of other consumable materials and supplies on hand are immaterial to the financial statements, and the District has therefore chosen to report these items as expenditures/expenses at the time of purchase.

**Capital Assets**

Capital assets, recorded at historical cost or estimated historical cost if actual historical cost is not available, are reported in the governmental activities and business-type activities columns of the government-wide financial statements. Capital assets include land, buildings and site improvements and equipment and machinery. Capital assets are defined by the District as assets with an initial, individual cost of more than \$5,000.

**Mendocino Coast Recreation and Park District, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

---

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued**

*Assets, Liabilities, and Equity, Continued*

**Capital Assets, continued**

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an assets life are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. Depreciation is recorded in the government-wide financial statements on the straight-line basis over the useful life of the assets as follows:

Building improvements	30 – 50 years
Leasehold improvements	15 – 30 years
Equipment	5 – 7 years

**Long-Term Debt**

The accounting treatment of long-term debt depends on whether the assets are used in governmental fund operations or proprietary fund operations and whether they are reported in the government-wide or fund financial statements.

All long-term debt to be repaid from governmental resources is reported as liabilities in the government-wide statements. The long-term debt consists of compensated absences and a capital lease are presented as intangible assets and amortized on a straight-line basis over the life of the debt in the government-wide statements.

Long-term debt for governmental funds is not reported as liabilities in the fund financial statements. The debt proceeds are reported as revenue and payment of principal and interest reported as expenditures. The accounting for proprietary funds is the same in the fund statements as it is in the government-wide statements.

**Compensated Absences**

The District's policies regarding vacation time and compensatory time permit employees to accumulate earned but unused leave, up to limits established by individual employee bargaining units. This debt is estimated based on historical trend analysis, the current portion of which is reported in the General Fund and the remaining balance is shown in the government-wide financial statements.

**Mendocino Coast Recreation and Park District, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

---

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued**

*Assets, Liabilities, and Equity, Continued*

**Equity Classification**

*Government-Wide Statements*

Equity is classified as net position and is displayed in three components:

- a. *Net investment in capital assets* – consists of capital assets, including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. *Restricted net position* – consists of net position with constraints placed on the use by external groups such as creditors, grantors, contributors, or by laws or regulations of other governments or law through constitutional provisions or enabling legislation.
- c. *Unrestricted net position* – all other net position that do not meet the definition of “restricted” or “*net investment in capital assets*.”

*Fund Financial Statements*

Governmental fund equity is classified as fund balance. Fund balance is classified as restricted or unrestricted as provided in Governmental Accounting Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. Proprietary fund equity is classified the same as in the government-wide statements. The classifications for governmental funds are defined as follows for the District:

***Unassigned Fund Balance*** –

- Residual net resources
- Total fund balance in the general fund in excess of restricted fund balance (surplus).
- Excess of restricted fund balance over total fund balance (deficit).

**Mendocino Coast Recreation and Park District, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

---

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued**

*Revenues, Expenditures, and Expenses*

**Property Tax**

Under California law, property taxes are assessed and collected by the counties up to 1% of assessed value, plus other increases approved by the voters. The property taxes go into a pool, and are then allocated to the cities in accordance with statutory regulations.

The District receives property taxes from the County of Mendocino, which has been assigned the responsibility for assessment, collections, and apportionment of property taxes for all taxing jurisdictions within the County. The secured property taxes are assessed on July 1 and the lien date is January 1. Secured property taxes are due in two installments on November 1 and February 1 and are delinquent after December 10 and April 10, respectively, for the secured roll. Based on a policy by the County called the Teeter Plan, 100% of the allocated taxes are transmitted by the County to the District, eliminating the need for an allowance for uncollectible. The County, in return, receives all penalties and interest. Property taxes on the unsecured roll are due on the January 1 lien date and become delinquent if unpaid by August 31. Property tax revenues are recognized in the fiscal year they are received.

*Stewardship, Compliance, and Accountability*

It is the District's policy to adopt annual budgets. The District Board may amend the budget by motion during the fiscal year. The District Administrator is authorized to transfer budgeted amounts within any single fund. However, any revisions that alter total expenditures of any fund must be approved by the District Board.

Expenditures may not legally exceed appropriations at the fund level. Appropriations lapse at the end of the fiscal year.

Budget information is presented for governmental fund types on a basis consistent with accounting principles generally accepted in the United States of America. Budgeted revenue and expenditure amounts represent the original budget and all approved budget amendments.

The District follows these procedures in establishing the budgetary data reflected in the financial statements:

1. Public meetings are conducted to obtain public comments. The District Board annually adopts the budget for the ensuing fiscal year prior to July 1<sup>st</sup>.
2. Legally adopted budgets and formal budgetary integration is employed as a management control device during the year for all Governmental, Proprietary and Fiduciary Fund Types.

**Mendocino Coast Recreation and Park District, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

---

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued**

*Stewardship, Compliance, and Accountability, Continued*

3. Under Article XIII B of the California Constitution (the Gann Spending Limitation Initiative), the District is restricted as to the amount of annual appropriations from the proceeds of taxes, and if proceeds of taxes exceed allowed appropriations, the excess must either be refunded to the State Controller, returned to the taxpayers through revised tax rates or revised fees schedules, or an excess in one year may be offset against a deficit in the following year. For the fiscal year ended June 30, 2023, based on the calculations by District Management, proceeds of taxes did not exceed the appropriations limit.
4. Budgeted appropriations for the various governmental funds become effective each July 1<sup>st</sup>.

**Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, revenues and expenses. Actual results could differ from those estimates.

**Mendocino Coast Recreation and Park District, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

---

**2. CASH AND INVESTMENTS**

The District had the following cash and investments at June 30, 2023:

	<u>Deposits</u>	<u>Fair Value</u>
Cash deposits - Savings Bank of Mendocino County	\$ 634,780	\$ 634,780
Total	<u>\$ 634,780</u>	<u>\$ 634,780</u>

**Cash Deposits**

The California Government Code requires California banks and savings and loan associations to secure government cash deposits by pledging securities as collateral. This Code states that collateral pledged in this manner shall have the effect of perfecting a security interest in such collateral superior to those of a general creditor. Thus, collateral is considered to be held in the government’s name.

According to California law, the market value of pledged securities with banking institutions must equal at least 110% of the government’s cash deposits. California law also allows institutions to secure government deposits by pledging first trust deed mortgage notes having a value of 150% of the government’s total cash deposits. The government can waive collateral requirements for cash deposits, which are fully insured up to \$250,000 by the Federal Deposit Insurance Corporation.

*Custodial credit risk – deposits.* For deposits, this is the risk that, in the event of a bank failure, the District’s deposits may not be returned. The District’s Investment Policy addresses custodial credit risk, which follows the Government Code.

At June 30, 2023, the balances in financial institutions were \$634,780. Of the balance in financial institutions, \$250,000 was covered by Federal Depository Insurance Corporation (FDIC) and \$384,780 was collateralized as required by State law (Government Code Section 53630).

**Mendocino Coast Recreation and Park District, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

**3. CAPITAL ASSETS**

Capital asset activity for the year ended June 30, 2023, was as follows:

	Balance July 1, 2022	Additions	Adjustments/ Deletions	Balance June 30, 2023
Land	\$ 2,519,977	\$ -	\$ -	\$ 2,519,977
Surplus Property	1,500,000	-	(1,500,000)	-
Buildings and improvements	46,952	-	-	46,952
Leashold improvements	489,853	-	-	489,853
Equipment	28,110	-	-	28,110
Total capital assets	<u>4,584,892</u>	<u>-</u>	<u>(1,500,000)</u>	<u>3,084,892</u>
Accumulated depreciation	<u>(434,757)</u>	<u>(22,949)</u>	<u>-</u>	<u>(457,706)</u>
Net capital assets	<u>\$ 4,150,135</u>	<u>\$ (22,949)</u>	<u>\$ (1,500,000)</u>	<u>\$ 2,627,186</u>

Depreciation expense for governmental activities was charged to the operations function for \$22,949. On March 31, 2023, the District completed the sale of the golf course property and the proceeds were used to settle the note payable of \$2,173,129 and accrued interest of \$981,881, which resulted in a gain on the sale of \$1,655,010.

**4. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES**

Accounts payable and accrued liabilities consisted of the following at June 30, 2023:

	Governmental Activities
Accounts payable	\$ 23,485
Accrued payroll	4,947
Total	<u>\$ 28,432</u>

These amounts resulted in the following concentrations in payables:

Vendors      83%              Employees      17%

Amounts do not indicate a significant concentration (greater than 25%) with any single vendor or employee.



**Mendocino Coast Recreation and Park District, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

**5. LONG-TERM LIABILITIES**

The following is a summary of changes in long-term liabilities for governmental activities for the year ended June 30, 2023:

	Balance July 1, 2022	Additions	Retirements	Balance June 30, 2023	Due Within One Year
Capital Lease - WestAmerica	\$ 2,173,129	\$ -	\$ (2,173,129)	\$ -	\$ -
Total	<u>\$ 2,173,129</u>	<u>\$ -</u>	<u>\$ (2,173,129)</u>	<u>\$ -</u>	<u>\$ -</u>

**Capital Lease – WestAmerica Bank**

The District entered into a lease with WestAmerica Bank secured by real property to be used for the contribution of the regional park/golf course. On March 31, 2023, the District completed the sale of the golf course property and the proceeds were used to settle the note payable and accrued interest to Westamerica Bank.

**6. NET POSITION/ FUND BALANCES**

**Net Position**

	Governmental Activities
Net investment in capital assets	\$ 2,627,186
Restricted:	
Aquatics	100,000
Unrestricted	578,860
Total	<u>\$ 3,306,046</u>

**Fund Balance**

Fund balances consisted of the following:

<b>Major Fund:</b>	
General Fund:	
Committed:	
Aquatics	\$ 100,000
Unassigned	578,860
Total	<u>\$ 678,860</u>

**Committed:**

**Aquatics** – represents amounts restricted for aquatics programs.

**Mendocino Coast Recreation and Park District, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

---

**7. RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District together with other districts in the State carry California Association For Park And Recreation Insurance (CAPRI), a public entity risk pool currently operating as a common risk management and insurance program for member districts. The District pays an annual premium to CAPRI for its general insurance coverage. Furthermore the District carries workers compensation coverage with other districts in the State through CAPRI. Membership in the California Association of Recreation and Park Districts is required when applying for CAPRI.

The Agreement for Formation provides that CAPRI will be self-sustaining through member premiums. CAPRI reinsures through commercial companies for general and automobile liability excess claims and all risk property insurance, including boiler and machinery coverage, is subject to a \$2,000 deductible occurrence payable by the District. Financial statements for CAPRI are available at the District's office for fiscal year ending June 30, 2023.

**8. RELATED PARTY TRANSACTIONS**

**Mendocino Botanical Gardens**

The Mendocino Coast Botanical Garden rents a 47-acre site from the District, for \$1.00 per year. The present rental agreement was renewed on September 30, 2016 and expires in 2041. The Mendocino Botanical Garden is responsible for all up-keep, maintenance, insurance, and improvements to buildings, systems and land. There is also a provision in the agreement to maintain the site for public use.

**9. COMMITMENTS AND CONTINGENCIES**

In the normal course of business there are outstanding various commitments and contingent liabilities, such as commitments to fulfill grant requirements, which are not reflected in the financial statements. Management believes that such commitments or contingencies will not have a material adverse effect on the financial statements.

**10. SUBSEQUENT EVENTS**

The Center's management determined that there are no material subsequent events that occurred with respect to the financial statements as of June 30, 2023 through June 11, 2024, the date these financial statements were available to be issued that would require an adjustment to the financial statements or disclosure.

**Mendocino Coast Recreation and Park District, California**  
**Notes to Basic Financial Statements, Continued**  
**For the year ended June 30, 2023**

---

**11. NEW ACCOUNTING PRONOUNCEMENTS**

The GASB has issued Statement No. 94, “*Public-Private and Public-Public Partnerships and Availability Payment Arrangements*”. The objective of this Statement is to better meet the information needs of financial statement users by improving the comparability of financial statements among governments that enter into PPPs and APAs and by enhancing the understandability, reliability, relevance, and consistency of information about PPPs and APAs. The implementation of this statement did not have an effect on the financial statements.

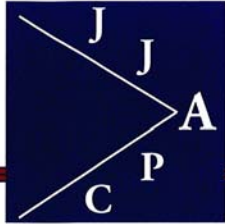
The GASB has issued statement No. 96, “*Subscription-Based Information Technology Arrangements*”. The objective of this Statement is to better meet the information needs of financial statement users by (a) establishing uniform accounting and financial reporting requirements for SBITAs; (b) improving the comparability of financial statements among governments that have entered into SBITAs; and (c) enhancing the understandability, reliability, relevance, and consistency of information about SBITAs. The implementation of this statement did not have an effect on the financial statements.

The GASB has issued Statement No. 99, “*Omnibus 2022*.” The objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing (1) practice issues that have been identified during implementation and application of certain GASB Statements and (2) accounting and financial reporting for financial guarantees. The requirements related to leases, PPPs, and SBITAs will take effect for financial statements starting with the fiscal year that ends June 30, 2023. The requirements related to financial guarantees and the classification and reporting of derivative instruments within the scope of Statement 53 will take effect for financial statements starting with the fiscal year that ends June 30, 2024.

The GASB has issued Statement No. 100, “*Accounting Changes and Error Corrections—an amendment of GASB Statement No. 62*.” The primary objective of this Statement is to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability. The requirements of this Statement will take effect for financial statements starting with the fiscal year that ends June 30, 2024.

The GASB has issued Statement No. 101, “*Compensated Absences*.” The objective of this Statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures. The requirements of this Statement will take effect for financial statements starting with the fiscal year that ends December 31, 2024.

*This page intentionally left blank.*



JJACPA, Inc.

A Professional Accounting Services Corp.

---

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

**Independent Auditor's Report**

To the Board of Directors of the  
Mendocino Coast Recreation and Park District  
Fort Bragg, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the budgetary comparison information of Mendocino Coast Recreation and Park District (District), as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated June 11, 2024.

***Report on Internal Control Over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

### ***Report on Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

June 11, 2024

*JJACPA, Inc.*  
**JJACPA, INC.**



# Mendocino Coast Recreation & Park District FY 2024-2025 Annual Budget Report



55

The Mendocino Coast Recreation and Park District FY2024-2025 Annual Budget Report is prepared for the Mendocino Coast Recreation & Park District Board of Directors in accordance with the District's bylaws.

The mission of MCRPD is to provide opportunities on the Mendocino Coast that promote physical and mental well-being for everyone, through active play, community enrichment, programs, and events.



Mendocino Coast Recreation and Park District  
Board of Directors

Barbara Burkey, Board Chair  
Dave Shpak, Secretary  
Craig Comen, Board Member  
Angela Dominguez, Board Member  
John Huff, Board Member



# TABLE OF CONTENTS

District History	3
History	3
Boundary Map	3
Budget Summary	4
Revenues	5
Enrichment	5
Programs	5
Gymnastics	5
Martial Arts & Fitness	5
Youth Sports	5
Adult Sports	5
Special Events	5
Drop In & New Activities	5
Sponsorships	5
Property Tax	6
Expenses	7
Wages & benefits	7
Programs	7
Gymnastics	7
Martial Arts & Fitness	7
Youth Sports	7
Adult Sports	7
Special Events	7
Drop In & New Activities	7
Operations	7
Special Events	8
District Services Grant	8
Available Assets	8

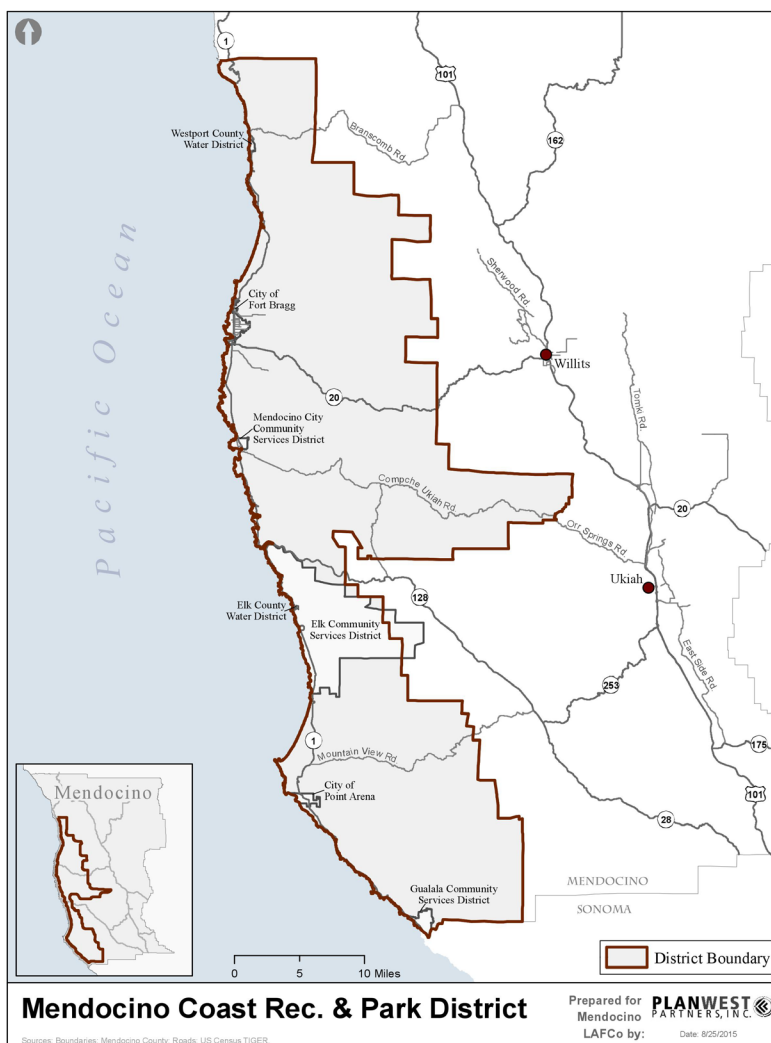
# DISTRICT HISTORY AND MAP

## History

The Mendocino Coast Recreation and Park District (MCRPD) was formed in 1973 with the original boundaries encompassing 20 square miles around Fort Bragg. MCRPD is a public agency existing under and pursuant to the Constitution and laws of the State of California, with an elected five-member Board of Directors.

In 1982 the District was expanded to include the area served by Mendocino Unified School District (MUSD). In 1989, residents of the Point Arena area requested that MCRPD initiate proceedings to incorporate the Point Arena School District into MCRPD, and annexation of the South Coast followed. Most recently, in 2008, the MCRPD annexed the remainder of the Fort Bragg Unified School District to include the village of Westport.

## District Boundary Map



# BUDGET SUMMARY

MCRPD Budget Summary FY 2024 -2025							
Description	FY 20/21 Audited Results	FY 21/22 Audited Results	FY 22/23 Audited Results	23/24 Prelim Results	FY24/25 Proposed Budget	Variance %	Variance
<b>Operating Revenue</b>							favorable (unfavorable)
Enrichment	18,324	22,601	76,197	-	-	-	-
Programs - Gymnastics, swim & Martial Arts/Fitness	-	-	-	87,375	196,500	125%	109,125
Youth Sports	225	5,236	12,555	13,193	32,500	146%	19,307
Special Events	-	20,073	21,810	30,000	15,000	-50%	(15,000)
Adult Sports	-	7,808	3,890	4,216	7,500	78%	3,285
Drop In / New Activities	-	14,807	14,853	10,152	16,800	65%	6,648
Miscellaneous / Sponsors	15,727	1,874	-	-	20,000	N/A	20,000
<b>Total Operating Revenue</b>	<b>34,276</b>	<b>72,399</b>	<b>129,305</b>	<b>144,936</b>	<b>288,300</b>	<b>50%</b>	<b>143,365</b>
Property Tax	298,229	351,093	347,476	387,057	407,000	5%	19,943
Interest	-	-	-	11,000	25,000	127%	\$14,000
<b>Total Revenues</b>	<b>332,505</b>	<b>423,492</b>	<b>476,781</b>	<b>542,993</b>	<b>720,300</b>	<b>33%</b>	<b>177,308</b>
Description	FY 20/21 Audited Results	FY 21/22 Audited Results	FY22/23 Audited Results	23/24 Prelim Results	FY24/25 Proposed Budget	Variance %	Variance
<b>Operating Expense</b>							
Wages and Benefits	177,836	285,437	127,499	165,000	-	N/A *1	(165,000)
Programs - Gymnastics, swim & Martial Arts/ Fitness	80,270	6,046	21,043	16,180	156,800	869%	140,620
Sports	-	3,008	7,791	15,949	-	N/A * 2	(15,949)
Youth Sports	-	-	-	-	16,500	N/A * 3	16,500
Adult Sports	-	-	-	-	6,000	N/A * 3	6,000
Drop in/ New Activities	-	-	-	-	12,800	N/A * 3	12,800
Marketing	655	918	1,209	1,000	-	N/A * 4	(1,000)
Operations	108,964	68,345	108,232	120,000	436,328	264%	316,328
Events	-	7,733	7,004	7,000	15,000	114%	8,000
Other	11,274	6,500	160,845	170,000	-	N/A * 5	(170,000)
Area Funding Grant	0	0	-	5,000	6,000	20%	1,000
<b>Total Operating Expense</b>	<b>378,999</b>	<b>377,987</b>	<b>433,623</b>	<b>500,129</b>	<b>649,428</b>	<b>30%</b>	<b>(149,299)</b>
<b>Net Revenue /Expense</b>	<b>(46,494)</b>	<b>45,505</b>	<b>43,158</b>	<b>42,864</b>	<b>70,872</b>		
Description	FY 20/21 Audited Results	FY 21/22 Audited Results	FY22/23 Audited Results	23/24 Prelim Results	FY24/25 Proposed Budget		
Beginning available Net Assets	637,723	590,197	635,702	678,860	721,724		
<b>Net Revenue/Expense</b>							
Restricted Net Assets	100,000	100,000	100,000	100,000	100,000		
Unrestricted Net Assets	490,197	535,702	578,860	621,724	692,596		
Available Net Assets	590,197	635,702	678,860	721,724	792,596		
* 1 Due to a fundamental shift in accounting methods- wages & benefits are now included in their respective department/ activity							
* 2 Due to a fundamental shift in accounting methods - sports expenses are being broken down into Youth & Adult sports separately							
* 3 New program / category in budget							
* 4 Due to a fundamental shift in accounting methods - marketing expenses will now be in operations							
* 5 to a fundamental shift in accounting methods - expenses listed in "other" will now be categorized to their proper department							
<b>Board is aware of pending Per Capita Grant Match totaling 30K that will reduce the operating reserve fund</b>							

# REVENUES

Revenue is generated from registration & drop-in fees from our many activities, programs, youth and adult sports, clinics, sponsorships, property taxes and special events. Overall revenue is anticipated to be \$720,300 for the year.

## Enrichment

The Kudos program is no longer run through the district. There will longer be revenue associated with Enrichment.

## Programs

### Gymnastics

Gymnastics is our foundational program that happens year-round. Expected revenue is \$88,000.

### Martial Arts & Fitness

Our new Facility will open this summer creating a space where we will offer Jiu Jitsu, Tae Kwon Do, dance and other unique fitness opportunities. Expected revenue is \$84,000.

### Swim

With no easy access to a swimming pool on the South Coast, MCRPD offers swimming lessons for our South Coast children in Sea Ranch, and our long-standing 2<sup>nd</sup> Grade Swim program / Aquathon Fundraiser held at CV Starr are all expected to generate \$24,500 in Revenue.

## Youth Sports

Youth sports revenue consists of Hoopstars and Coast Youth Basketball. Expected revenue for youth sports is expected to be higher with the addition of a second Hoopstars session for a total of \$32,500.

## Adult Sports

Adult Sports include Men's League Softball and Co-Ed League Softball. Revenue is projected to be \$7,500.

## Special Events

The District holds a special event every summer - The C & J Ales Men's Softball Tournament. Special Events revenue is projected to be \$ 15,000

## Drop In & New Activities

Drop-in programs and classes offered include Adult Drop-in Volleyball, as well as the popular Family Skate Night, new classes and clinics are being added monthly. Drop-in revenue is expected to come in at \$16,800.

## **Sponsorships**

The District is creating an annual sponsorship program for those who are committed to supporting MCRPD programs & activities. Annual sponsorship revenue is expected to be \$20,000.

## **Property Tax**

The District collects property tax to support recreation and park activities. A tax sharing agreement allocates 45% of the property tax and 100% of Redevelopment Agency Pass-Through funds to the City of Fort Bragg to support C.V. Starr Community Center and Fort Bragg recreation. The remaining 55% of collected property tax supports the district's general fund. The estimated tax revenue for FY2023-2024 is \$407,000

# EXPENSES

Expenses are any costs associated with providing day to day District programs and activities including wages and benefits. District Operating Expenses are projected to be \$649,428

## Wages and Benefits

Wages and benefits account for the monetary compensation paid to employees, workers compensation insurance, state unemployment insurance, state employment training tax, federal insurance contribution act tax (FICA), and federal Medicare tax. ***\*Wages & benefits are now being included in each program or activity so that we can better track how much it costs the district to run each specific program/activity. New positions have been created for the South Coast, and for new programs as we expand our services.***

## Programs

MCRPD programs currently include Gymnastics, Martial Arts, 2<sup>nd</sup> Grade & Sea Ranch swim. Program costs are estimated to be \$156,800

### Gymnastics

As an established program, equipment costs are minimal. New mat, facility fees, equipment and wages are estimated to be \$54,400.

### Martial Arts & Fitness

This is a new program in a new facility. Facility fees, start-up costs, including proper flooring, equipment and wages are expected to be \$83,400.

### Swim

Expenses include instructors, lifeguards, other fees, and transportation which are estimated to be \$19,000

## Youth Sports

Youth sports expenses include apparel, & facilities for the Hoopstars, and Coast youth basketball programs. Expenses are expected to be \$16,500

## Adult Sports

Adult sports expenses include apparel, facilities & fields for the Men's Softball & Co-ed Softball leagues. Expenses are expected to be \$6000.

## Drop In & New Activities

Drop-in programs and classes offered include Adult Drop-in Volleyball, as well as the popular Family Skate Night, new classes and clinics are being added monthly. Drop-in & new activity expenses are estimated to be around \$12,800.

## **Operations & District Office**

Operations account for, district office rent & utilities, administration wages, marketing, storage, office supplies, IT equipment & services, postage & shipping, legal & professional services such as accounting, insurance, LAFCO, and CSDA. Operation expenses are anticipated to be \$434,828.

- FY 23/24 - Because the District has separated from CV Starr, there are additional expenses due to moving, and setting up of new District Office.

## **Special Events**

Event expenses this year include C & J Ales Memorial Softball Tournament, Trick or Trunk, and the new Coastal Legends Awards. Expenses are expected to be \$15,000

## **Recreation Services Grant**

The MCRPD Recreation Services Grant offers a systematic approach to selecting and offering financial assistance to groups and entities within the District that require some financial assistance to execute their own recreation programming. Due to the high volume of applicants the district has raised this grant to \$6,000

*Board is aware of pending Per Capita grant match totaling 30K that will reduce the operating reserve fund*

## **Available Net Assets**

The District is anticipating ending the FY2024-2025 with \$792,956 in net assets.

Proposed Salary Scale  
06/19/2024

Exempt	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
District Manager	\$ 87,080.00	\$ 90,563.20	\$ 94,185.73	\$ 97,953.16	\$ 101,871.28	\$ 105,946.13	\$ 110,183.98	\$ 114,591.34
Administrative Services Supervisor	\$ 66,560.80	\$ 69,222.40	\$ 71,991.29	74.942.93	\$ 77,940.64	\$ 81,058.26	\$ 84,300.59	\$ 87,672.61
Business Manager	\$ 66,560.80	\$ 69,222.40	\$ 71,991.29	74.942.93	\$ 77,940.64	\$ 81,058.26	\$ 84,300.59	\$ 87,672.61
Maintenance Supervisor	\$ 66,560.80	\$ 69,222.40	\$ 71,991.29	74.942.93	\$ 77,940.64	\$ 81,058.26	\$ 84,300.59	\$ 87,672.61
Recreation Supervisor	\$ 66,560.80	\$ 69,222.40	\$ 71,991.29	74.942.93	\$ 77,940.64	\$ 81,058.26	\$ 84,300.59	\$ 87,672.61

Non-Exempt	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Administrative Assistant	\$ 18.36	\$ 19.82	\$ 21.40	\$ 23.11	\$ 24.95	\$ 26.94	\$ 29.09	\$ 31.41
Administrative Coordinator	\$ 22.10	\$ 23.86	\$ 25.75	\$ 27.82	\$ 30.04	\$ 32.44	\$ 35.03	\$ 37.83
Business Coordinator	\$ 20.47	\$ 22.10	\$ 23.86	\$ 25.76	\$ 27.82	\$ 30.04	\$ 32.44	\$ 35.00
Fitness Instructor/Personal Trainer	\$ 26.55	\$ 28.67	\$ 30.96	\$ 33.43	\$ 36.10	\$ 38.98	\$ 42.09	\$ 45.45
Lifeguard	\$ 18.36	\$ 19.82	\$ 21.40	\$ 23.11	\$ 24.95	\$ 26.94	\$ 29.09	\$ 31.41
Maintenace Worker	\$ 19.45	\$ 21.00	\$ 22.68	\$ 24.49	\$ 26.43	\$ 28.54	\$ 31.18	\$ 33.65
Maintenance Coordinator	\$ 20.47	\$ 22.10	\$ 23.86	\$ 25.76	\$ 27.82	\$ 30.04	\$ 32.44	\$ 35.00
Recreation Coordinator	\$ 20.47	\$ 22.10	\$ 23.86	\$ 25.76	\$ 27.82	\$ 30.04	\$ 32.44	\$ 35.00
Recreation Instructor I	\$ 19.45	\$ 21.00	\$ 22.68	\$ 24.49	\$ 26.43	\$ 28.54	\$ 31.18	\$ 33.65
Recreation Instructor II	\$ 23.86	\$ 25.76	\$ 27.82	\$ 30.04	\$ 32.44	\$ 35.03	\$ 37.83	\$ 40.85
Recreation Leader	\$ 16.00	\$ 17.28	\$ 18.70	\$ 20.19	\$ 21.79	\$ 23.53	\$ 25.41	\$ 27.44
Recreation Official	\$ 29.79	\$ 32.17	\$ 34.74	\$ 37.51	\$ 40.51	\$ 43.75	\$ 47.25	\$ 51.03
Recreation Score/Timekeeper	\$ 19.87	\$ 21.45	\$ 23.16	\$ 27.01	\$ 29.17	\$ 31.50	\$ 34.02	\$ 36.74
Senior Recreation Leader	\$ 19.87	\$ 21.45	\$ 23.16	\$ 27.01	\$ 29.17	\$ 31.50	\$ 34.02	\$ 36.74





**JUNE 2024  
FLSA: NON-  
EXEMPT**

## **ADMINISTRATIVE ASSISTANT**

**HOURLY PAY RANGE: \$18.36 – \$31.41**

### **DEFINITION**

Under general supervision, performs a variety of customer service and office support duties for the District, which may include data entry and organization, telephone and counter reception, handling monetary transactions, processing of documents, record keeping, and filing; performs routine operation of office equipment; provides information and assistance to staff and the general public; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or management personnel. Functional or technical supervision may also be received from department staff. Exercises no direct supervision of staff.

### **CLASS CHARACTERISTICS**

This administrative support classification is expected to perform a variety of general administrative and clerical duties in support of the District operations. Positions in this classification are trained in all procedures related to the assigned area(s) of responsibility, working with a degree of independent judgment, tact, and initiative. This class is distinguished from the Administrative Technician classification in that the latter is responsible for the full scope of financial record keeping transactions with respect to payroll, accounts receivable and payable, and related fiscal support duties.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Performs a variety of administrative and customer service support duties to assist staff, members, visitors, and the general public in District activities.
- Greets visitors of Mendocino Coast Recreation and Park District; provides information about services, memberships, and classes; processes applications for membership including accepting payment and ensuring membership paperwork is accurately completed; enrolls members in fitness and recreation classes and provides information related thereto.
- Answers the telephone; provides accurate information and answers general questions or forwards calls to appropriate staff member; takes messages as necessary.
- Performs various bookkeeping tasks including calculating monies due, collecting and receipting monies, processing reimbursements, and preparing bank deposits.
- Gathers information from a variety of sources for the completion and processing of forms, records, applications, etc.; contacts individuals to obtain additional information when necessary.
- Maintains records and processes various forms, applications, or other documents specific to the Mendocino Coast Recreation and Park District.
- May compose routine correspondence and other documents as required.
- Performs light housekeeping duties in public use areas such as waiting rooms and reception areas by clearing clutter, straightening reading and other materials, and discarding trash to maintain a clean

- environment for members and guests of Mendocino Coast Recreation and Park District.
- Establishes and maintains files, and researches and compiles information from such files.
  - Enters and retrieves computer data; generates routine computer reports and/or spreadsheets.
  - Provides information and assistance to the public, Mendocino Coast Recreation and Park District members, and staff requiring the understanding of policies, procedures, and rules.
  - Performs other routine clerical support work as required, which may include but is not limited to copying documents, filing / retrieving files, processing mail, faxing information, collating documents, maintaining lists and logs, scanning/imaging/indexing documents, ordering and maintaining inventory of supplies and forms, etc.
  - May provide instruction and training to new, temporary or part-time staff as assigned.
  - Attends various meetings and training as required or appropriate.
  - Completes special projects as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, and techniques of providing a high level of customer service by effectively and courteously dealing with the public, members, and staff.
- Basic clerical and reception practices and procedures, including the use of basic office equipment.
- Basic record-keeping, document preparation, and filing systems and methods.
- Correct English usage, including spelling, grammar, punctuation and vocabulary.
- Basic business arithmetic and bookkeeping procedures including accepting, processing, and recording payments.
- Business letter writing and the standard format for typed materials.
- Modern office practices, methods, and computer equipment and applications related to the work.

### **Ability to:**

- Learn, understand, interpret and apply policies, procedures, and standards.
- Perform detailed clerical work accurately.
- Learn specialized processes, procedures and office support tasks related to the Recreation Services department.
- Understand and follow oral and written instructions.
- Maintain accurate records and files.
- Maintain confidentiality as required.
- Enter data accurately at speeds necessary for successful job performance.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Deal tactfully and effectively with persons contacted in the course of work, including those of diverse socio-economic and cultural backgrounds.
- Perform required mathematical computations and payment transactions accurately.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be*

Equivalent to completion of the twelfth grade and one (1) year of general clerical or customer service experience.

**Licenses and Certifications:**

- Some positions assigned to this classification may require possession of a valid California Class C Driver's License.
- Possession of, or ability to obtain within six (6) months of appointment, First Aid and CPR certification issued by the American Red Cross.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a keyboard and calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

---

Signature of Employee

---

Date



**JUNE 2024**  
**FLSA: NON-EXEMPT**

## **ADMINISTRATIVE SERVICES COORDINATOR**

**HOURLY PAY RANGE: \$22.10 – \$37.83**

### **DEFINITION**

Under general direction, provides and oversees a variety of customer service and office support duties for the District which may include word processing, data entry and organization, telephone and counter reception, processing of invoices, record keeping, statistical and technical report preparation, and filing; provides information and assistance to the general public; provides lead oversight to staff; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Administrative Services Supervisor. Exercises technical direction and provides supervision and training to lower-level, assigned staff.

### **CLASS CHARACTERISTICS**

This is the advanced journey/lead worker level class in the Administrative Assistant series. Positions at this level perform the full range of duties required within the department. The Administrative Coordinator exercises independent judgment and initiative receiving only occasional instruction as new or unusual situations arise. In addition, positions at this level provide lead direction and make work assignments to lower level staff. Positions at this level are distinguished from the Support Services Supervisor in that the latter is a first-line supervisor overseeing the work of administrative support staff.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Coordinates, leads, and participates in a variety of administrative and customer service support duties to assist staff, members, visitors, and the general public in District activities.
- Performs a variety of duties associated with customer service including greeting guests, answering phones, responding to questions from guests and the general public, and conducting transactions for payment of membership and other fees; assumes responsibility for the more difficult and complex customer service matters when lower level staff is unable to reach a resolution.
- Performs accounts receivable tasks including receiving monies, calculating monies due and billing.
- Maintains a variety of records and may prepare reports and routine correspondence.
- Provides functional direction to lower-level staff; provides training to new employees or as new duties are assigned; may recommend and implement disciplinary action when necessary; may provide input for performance evaluations of assigned staff.
- Coordinates the department employee work schedule for lower-level staff.
- Makes recommendations for the selection of staff for the area of assignment as well as other personnel decisions including promotions, requests for leave, and disciplinary action.
- Identifies potential problems while reviewing information to develop and evaluate options and implement solutions
- Implements operating policies and procedures for the area of assignment.

- Performs general office duties, including cashiering, answering the telephone, greeting patrons, data entry, copying, and filing; prepares flyers, calendars, and other routine publicity; prepares routine reports of participation and activities.
- Maintains inventory of materials and equipment required for program activities; requisitions materials and equipment as needed.
- Maintains records and processes various forms, applications, or other documents specific to Mendocino Coast Recreation and Park District.
- Composes correspondence, reports, and other documents as required.
- Assists with the development, implementation, and administration of marketing and community outreach programs for the District.
- Oversees and performs light housekeeping duties in public use areas such as lobby and reception areas by clearing clutter, straightening reading and other materials, and discarding trash to maintain a clean environment for members and guests of Mendocino Coast Recreation and Park District.
- Establishes and maintains files, and researches and compiles information from such files.
- Provides information and assistance to the public, Mendocino Coast Recreation and Park District members, and staff requiring the understanding of policies, procedures, and rules.
- Education and enforcement of policies and procedures.
- Attends various meetings and training as required or appropriate.
- Completes special projects as assigned.
- Serves as the Support Services Supervisor in his/her absence.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, and techniques of providing a high level of customer service by effectively and courteously dealing with the public, members, and staff.
- Fundamentals of the development and administration of customer service programs, services, and activities.
- Functions and operational policies and procedures of the area of assignment.
- Pertinent Federal, State, and local laws, codes, regulations, and policies applicable to the area of assignment.
- Basic principles and practices of lead work including directing, assigning, supervising, and prioritizing the work of others.
- Principles and procedures of record-keeping and report preparation including financial record-keeping and reporting methods.
- Principles and practices of public relations techniques.
- Principles, practices, and methods of developing effective marketing and community outreach campaigns.
- Modern office practices and methods including the use of standard office equipment and computer applications related to the area of assignment.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the District in contacts with the public.

**Ability to:**

- Organize, direct, and lead the work of others.
- Interpret, apply, and explain applicable laws, policies, procedures, and regulations pertinent to the area of assignment.
- Use judgment to make decisions that affect the public as well as staff.
- Create unity through the de-escalation reconciliation of differences when needed.
- Develop and maintain effective and accurate record-keeping systems.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Deal tactfully and effectively with persons contacted in the course of work, including those of diverse socio-economic and cultural backgrounds.
- Perform required mathematical computations and payment transactions accurately.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of an Associate's degree or equivalent education from an accredited educational institution with major coursework in a related field, preferred or  
Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and two (2) years of experience as a customer service representative, preferably in the human services industry. .

**Licenses and Certifications:**

- Possession of, or ability to obtain by the time of appointment, a valid California Class C driver's license with a satisfactory driving record.
- Possession of, or ability to obtain within three (3) months of appointment, CPR and First Aid certification.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**WORKING CONDITIONS**

May be required to work a varied schedule of hours, which may include early morning, evenings, weekends, and holidays at a variety of District facilities.

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Date



**JUNE 2024**  
**FLSA: EXEMPT**

## **ADMINISTRATIVE SERVICES SUPERVISOR I**

**ANNUAL SALARY RANGE: \$66,560 - \$87,672.61**

### **DEFINITION**

Under general direction, provides office management and program management, Safety planning, communications and public correspondence, plans, schedules, assigns, and reviews the work of staff responsible for performing a variety of customer service and office support duties for the District including providing telephone and counter reception, handling monetary transactions, processing documents, and record keeping; develops and implements marketing, promotion, and sales programs for Mendocino Coast Recreation and Park District; performs a variety of technical and professional work relative to the area of assignment; provides professional staff assistance to the District Administrator; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the District Administrator. Exercises direct and general supervision over assigned staff.

### **CLASS CHARACTERISTICS**

This is a full supervisory-level classification responsible for the supervision of assigned customer service and office support staff. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of assigned staff either directly or through subordinate lead workers. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.* Plans, organizes, assigns, supervises, and reviews the work of assigned staff involved with providing customer service and office support for Mendocino Coast Recreation and Park District, which includes providing telephone and counter reception, processing applications for membership, and providing information regarding services, classes, and memberships to Mendocino Coast Recreation and Park District members and guests, the general public, and District staff.

- Implements goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; researches, recommends, and implements policies and procedures, including standard operating procedures, for areas of assignment.
- Evaluates employee performance, counsels employees, and effectively recommends promotions and initial disciplinary action; participates in employee selection including conducting background checks of applicants and new employee orientation for assigned staff; conducts or facilitates regular safety training for assigned staff.
- Determines and recommends equipment, materials, and staffing needs for area of assignment and prepares requisitions for purchases of supplies and equipment as needed; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications as required; assumes responsibility for administration of budget applicable to area of assignment including monitoring and controlling expenditures.



- Develops, plans, supervises, implements, and evaluates one or more programs, activities, and/or systems at one or multiple sites; establishes schedules and methods for providing superior customer service for District patrons.
- Acts as a representative to community groups, private businesses, and others regarding questions, problems, concerns, and activities in the provision of guest services program operations, activities, and services; develops and maintains positive working relationships with businesses, organizations, associations, and the general public.
- Supervises and oversees the effectiveness of guest services program operations, activities, and events, and identifies and recommends improvements or modifications.
- Collaborates to develop, implement, and monitor a comprehensive marketing, promotional, and sales program for the District; evaluates efficacy of program elements and makes recommendations for changes as needed to achieve maximum results.
- In collaboration with Recreation Department staff, coordinates and schedules all Mendocino Coast Recreation and Park District activities, programs, classes, facility rentals, and special events.
- Develops and maintains a variety of systems using database and spreadsheet software for tracking statistical information relative to Guest Services including membership and registration statistics.
- Tracks inventory of supplies and equipment in the area of assignment, prepares purchase requisitions as needed, and provides necessary documentation to support requests for purchase.
- Develops, maintains, and reviews a variety of staff, financial, and statistical reports related to guest services.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision including work planning, assignment, review, and evaluation, discipline, and the training of staff in work procedures.
- Principles, practices, and techniques for the development and administration of customer service programs, services, and activities including program implementation, review and evaluation, budgeting, and purchasing.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Computer equipment, software, and specialized applications pertinent to the area of assignment including database and spreadsheet software.
- Fundamentals of budget development, administration, and expenditure control.
- Principles and procedures of record-keeping and report preparation including financial record-keeping and reporting methods.
- Principles and practices of public relations techniques.
- Principles, practices, and methods of developing effective marketing and community outreach campaigns.
- Modern office practices and methods.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the District in contacts with the public.

### **Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of others.

- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Develop and implement policies and procedures for effectively providing a high level of customer service that meets the needs of patrons from various age, ethnic, and socio-economic groups.
- Research, analyze, develop, and implement effective marketing and community outreach campaigns and programs.
- Prepare and monitor program budgets.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Prepare clear and concise reports, correspondence, and other written materials.
- Make accurate business arithmetic and statistical computations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be*

Equivalent to completion of twelfth (12<sup>th</sup>) grade and four (4) years of increasingly responsible experience in guest services, customer service, or a closely related field including at least two (2) years of responsible supervisory experience. A Bachelor's degree is desirable.

**Licenses and Certifications:**

- Possession of, or ability to obtain by the time of appointment, a valid California Class C driver's license with a satisfactory driving record.
- Possession of, or ability to obtain within three (3) months of appointment, CPR and First Aid certification.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**WORKING CONDITIONS**

May be required to work a varied schedule of hours, which may include early morning, evenings, weekends, and holidays at a variety of District facilities.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date



**JUNE 2024**  
**FLSA: EXEMPT**

## **BUSINESS MANAGER**

**ANNUAL SALARY RANGE: \$66,560 – \$87,672.61**

### **DEFINITION**

Under general direction, plans, manages, and oversees the operations and services of the Administration Department; areas of responsibility include finance, budget, human resources, information technology, and risk management; assists in developing, implements and maintains departmental goals, objectives, policies and procedures, work standards, and internal controls; participates as a contributory member of the District's management team, coordinating efforts with the District Administrator and all other departments; and performs related duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the District Administrator. Exercises general supervision over technical and clerical staff.

### **CLASS CHARACTERISTICS**

The Business Manager is the management level class providing support to the District Administrator for functions and operations related to finance, human resources, information technology, risk management, and related program areas and is responsible for carrying out, reviewing, interpreting and coordinating policies. The incumbent plans, supervises and evaluates support of the District's administrative, fiscal and technology operations. This classification is distinguished from the next higher classification of District Administrator in that the latter has overall responsibility for administering the District's operations.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, supervises, coordinates, prioritizes and monitors the work performed to support the District's administrative, fiscal and technology operations; conducts staff meetings; monitors performance of department staff; coordinates the work of the Administration Department with other District departments and divisions, outside agencies, community groups and the public.
- Assists in the development, implements and maintains departmental goals, objectives, policies and procedures, work standards and internal controls; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals.
- Develops, monitors and administers the annual budget, including manpower needs, salary expenses, operating services supplies and equipment needs; monitors monthly budget reports for all program areas.
- Participates as a contributory member of the management team, coordinating efforts with the District Administrator and all other departments; attends management meetings; attends Board of Directors meetings as required; prepares and presents reports to the District Administrator, Board of Directors and other public agencies or groups.
- Analyzes complex technical and administrative challenges, evaluates alternative solutions and adopts effective courses of action.
- Participates in the development of policies and procedures; recommends programs, projects and work

assignments to the District Administrator and Board of Directors; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance with applicable rules, policies and procedures.

- Establishes performance goals for assigned employees; coordinates and participates in the recruitment, selection, and training, assignment of work, management, discipline and termination of full-time and part-time personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates disciplinary procedures as is appropriate, up to and including termination.
- Prepares and submits a variety of administrative, technical and fiscal reports for assigned program areas; prepares and conducts presentations on program areas to internal and external stakeholders including the Board of Directors, department heads and community groups.
- Manages and coordinates all functions related to the District's finances including cash management, procurement, payroll, accounts payables, asset management, vendor agreements, annual budget, audit and internal control systems, records management, financial reporting and analysis, and related program areas.
- Manages and coordinates functions related to human resources management including, recruitment, benefits administration, human resources policies, and related program areas.
- Coordinates functions and operations related to the District's information technology systems.
- Responds to the more difficult questions and concerns from the general public and outside agencies; provides information as is appropriate and resolves public service or operational complaints; establishes and maintains customer service orientation within the department.
- Monitors and keeps informed of current trends in the field of finance, administration, and human resources, including professional practices and techniques; stays current on state and county issues, evaluates their impact and recommends policy and procedural modifications accordingly
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management, District staff and the public.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, and program development, implementation and evaluation.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs.
- Principles and practices of budget development, monitoring, administration and control.
- Rules, regulations and laws governing public sector finance and accounting.
- Principles and practices of human resources program management.
- Principles and practices of risk management.
- Principles and practices of supervision, training, discipline and performance evaluation.
- Understanding of the interrelationships between governmental agencies and various citizen/neighborhood groups and associations.
- Principles and practices of records management.
- Complex mathematical principles.
- Methods and techniques of report preparation and business correspondence.
- Professional English grammar, vocabulary, spelling and punctuation.
- Modern office procedures including the use of computers and software applications relevant to the work performed.
- Occupational hazards and standard safety practices.
- Applicable federal, state and local laws, codes, regulations and policies related to assigned

responsibilities.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**Ability to:**

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex projects, on-time and within budget.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from a four (4) year college or university with major course work in public administration, finance, human resources or a closely related field and five (5) years of increasingly responsible professional experience in supporting finance, human resources and information technology programs, two (2) of which should be in a management capacity.

**Licenses and Certifications:**

- None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

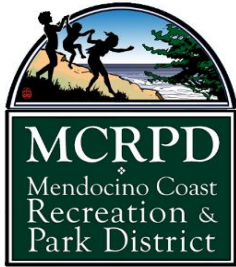
Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date



**JUNE 2024**  
**FLSA: NON-EXEMPT**

## **FITNESS INSTRUCTOR/PERSONAL TRAINER**

**HOURLY PAY RANGE: \$26.55 - \$45.45**

### **DEFINITION**

Under general supervision, performs a variety of duties in support of the provision of health and fitness classes and programs; develops and instructs a variety of group aerobic and fitness classes; develops individual fitness programs and advises on the same; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Recreation Supervisor or other assigned supervisory staff.  
Exercises no direct supervision of staff.

### **CLASS CHARACTERISTICS**

This is a journey-level classification responsible for the development, implementation, and instruction of a wide variety of aerobic and fitness classes and programs including programs designed for presentation and instruction to small and large groups as well as programs designed based on individual goals and needs. Incumbents are responsible for developing programs that adhere to commonly accepted industry standards for the purpose of promoting the health, fitness, and safety of members and guests.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Develops, plans, and implements a variety of exercise and fitness programs including but not limited to: aerobic step programs, Pilates, Zumba, strength training, yoga, gymnastics and core classes.
- Maintains a safe environment and closely supervises participants to ensure their safety throughout programs and/or classes; monitors the safe and proper use of equipment and facilities.
- Communicates with participants regarding program objectives, goals, and activities.
- Resolves program issues within established guidelines.
- Maintains exercise equipment and facilities in clean and orderly condition including securing equipment and materials at the end of the workday; inspects equipment, supplies, and facilities daily to ensure that they are safe for public use; performs upkeep and maintenance as needed; reports items that require repair or replacement.
- Issues and collects equipment and supplies.
- Maintains an encouraging environment for program participants.
- Maintains and prepares a variety of records and reports including attendance.
- Enforces facility safety rules and regulations; interprets and applies policies, procedures, laws, codes, and regulations applicable to area of assignment.
- Performs other duties as assigned.



***When assigned to Fitness Instruction***

- Develops, plans, and implements various group exercise programs for the instruction and participation of small and large groups including the preparation of music and other needs required to carry out the programs.
- Ensures the availability of equipment and facilities necessary for carrying out assigned exercise programs.

***When assigned to Personal Training***

- Confers with individual clients to determine needs, goals, and objectives of exercise program; develops programs based on individual needs.
- Meets with individual clients to instruct and lead specially designed exercise programs advising on proper form and use of equipment; makes adjustments to client programs as needed or requested by client.

**QUALIFICATIONS**

**Knowledge of:**

- Safe and effective exercise and fitness practices and techniques.
- Exercise physiology, anatomy, and kinesiology and their application to the development and implementation of fitness and exercise programs.
- Principles and techniques of choreography.
- Safe use of exercise equipment and materials including free weights and aerobic and strength training machines.
- Current trends in fitness and exercise programs and equipment.
- Basic safety precautions and procedures related to the instruction of exercise and fitness programs, equipment, and facilities including CPR and First Aid.
- Techniques and principles of the instruction and direction of others.
- Standard office practices and procedures including the use of standard office equipment, basic record-keeping, arithmetic, and computer applications related to the area of assignment.
- Laws, codes, rules, and regulations applicable to the area of assignment including District policies and procedures.

**Ability to:**

- Work independently with initiative and minimal supervision in the development and implementation of safe and effective exercise and fitness programs.
- Instruct others in a group or on an individual basis on the safe and effective utilization of a variety of exercise and fitness equipment using various techniques, styles, and formats.
- Stay current on trends in the industry including new programs and equipment.
- Effectively motivate program participants.
- Personally demonstrate and perform the exercises and movements of designed programs.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Lift and move exercise equipment and supplies.
- Use English effectively to communicate in person, over the telephone, and in writing including speaking in front of large groups.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and specialized training in fitness, exercise, or a related field.

**Licenses and Certifications:**

- Possession of a Personal Trainer certificate.
- Possession of a Group Exercise Instructor certificate.
- Certification as a Zumba
- Possession of, or ability to obtain within six (6) months of employment, First Aid and CPR/AED certification issued by the American Red Cross.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard recreation/fitness facility setting and use standard exercise equipment including cardiovascular and strength training machines and free weights as well as standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Must possess physical stamina to instruct and participate in a variety of fitness exercises for prolonged periods of time and to move and rearrange equipment and machines used in the instruction of fitness programs. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment as well as audio equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull to participate in fitness activities. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work indoors with moderate noise levels and controlled temperature conditions. Employees may be exposed to blood and body fluid when rendering first aid and cardiopulmonary resuscitation. Employees are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays, at a variety of District facilities.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date



**JUNE 2024**  
**FLSA: NON-EXEMPT**

## **LIFEGUARD**

**HOURLY PAY RANGE: \$18.36 – \$31.41**

### **DEFINITION**

Under general supervision, performs a variety of duties in connection with programs and activities of an aquatic facility, including explaining and enforcing swimming programs and pool policies, regulations, and rules, and ensuring the safety of pool patrons; performs rescues and first aid procedures as necessary; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Recreation Supervisor. Receives functional and technical direction from the Recreation Coordinator and Senior Lifeguard. Exercises no supervision of staff.

### **CLASS CHARACTERISTICS**

This is a journey-level class that performs the full range of lifeguarding duties required to ensure that District aquatic facilities are maintained in a safe and effective working condition and provide the highest level of safety for public use.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Acts as lifeguard during pool hours and at all events held at the pool.
- Implements and enforces District policies, rules, and procedures.
- Listens and responds to patrons' needs for assistance or information and provides the public with general information in person and over the phone.
- Removes and replaces pool covers; tests the temperature, chlorine, and PH values of the pool water; and performs routine pool-area maintenance as required.
- Administers basic first aid and adult and/or pediatric cardiopulmonary resuscitation (CPR) as necessary.
- Performs basic custodial duties and routine facility maintenance including repairs and preventative maintenance of the deck, pool, equipment, office, restrooms, and locker rooms.
- Assists in the encouragement of participation and good sportsmanship.
- Issues and collects recreation equipment and supplies.
- May perform a variety of clerical and technical tasks including: screening calls and patrons; responding to complaints and requests for information from patrons and the public; performing cashiering duties; and maintaining a variety of accurate logs, records, and files.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Responds to first aid emergencies as needed.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles and techniques of lifeguarding/shallow water, water park, CPR for the Professional Rescuer (CPRFPR), AED, Title 22, Oxygen, Blood Borne Pathogens and first aid defined by the American Red Cross.
- Methods for keeping water and surrounding areas safe for public use.
- Safe handling and use of chemicals related to swimming pool maintenance and care.
- Applicable safety precautions and procedures related to the program area(s) and facilities to which assigned.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to the assigned area of responsibility.
- Basic mathematical principles.
- Modern office practices, methods, and computer equipment and applications related to the area of assignment.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.

### **Ability to:**

- Learn and understand the organization and operation of the assigned department and of the outside agencies as necessary to assume assigned responsibilities.
- Work independently while supervising facilities and user groups.
- Perform work in an efficient, effective, safe, and timely manner.
- Provide courteous assistance to facility patrons.
- Perform water chemistry tests.
- Use appropriate safety equipment when handling pool chemicals and equipment.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and/or adult and child cardiopulmonary resuscitation (CPR).
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Perform basic administrative support work with accuracy, speed, and minimal supervision.
- Learn, interpret, and apply administrative and departmental policies and procedures.
- Understand and follow oral and written instructions.
- Maintain accurate logs and basic written records of work performed; prepare clear and concise reports.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Operate office equipment and computer applications related to the work.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted during work.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be*

Equivalent to the completion of the tenth (10<sup>th</sup>) grade and possession of a valid Work Permit. Some lifeguard experience is highly desirable.

**Licenses and Certifications:**

- Possess and maintain valid lifeguarding/shallow water, CPR for the Professional Rescuer (CPRFPR), AED, and first aid defined by the American Red Cross.
- Possess and maintain valid Title 22, Oxygen, Blood Borne Pathogens and Water Park certifications issued by the American Red Cross within one year of employment.

**PHYSICAL DEMANDS**

Must possess the ability to perform work that may involve lifting children and adults, in and out of the pool up to 150 pounds or more with assistance, pulling a cover over the pool surface with assistance, and lifting, straightening and moving pool deck furniture and equipment. Must possess the mobility to stand, stoop, reach, bend, climb, and swim, while in swimwear. Must be in physical condition sufficient to stay in water for prolonged periods of time, work in extreme heat and/or cold, and the outdoors. Vision, which may be corrected, and hearing, which must be in a normal range as measured by a standard audiogram, should be good enough to see and hear adults and children in life and/or health safety endangering situations. Must also possess the mobility to work in an office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and duplicating equipment. Positions in this classification occasionally bend, stoop, kneel, reach, and push and pull drawers open and closed to retrieve and file information.

**ENVIRONMENTAL ELEMENTS**

Employees work outdoors and are exposed to variable weather conditions. May be exposed to chlorine, acids, and other chemicals at aquatics facilities as well as blood and body fluids rendering first aid and cardiopulmonary resuscitation. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date





## MAINTENANCE COORDINATOR

**HOURLY PAY RANGE: \$20.47 - \$35.00**

### DEFINITION

Under general supervision, performs a wide variety of skilled technical maintenance, repair, installation, alteration, and construction activities of District parks, park landscapes, and park facilities, involving carpentry, plumbing, painting, heating, ventilation, and air conditioning (HVAC), and electrical trades; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory staff. Exercises technical and functional direction over and provides training to lower-level or less experienced staff on a project basis or as assigned.

### CLASS CHARACTERISTICS

This is the -journey level of maintenance class series that performs the full range of skilled trades required to ensure that District infrastructure, systems, and facilities to which assigned are maintained in a safe and effective working condition and provide the highest level of safety for public and staff use. Incumbents are primarily responsible for performing skilled work in a specialized area of expertise requiring special licenses and/or certification. The class is distinguished from the Maintenance Supervisor in that the latter is a first-line supervisor overseeing the work of maintenance staff.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Performs skilled maintenance and repair of District parks, and facilities, including lawn maintenance, trimming, and pruning bushes and shrubs, and basic carpentry, painting, plumbing, electrical work, heating, ventilation, and air conditioning (HVAC); assists with semi-skilled work as needed.
- Repairs and replaces plumbing fixtures, including sinks, toilets, faucets, and pipes.
- Performs journey-level carpentry work, including the construction, installation, remodeling, and repair of cabinets, partitions, walls, windows, doors, roofs, foundations, and other carpentry work.
- Performs electrical repair, installation, and troubleshooting of faulty outlets, light ballasts, switches, light fixtures, and transformers; installs electrical, conduit, and wiring; installs hardware and wiring for computers; puts connectors on cabling; moves phone lines.
- Prepares surfaces for painting or repainting; appropriately applies paint, varnish, shellac, enamel, lacquer, and other protective or decorative finishes to various interior and exterior surfaces using and operating the appropriate equipment.
- Assists in the recruitment and selection of staff and provides recommendations; provides supervision, training, orientation, and guidance to assigned staff; assists in the preparation of work schedules; provides input and documentation for performance evaluations.
- Assists with the selection and supervision of independent contractors and helps monitor existing contracts with service providers.
- Installs, adjusts, repairs, inspects, tests, calibrates, troubleshoots, maintains, and services a wide variety of HVAC and refrigeration equipment.
- Performs general custodial and maintenance duties, including cleaning, stocking, and repairing restrooms and equipment, painting buildings, changing lights, resurfacing floors, and picking up trash.
- Operates, maintains, and repairs a variety of mechanical and power tools, equipment, and testing instruments.

- Reads and interprets technical manuals, sketches, and diagrams to facilitate installation, servicing, repair, and replacement services and activities.
- Observes safe work methods and makes appropriate use of related safety equipment; ensures compliance with applicable Federal, State, and local laws and regulations.
- Maintains public facilities, storage sites, and other work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Routine monitoring and site cleanup of park lands
- Maintains accurate manual and computerized logs and records of work performed and materials and equipment used; prepares reports as required.
- Responds to requests and complaints from the public and answers questions or refers to supervisor, as necessary.
- Responds to and performs emergency repairs and other emergency services as necessary.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles and practices of employee supervision and training.
- Basic principles of government-based budgets and procurement practices.
- Principles, practices, methods, equipment, materials, and tools used in maintenance and repair of District buildings and facilities, including carpentry, plumbing, painting, mechanical and electrical, and landscape work.
- Principles, theories, and standard practices of several skilled maintenance trades as they apply to maintenance and repair of parks, facilities, and related equipment as found in the District.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Applicable Federal, State, and local laws, codes, and regulations.
- Occupational hazards and safety equipment and practices related to the work.
- Modern office practices, methods, computer equipment and basic computer software.
- Principles and procedures of record keeping and reporting.
- Safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

### **Technical Skills**

- Equipment Maintenance: Performing routine maintenance on equipment and determining when and what kind of maintenance is required.
- Equipment Selection: Determining the kind of tools and equipment to do a job.
- Installation: Installing equipment, machines, wiring or programs to meet specifications.
- Operations and Control: Monitors gauges, dials or other indicators to make sure a machine or systems are working properly.
- Quality Control Analysis: Conducting tests and inspections of equipment, services or processes to evaluate quality of performance.
- Technical Repairs: Repairing equipment or systems with the necessary tools.
- Troubleshooting: Determining causes of operating errors for corrective action.

### **Systems Skills**

- Judgement: Considering the relative costs and benefits of potential actions to choose the most appropriate method.
- Systems Analysis: Determining how a system should work and changes in conditions and the environment will affect outcomes.
- Systems Evaluation: Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the intended goals and capabilities of the system.

**Ability to:**

- Perform a variety of complex technical tasks in the construction, maintenance, renovation, and repair of District parks, buildings, and facilities.
- Perform skilled work in carpentry, plumbing, roofing, painting, mechanical, heating, ventilation, air conditioning, landscaping, and electrical trades.
- Perform duties in a manner to maximize public safety in the area of park and facility maintenance and construction.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to medium equipment required for the work.
- Operate, and performs routine maintenance and repairs of vehicles, UTV/ROV/ATV
- Maintain tools and equipment in a clean working condition providing for proper security.
- Accurately determine project material and equipment needs and recommend purchases.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local laws, rules, and regulations and District policies and procedures pertaining to assigned programs and functions.
- Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, and schematics.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Make accurate arithmetic calculations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of an Associate's degree or equivalent education from an accredited educational institution with major coursework in maintenance or a related field, preferred or  
Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and three (2) years of experience in construction, landscape, or building maintenance, including one or more skilled trades.

**Licenses and Certifications:**

- Possession of, or ability to obtain, an appropriate valid driver's license.
- Possess and maintain valid First Aid and CPR/AED issued by the American Red Cross.
- Possession of, or ability to obtain, Driver Safety/Defensive Driving Certification
- Possession of, or ability to obtain, UTV/ROV/ATV Safety Certification
- OSHA Outreach Training, hazard awareness, Occupational Safety and Health Standards

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and light to heavy construction equipment and vehicles, and to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform



work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds, or heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays as needed.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date



**JUNE 2024**  
**FLSA: EXEMPT**

## **MAINTENANCE SUPERVISOR**

**DEFINITION**      **ANNUAL SALARY RANGE: \$66,560 - \$87,672.61**

Under general direction, supervises, plans, schedules, coordinates, trains, and participates in the work of maintenance staff performing monitoring, maintenance and repair of the District operated lands, buildings and facilities; sets priorities, directs, and evaluates the work of assigned staff; coordinates and personally performs the most complex semi-skilled and skilled maintenance and repair work, including plumbing, carpentry, electrical, painting, and heating, ventilation, and air conditioning (HVAC), and maintenance of District operated lands, facilities and buildings; trains other workers in the operation of and skillfully operates a variety of equipment; provides responsible technical and specialized assistance to the - Director(s); coordinates the department's activities with other District departments and outside agencies; and performs related work as required. Corresponds directly with the City of Fort Bragg regarding all major repairs and capital improvements with regards to the Mendocino Coast Recreation and Park District.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the District Administrator. Exercise's supervision over and provides training to maintenance staff.

### **CLASS CHARACTERISTICS**

This is the full supervisory level in the maintenance class series. This class supervises, trains, and provides significant input on the evaluation of maintenance staff on assigned projects and performs the most complex duties required to ensure that District infrastructure, systems, and facilities are maintained in a safe and effective working condition and provide the highest level of safety for public and staff use. Responsibilities include planning, scheduling, directing, and inspecting the maintenance and repair of assigned infrastructure, facilities systems, and appurtenances in a timely manner, and performing a wide variety of tasks in the maintenance and repair of District operated lands, facilities and buildings. Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provides supervision to assigned maintenance staff; reviews, controls, and evaluates quality of work; participates in performing the most complex and specialized facilities maintenance and repair work.
- Plans, schedules, prioritizes, and assigns maintenance and repair work; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with

- established and special operational priorities; instructs staff in work procedures.
- Perform and oversee inspection of District operated buildings and facilities. Implement routing maintenance repairs and general trouble shooting.
- Plan appropriate schedule inspections of District owned and operated park lands. Implement and organize clean up, maintenance and other items of concern as identified during routine scheduled monitoring and inspections.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions; assures staff certifications are current and satisfy applicable regulations and policy.
- Oversees the custodial program for District facilities; assigns, supervises and reviews the work of custodial staff.
- Inspects assigned District infrastructure, facilities, systems, and appurtenances for maintenance needs and plans, schedules, and delegates appropriate actions to assigned staff; develops work plans, procedures, and schedules.
- Estimates costs of construction and maintenance work, supplies, equipment, and materials; orders supplies and equipment for work projects; maintains records of purchase orders; assists in developing budget figures for assigned facilities and projects; monitors expenditures.
- Inspects and evaluates work in progress and upon completion to assure that repairs, maintenance, and project activities are performed in accordance with District standards and specifications.
- Performs the most complex and specialized maintenance, repair, and installation work of District parks, park landscapes, and park facilities, including landscaping, plumbing, carpentry, electrical, painting, and HVAC maintenance.
- Ensures compliance with applicable Federal, State, and local laws and regulations.
- Performs the skilled operation of a variety of specialized mechanical and power tools, equipment, and testing instruments.
- Observes safe work methods and makes appropriate use of related safety equipment as required; may participate and assist in coordinating safety training.
- Responds to requests and complaints from the public and District staff and answers questions or refers to the Park Director, as necessary.
- Stays current on the status of new and pending regulatory legislation; attends continuing education courses and seminars as required.
- Maintains accurate records and logs of daily activities, using appropriate computer software applications.
- Responds to and performs emergency repairs and other emergency services as necessary.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Complex problem solving, identifying complex problems, and reviewing related information to develop and evaluate options and implement solutions.
- Basic principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles, practices, equipment, tools, and materials of facilities construction, maintenance, and

- repair and for maintaining the safety and cleanliness of District infrastructure, systems, and facilities.
- Principles, practices, equipment, vehicles, UTV/ROV/ATV, tools, and materials of parks construction, maintenance, and repair, and for maintaining the safety and cleanliness of parks and sports fields.
- Basic principles and practices of facilities maintenance and operations program development and administration, including aquatics facilities maintenance.
- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Basic principles and practices of budget development and administration and contract administration and evaluation.
- Safety principles, practices, and procedures of building, facilities, and related systems and facilities, including related equipment, materials, vehicles, and UTV/ROV/ATV
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Safe driving rules and practices.
- Modern office practices, methods, computer equipment and computer applications including Microsoft Office.
- Basic mathematics.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

**Ability to:**

**Judgement and Decision making considering the relative costs and benefits of potential actions to choose the most appropriate one.**

- Assist in developing and implementing goals, objectives, practices, procedures, and work standards.
- Direct, train, plan, schedule, assign, review, and assist in the evaluation of the work of staff.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Oversee and participate in maintenance and related projects in the assigned functional area(s).
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Perform complex construction, modification, maintenance, and repair work on assigned District infrastructure, facilities, systems, and/or appurtenances.
- Systems Analysis, determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Systems Evaluation, identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Develop cost estimates for supplies and equipment.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Read and interpret construction drawings, blueprints, maps, and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and heavy equipment required for the work.
- Maintain accurate logs, records, and written records of work performed.
- Give, as well as understand and follow oral and written instructions.
- Make accurate arithmetic calculations.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner;

- organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and five (5) years of increasingly responsible experience in construction or building maintenance, including one or more skilled trades, including two (2) years of supervisory experience.

### **Licenses and Certifications:**

- Possession of, or ability to obtain, an appropriate valid driver's license.
- Possession of, or ability to obtain, Cal/OSHA Compliance - OSHA Outreach Training, hazard awareness, Occupational Safety and Health Standards
- Possession of, or ability to obtain, Drivers Safety/Defensive Driving Certification
- Possession of, or ability to obtain, UTV/ROV/ATV Safety Certification
- Possess and maintain valid First Aid and CPR/AED issued by the American Red Cross.

### **PHYSICAL DEMANDS**

Must possess mobility to work in the field and in and around District facilities and buildings; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and light to heavy construction equipment and vehicles, and to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds, or heavier weights with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

Required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays as needed.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date



**JUNE 2024**  
**FLSA: NON-EXEMPT**

## **MAINTENANCE WORKER HOURLY**

**PAY RANGE: \$19.45 - \$33.65**

### **DEFINITION**

Under direct or general supervision, performs a variety of semi-skilled work in the construction, maintenance, repair, and operation of District facilities including parks, park landscapes, and park facilities; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision from assigned supervisory staff. May exercise technical and functional direction over and provide training to lower-level or less experienced staff.

### **CLASS CHARACTERISTICS**

This is the full journey-level class in the maintenance series that performs the full range of duties required to ensure that District infrastructure, systems, and facilities to which assigned, are maintained in a safe and effective working condition, and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner and performing a wide variety of tasks in the maintenance and repair of assigned parks and facilities. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies. This class is distinguished from Senior Maintenance Worker in that the latter is the advanced journey-level responsible for performing skilled work required within the division.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Performs semi-skilled maintenance and repair of District parks, and facilities, including lawn maintenance, trimming and pruning bushes and shrubs, and basic carpentry, painting, plumbing, and electrical work.
- Performs routine inspection, maintenance and clean up of District park lands.
- Mows, weeds, trims, aerates, and renovates lawns, shrubs, bushes, and trees; ensures the continued health of District landscapes.
- Ensures clearance of sidewalks, signs, and lights; removes debris and other hazards around facilities.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Operates UTV/ROV/ATV as required to maintain park lands and facilities
- Maintains dog park, skate park, and other related park equipment and facilities; inspects and repairs fences, abates graffiti and reports vandalism.
- Performs general custodial and maintenance duties, including cleaning, stocking, and repairing restrooms and equipment, painting buildings, changing lights, resurfacing floors, and picking up

trash.

- Identifies maintenance needs and safety hazards and reports to appropriate staff.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Responds to complaints and answers questions from the public or escalates to the supervisor, as necessary.
- Responds to operations, maintenance, and repair emergency situations as required.
- Maintains records and logs of daily activities.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Assists in set-up and removal of equipment for special events, as assigned.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in similar positions.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Maintenance principles, practices, tools, and materials for maintaining and repairing parks and facilities, such as landscaped areas, aquatics mechanical equipment, and related facilities and building systems.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Equipment Maintenance, performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Equipment Selection, determining the kind of tools and equipment needed to do a job.
- Critical Thinking, using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Applicable Federal, State, and local laws, codes, and regulations.
- Basic arithmetic.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

### **Ability to:**

- Perform semi-skilled construction, modification, maintenance, and repair work on District parks and facilities.
- Safely and effectively use, operate, and maintain the full range of light to heavy equipment and hand and power tools required for the work.
- Perform heavy manual labor for extended periods of time in all types of weather.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate arithmetic calculations.
- Operate a motor vehicle, UTV/ROV/ATV safely.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.



- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and three (3) years of experience in maintenance, janitorial and/or related facilities work.

**Licenses and Certifications:**

- Possession of, or ability to obtain, an appropriate valid driver’s license.
- Possession of, or ability to obtain, Drivers Safety/Defensive Driving Certification
- Possession of, or ability to obtain, UTV/ROV/ATV Safety Certification
- Possess and maintain valid First Aid and CPR/AED issued by the American Red Cross.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and light to heavy construction equipment and vehicles, and to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds, or heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays as needed.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date



JUNE 2024

FLSA: NON-EXEMPT

## PARKS FACILITIES & PROPERTY MAINTENANCE

**HOURLY PAY RANGE: \$17.00-\$30.00**

### **DEFINITION**

Under direct or general supervision, performs a variety of semi-skilled work in the construction, maintenance, repair, and operation of District, parks, park landscapes, and park facilities; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general direction from Co-Directors. May exercise technical and functional direction over and provide training to lower-level or less experienced staff.

### **CLASS CHARACTERISTICS**

This is the full journey-level class in the maintenance series that performs the full range of duties required to ensure that District infrastructure, systems, and facilities to which assigned, are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include in this class: performs skilled and semi-skilled work in grounds, structures and HWY 20 property and other assigned park facilities. Positions are responsible for the performance of the full range of duties as assigned, working independently, and exercising considerable judgment and initiative. Positions at this level receive general instruction and assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Work is reviewed through observation while in progress and by result of completed work.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Performs semi-skilled maintenance and repair of District parks, and facilities, including lawn maintenance, trimming and pruning bushes and shrubs, and basic carpentry, painting, plumbing, and electrical work.
- Mows, weeds, trims, aerates, and renovates lawns, shrubs, bushes, and trees; ensures the continued health of District landscapes.
- Ensures clearance of sidewalks, signs, and lights; removes debris and other hazards around facilities.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Maintains dog park, skate park, and other related park equipment and facilities; inspects and repairs fences, abates graffiti and reports vandalism.
- Performs general custodial and maintenance duties, including cleaning, stocking, and repairing restrooms and equipment, painting buildings, changing lights, resurfacing floors, and picking up trash.

- Identifies maintenance needs and safety hazards and reports to appropriate staff.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Responds to complaints and answers questions from the public or escalates to the supervisor, as necessary.
- Responds to operations, maintenance, and repair emergency situations as required.
- Maintains records and logs of daily activities.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Assists in set-up and removal of equipment for special events, as assigned.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in similar positions.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Maintenance principles, practices, tools, and materials for maintaining and repairing parks and facilities, such as landscaped areas, and related facilities and building systems.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Applicable Federal, State, and local laws, codes, and regulations.
- Basic arithmetic.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

### **Ability to:**

- Perform semi-skilled construction, modification, maintenance, and repair work on District parks and facilities.
- Safely and effectively use, operate, and maintain the full range of light to heavy equipment and hand and power tools required for the work.
- Perform heavy manual labor for extended periods of time in all types of weather.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate arithmetic calculations.
- Operate a motor vehicle safely.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and three (3) years of experience in maintenance, janitorial and/or related facilities work.

**Licenses and Certifications:**

- Possession of, or ability to obtain, an appropriate valid driver’s license.
- Possess and maintain valid First Aid and CPR/AED issued by the American Red Cross.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and light to heavy construction equipment and vehicles, and to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds, or heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays as needed.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date



JUNE 2024  
FLSA: NON-EXEMPT

## RECREATION COORDINATOR

**PAY RANGE: \$20.47 - \$35.00**

### DEFINITION

Under general supervision, plans, organizes, coordinates, and provides direction and oversight for recreation programs and/or facilities; supervises programs which may include: youth programs, youth and adult sports, summer programs, special interest classes, and community events; fosters cooperative working relationships with various public and private groups; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation Supervisor. Exercises technical and functional supervision over assigned staff, contractors, and volunteers.

### CLASS CHARACTERISTICS

This is a journey level classification that has program coordination, administrative, and/or day-to-day operational responsibilities of recreation services and programs. Incumbents are responsible for supervising, coordinating, and participating in recreation programs to ensure that District facilities, recreation programs, activities, and services are safe and effective and provide the highest level of customer satisfaction for public use. Responsibilities include inspecting and planning, scheduling, and directing the recreation program operations, activities, and services in a timely manner, and performing a wide variety of tasks in the operations and activities of recreation programs and/or facilities.

### EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Participates in the development and implementation of goals, objectives, policies, and priorities for recreation services and programs; identifies resource needs; recommends and implements policies and procedures including standard operating procedures for programs and facilities.
- Plans, supervises, coordinates, reviews, and evaluates recreation programs, activities, and/or systems at multiple sites; establishes schedules and methods for providing community and recreation services including sports leagues; recommends improvements or modifications.
- Partners with a wide variety of community organizations to provide diverse recreation and community programs and services.
- Supervises, coordinates, and participates in the day-to-day operations of recreation programs and/or facilities.
- Assists in the recruitment and selection of staff and provides recommendations; provides supervision, training, orientation, and guidance to assigned staff; prepares weekly and daily schedules; provides input and documentation for performance evaluations.
- Works with community groups and residents in the development and coordination of recreation programs; oversees and coordinates scheduling of activities, games, and events.
- Monitors contract agreements with service providers; assists with recruitment, hiring, training, and

- supervision of contract employees.
- Estimates costs of supplies and materials; orders supplies and materials for projects and activities; maintains records of purchase orders; assists in developing budget figures for specified areas; monitors expenditures and revenues.
- Plans, staffs, supervises, and implements assigned special events.
- Acts as a representative to patrons and residents regarding questions, problems, concerns, and activities in the provision of recreation program operations, activities, and services.
- Participates in ensuring compliance with relevant health, safety, permitting, and licensing laws and guidelines; maintains and updates all records required by Federal, State, and local regulatory agencies including ensuring compliance for insurance and liability coverage.
- Travels to assigned program sites to monitor program activities.
- Monitors the proper and safe use of program facilities by the general public; patrols recreational facilities to ensure adherence to rules and ordinances; interprets and applies policies, procedures, laws, codes, and regulations; assists in education about the enforcement of rules and regulations.
- Creates marketing materials for recreational programs, including developing and preparing brochures, flyers, newsletters, and other materials; maintains and updates informational channels such as kiosks and websites including social media as needed.
- Oversees rental and registration activities and ensures accurate record-keeping for program receipts.
- Maintains accurate records of services and activities, including recreation schedules, program participation and analysis, rosters of participants, revenues, expenditures, grants, contract programs, accidents, and vandalism.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles of employee and volunteer supervision and training.
- Principles, practices, and service delivery needs related to the area of assignment.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure activities and programs including sports leagues.
- Principles and practices of recreation program development, implementation, review, and evaluation.
- Recreational, cultural, age-specific, and social needs of the community.
- Community organizations to source and partner in the provision of recreation and community programs and services.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to the area of assignment.
- Principles and practices of program administration, including budgeting, purchasing, and basic supervision.
- Recreation site management and oversight.
- Safety principles and practices, including basic first aid and adult and/or pediatric cardiopulmonary resuscitation (CPR) methods.
- Applicable safety precautions and procedures related to the area of assignment.
- Principles and practices of basic public relations techniques including the utilization of social media.
- Principles and procedures of record-keeping, cash handling, and report preparation.
- Business arithmetic and statistical techniques.
- Modern office practices, methods, and computer equipment and applications.

- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the District in contacts with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**Ability to:**

- Plan, oversee, coordinate, review, and evaluate recreation program operations and activities, as well as staff, contractors, and volunteers.
- Plan and prepare recreation activity schedules, staffing schedules, reports, and other related program materials.
- Understand the organization and operation of recreation programs and facilities necessary to assume assigned responsibilities.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or child cardiopulmonary resuscitation (CPR).
- Recommend and administer program and project budgets after approval.
- Prepare clear and concise reports, correspondence, and other written materials.
- Operate modern office equipment including computer equipment and software programs.
- Make accurate business arithmetic and statistical computations; accurately process cash transactions.
- Maintain accurate logs, records, and basic written records of work performed.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of an Associate's degree or equivalent education from an accredited educational institution with major coursework in recreation or a related field preferred, or equivalent to the completion of the twelfth (12<sup>th</sup>) grade and two (2) years of experience working in recreation programming and/or coordination-

**Licenses and Certifications:**

- CPR for the Professional Rescuer (CPRFPR), AED, and first aid defined by the American Red Cross.
- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to lift and move tables and chairs, arrange facilities for community events and/or meetings. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees primarily work in an office environment with moderate noise levels and controlled temperature conditions. Some work is performed in the field, and employees may be to blood and body fluids when rendering first aid and cardiopulmonary resuscitation. Incumbents are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays, at a variety of District facilities.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date





**JUNE 2024**  
**FLSA: NON-EXEMPT**

## **RECREATION INSTRUCTOR I**

**HOURLY PAY RANGE: \$19.45 - \$33.65**

### **DEFINITION**

Under direct or general supervision, leads and instructs a variety of activities in connection with a specific recreation program or functional area in support of community, recreational, or enrichment programs; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from assigned supervisor. May exercise technical or functional supervision or direction and provide training to lower level staff.

### **CLASS CHARACTERISTICS**

This is a journey-level class that performs the full range of duties required to ensure that District facilities, recreation programs, activities, and services are safe and effective and provide the highest level of customer satisfaction for public use. Responsibilities include instructing enrichment or recreation programs for a variety of ages. Positions are responsible for the performance of the full range of duties as assigned, working independently, and exercising considerable judgment and initiative. Positions at this level receive instruction and assistance, from their assigned supervisor and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Maintains a safe environment for program participants in various settings including parks, schools, recreation centers, and on field trips.
- Supervises and leads established programs of afterschool, recreation, and camp activities.
- Communicates with parents of participants regarding program objectives, goals, and activities as well as participants' performance.
- Resolves program issues within established guidelines.
- Maintains relationships with outside organizations and schools regarding program to which assigned.
- May perform general office duties, including basic cashiering, answering the telephone, greeting patrons, light typing, data entry, copying, and filing; prepares flyers, calendars, and other routine publicity; prepares routine reports of participation and activities.
- Maintains inventory of materials and equipment required for program activities; requisitions materials and equipment.
- Ensures that recreational facilities, storage sites, and other work areas are maintained in a clean and orderly condition, including securing equipment and materials at the close of the workday.
- Issues and collects recreation equipment and supplies.
- Administers basic first aid as necessary.
- Assists in the encouragement of participation and good sportsmanship.
- Responds to participants' needs for assistance or information.
- Observes safe work methods and makes appropriate use of related safety equipment as required.

- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Monitors the proper and safe use of program facilities by the general public; patrols recreational facilities to ensure adherence to rules and ordinances; enforces recreational facility safety rules; interprets and applies policies, procedures, laws, codes, and regulations; assists in education about the enforcement of rules and regulations.
- Performs other duties as assigned.

***When assigned to Enrichment Classes and Programs***

- Help in the planning, organizing, instructing, implementing, and supervising program activities for children of various ages.
- Supervises program participants in class setting and outdoor activities as well as during times of transition between activities ensuring the health and safety of participants.

**QUALIFICATIONS**

**Knowledge of:**

- Methods of instruction applicable to the area of assignment.
- Functions and operational policies and procedures of the area of assignment.
- Safety principles and practices, including basic first aid and adult and/or pediatric cardiopulmonary resuscitation (CPR) methods.
- Basic safety precautions and procedures related to recreation and after school program area(s) and facilities.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, arithmetic, and computer applications related to the area of assignment.
- Safe work practices, including safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the District in contacts with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, participants, and District staff.

**Ability to:**

- Work independently while supervising and instructing user groups.
- Understand and apply facility use policies and procedures.
- Develop curriculum for area of assignment with assistance or guidance.
- Provide leadership to others in the provision of program activities.

- Provide courteous assistance to participants and other interested parties.
- Lift and move tables and chairs and arranging facilities for community events and/or meetings.
- Basic computer system operation to enter and retrieve data for class registration, facility reservations, and membership records.
- Remain flexible and adapt as job responsibilities change.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or pediatric cardiopulmonary resuscitation (CPR).
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Operate modern office equipment including computer equipment and software programs.
- Make accurate arithmetic calculations.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the eleventh (11<sup>th</sup>) grade, and ability to provide a valid Work Permit. One year of experience or training in recreation leadership and programs, childcare, or child development is desirable.

### **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Must obtain American Red Cross First Aid Certificate and CPR/AED Certificate for infant, child, and adult within three (3) months of hire.
- Some positions require completion of Mandated Reporter Training.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to lift and move tables and chairs and arrange facilities for community events and/or meetings. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, and walk on uneven, wet, or slippery surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees may work in the field and are occasionally exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards. May be exposed to blood and body fluids rendering first aid and cardiopulmonary resuscitation. Employees are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays, at a variety of District facilities.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date



JUNE 2024

FLSA: NON-EXEMPT

## RECREATION INSTRUCTOR II

**HOURLY PAY RANGE: \$23.86 - \$40.85**

### **DEFINITION**

Under, leads and instructs a variety of activities in connection with a specific recreation program or functional area in support of community, recreational, or enrichment programs; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

May receive general supervision from assigned supervisor. Exercises technical or functional supervision or direction and provide training to lower-level staff.

### **CLASS CHARACTERISTICS**

This is a one step up journey-level class that performs the full range of duties required to ensure that District facilities, recreation programs, activities, and services are safe and effective and provide the highest level of customer satisfaction for public use. Responsibilities include developing and instructing enrichment or recreation programs for a variety of ages. Positions are responsible for the performance of the full range of duties as assigned, working independently, and exercising considerable judgment and initiative. Positions at this level receive only general instruction and assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Responsible for the development, lesson plans, and implementation of curriculum in approved subject matter for an enrichment or recreation program and for the delivery and instruction of curriculum to program participants in a variety of settings, activities, and formats.
- Maintains a safe environment for program participants in various settings including parks, schools, recreation centers, and on field trips.
- Supervises and leads developed programs of enrichment, recreation, and camp activities.
- Communicates with parents of participants regarding program objectives, goals, and activities as well as participants' performance.
- Resolves program issues within established guidelines.
- Maintains relationships with outside organizations and schools regarding program to which assigned.
- May perform general office duties, including basic cashiering, answering the telephone, greeting patrons, light typing, data entry, copying, and filing; prepares flyers, calendars, and other routine publicity; prepares routine reports of participation and activities.
- Maintains inventory of materials and equipment required for program activities; requisitions materials and equipment.
- Ensures that recreational facilities, storage sites, and other work areas are maintained in a clean and orderly condition, including securing equipment and materials at the close of the workday.
- Issues and collects recreation equipment and supplies.
- Administers basic first aid as necessary.

- Assists in the encouragement of participation and good sportsmanship.
- Responds to participants' needs for assistance or information.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Monitors the proper and safe use of program facilities by the general public; patrols recreational facilities to ensure adherence to rules and ordinances; enforces recreational facility safety rules; interprets and applies policies, procedures, laws, codes, and regulations; assists in education about the enforcement of rules and regulations.
- Performs other duties as assigned.

### *Enrichment Classes and Programs*

- Develops, oversees, and facilitates enrichment and educational programs which includes, developing, planning, organizing, instructing, implementing, and supervising program activities for children of various ages.
- Supervises program participants in class setting and -outdoor activities as well as during times of transition between activities ensuring the health and safety of participants.

## **QUALIFICATIONS**

### **Knowledge of:**

- Methods of instruction applicable to the area of assignment.
- Principles and practices of program development, lessons plan, curriculum and instruction including adhering to commonly accepted best practices relative to the area of assignment.
- Functions and operational policies and procedures of the area of assignment.
- Pertinent Federal, State, and local laws, codes, regulations, and policies applicable to the area of assignment.
- Safety principles and practices, including basic first aid and adult and/or pediatric cardiopulmonary resuscitation (CPR) methods.
- Basic safety precautions and procedures related to recreation and enrichment program area(s) and facilities.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, arithmetic, and computer applications related to the area of assignment.
- Safe work practices, including safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the District in contacts with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**Ability to:**

- Work independently while supervising and instructing user groups.
- Understand and apply facility use policies and procedures.
- Independently Develop program, lesson plans and curriculum for area of assignment
- Provide leadership to others in the provision of program activities and provide training to staff.
- Provide courteous assistance to participants and other interested parties.
- Lift and move tables and chairs and arranging facilities for community events and/or meetings.
- Basic computer system operation to enter and retrieve data for class registration, facility reservations, and membership records.
- Remain flexible and adapt as job responsibilities change.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or pediatric cardiopulmonary resuscitation (CPR).
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Operate modern office equipment including computer equipment and software programs.
- Make accurate arithmetic calculations.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to Secondary schooling or certificated program in enrichment, recreation specific program. .  
One year of experience in recreation leadership and developing programs, child development is desirable.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Must obtain American Red Cross First Aid Certificate and CPR/AED Certificate for infant, child, and adult within three (3) months of hire.
- Some positions require completion of Mandated Reporter Training.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to lift and move tables and chairs and arrange facilities for community events and/or meetings. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach,

climb, and walk on uneven, wet, or slippery surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees may work in the field and are occasionally exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards. May be exposed to blood and body fluids rendering first aid and cardiopulmonary resuscitation. Employees are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays, at a variety of District facilities.

---

Signature of Employee

---

Date





**JUNE 2024**  
**FLSA: NON-EXEMPT**  
**(Some positions may be SEASONAL/TEMPORARY)**

## **RECREATION LEADER**

**HOURLY PAY RANGE: \$16.00 - \$27.44**

### **DEFINITION**

Under direct or general supervision, oversees recreation activities in connection with a specific recreation program or functional area in support of community, recreational, or enrichment facilities; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision from assigned supervisory staff. May exercise technical and functional direction over and provide training to lower-level or less experienced staff.

### **CLASS CHARACTERISTICS**

The Recreation Leader performs the full range of duties required to ensure that District facilities, recreation programs, activities, and services are safe and effective and provide the highest level of customer satisfaction for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the facilitation of recreation programs and activities.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Oversees, facilitates, and coordinates the delivery of a variety of recreation and/or after-school activities and maintains a safe environment for program participants in various settings including parks, schools, recreation centers, and on field trips.
- Supervises established programs of afterschool, recreation, and camp activities as well as special events for children and families.
- Communicates with parents of participants regarding program objectives and activities.
- Resolves program issues within established guidelines.
- Performs general office duties, including basic cashiering, answering the telephone, greeting patrons, light typing, data entry, copying, and filing; prepares flyers, calendars, and other routine publicity; prepares routine reports of participation and activities.
- Maintains inventory of materials and equipment required for program activities; requisitions materials and equipment.
- Maintains recreational facilities, storage sites, and other work areas in a clean and orderly condition, including securing equipment and materials at the close of the workday, performing basic custodial duties and minor facility maintenance; opens, closes, and secures buildings for events.
- Issues and collects recreation equipment and supplies; makes minor repairs to recreation equipment.
- Administers basic first aid as necessary.
- Assists in the encouragement of participation and good sportsmanship.
-

- Responds to participants' needs for assistance or information.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Monitors the proper and safe use of program facilities by the general public; patrols recreational facilities to ensure adherence to rules and ordinances; enforces recreational facility safety rules; interprets and applies policies, procedures, laws, codes, and regulations; assists in education about the enforcement of rules and regulations.  
Performs other duties as assigned.

#### ***When assigned to Afterschool Programs***

- Assists with the facilitation and coordination of an afterschool educational program which may include planning, organizing, promoting, implementing, and supervising program activities for children of various ages.
- Performs a variety of support duties to assist program instructors.
- Supervises program participants in classroom and playground activities as well as during times of transition between activities ensuring the health and safety of participants.
- Prepares and serves meals and snacks.

#### ***When assigned to Enrichment Programs***

- Performs a variety of duties to coordinate the delivery of recreation enrichment programs for children including setting up equipment and supplies needed for activities, welcoming participants and their parents/guardians upon arrival, and verifying that release forms and other required paperwork have been submitted for participation.
- Oversees, supervises, and directs children participating in enrichment program activities ensuring a safe environment.

## **QUALIFICATIONS**

### **Knowledge of:**

- Safety principles and practices, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Basic safety precautions and procedures related to recreation and afterschool program area(s) and facilities.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, arithmetic, and computer applications related to the area of assignment.
- Safe work practices, including safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the District in contacts with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

### **Ability to:**

- Learn to work independently while supervising facilities and user groups.
- Learn, understand, and apply facility use policies and procedures.
- Provide courteous assistance to participants and other interested parties.
- Lift and move tables and chairs and arranging facilities for community events and/or meetings.
- Learn basic computer system operation to enter and retrieve data for class registration, facility reservations, and membership records.
- Remain flexible and adapt as job responsibilities change.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or child cardiopulmonary resuscitation (CPR).
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Operate modern office equipment including computer equipment and software programs.
- Make accurate arithmetic calculations.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the tenth (10<sup>th</sup>) grade and the ability to provide a valid Work Permit.

**Licenses and Certifications:**

- May require American Red Cross First Aid Certificate and CPR Certificate for infant, child, and adult within three (3) months of hire.
- Some positions require completion of Mandated Reporter Training.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to lift and move tables and chairs and arrange facilities for community events and/or meetings. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, and walk on uneven, wet, or slippery surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees may work in the field and are occasionally exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards. May be exposed to blood and body fluids rendering first aid and cardiopulmonary resuscitation. Employees are required to wear appropriate attire or the recreation activity to which they are assigned.

Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays, at a variety of District facilities.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date



**JUNE 2024**  
**FLSA: NON-EXEMPT**  
**(Some positions may be SEASONAL/TEMPORARY)**

## **RECREATION SCORE/TIME KEEPER**

**HOURLY PAY RANGE: \$19.87 - \$36.74**

### **DEFINITION**

Under direct or general supervision, oversees recreation activities in connection with a specific recreation program or functional area in support of community, recreational, or enrichment facilities; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision from assigned supervisory staff. May exercise technical and functional direction over and provide training to lower-level or less experienced staff.

### **CLASS CHARACTERISTICS**

The Recreation Score/Time Keeper position is responsible for officiating group activities by keeping score and/or time for District League's and Tournament's. Responsibilities also include supervising and maintaining program areas including equipment, fields and facilities; ensuring conformance with safety rules and regulations including checking equipment used in programs; preventing and responding to emergencies; providing supervision of participants; and other duties as assigned.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Preside over competitive athletic or sporting events to help maintain standards of fair play.
- Detect infractions and work with Recreation Official to decide penalties per the rules of the game.
- Provides excellent internal and external guest and customer service by maintaining a safe and clean environment. Creates a positive experience for all through professional and courteous behavior and creative problem solving.
- Maintains a positive and friendly attitude with all participants, staff, and spectators.
- Closely supervises program participants to ensure a safe and fair experience. Maintains a safe environment for all staff, participants and spectators.
- Maintains required records, including score books, accident and incident reports.
- Aids in the inspection of equipment, supplies, fields and facilities used to ensure they are safe for public use and reports unsatisfactory conditions.
- Attends required staff meetings and training sessions.
- Moves, sets up and breaks down program equipment.
- Responds to emergencies occurring on District Programs grounds while on duty.
- Communicates emergency information to police, alarm monitoring services and other emergency services as directed.
- Works a varied schedule including nights, weekends, and holidays.
- Performs other related duties and responsibilities as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Safety principles and practices, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Basic safety precautions and procedures related to recreation program area(s) and facilities.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, arithmetic, and computer applications related to the area of assignment.
- Safe work practices, including safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the District in contacts with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

### **Ability to:**

- Work independently with minimal supervision and handle multiple tasks.
- Provide for the needs of a variety of ages and fitness levels.
- Effectively communicate with program participants.
- Establish and maintain effective working relationships with superiors, subordinates, and the public.
- Work varied schedules, including holidays, evenings and weekends.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Obtain a First Aid and CPR Certificate within six (6) months of employment.
- Knowledge of current rules and regulations as set forth by the District specified in official rules for each sports program, league or tournament.

### **Licenses and Certifications:**

- None.

## **PHYSICAL DEMANDS**

Perform work with the normal environmental conditions found in this type of field/facility including potentially hazardous chemicals, wet conditions and confined spaces. Corrected 20/20 vision, hearing ability adequate to program activity, ability to speak and instruct articulately. Ability to perform a wide variety of physical activities that require a standard level of cardio capacity, as well as jumping, bending, kneeling, squatting, stooping, twisting, stretching, pushing, pulling and lifting and carrying of up to 50 pounds. Ability to respond physically to any emergencies quickly and appropriately.

**ENVIRONMENTAL ELEMENTS**

Employees may work in the field and are occasionally exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards. May be exposed to blood and body fluids rendering first aid and cardiopulmonary resuscitation. Employees are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays, at a variety of District facilities.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date



**JUNE 2024**  
**FLSA: EXEMPT**

## **RECREATION SUPERVISOR**

**ANNUAL SALARY RANGE: \$66,560.00 - \$87,672.61**

### **DEFINITION**

Under general direction, plans, schedules, assigns, and reviews the work of recreation staff responsible for providing a variety of recreation programs, services, and activities, including youth programs, youth and adult sports and fitness programs, contract activities, special events, and enrichment programs; performs a variety of technical tasks and professional recreation work relative to the assigned area of responsibility; provides professional staff support to the District Administrator relative to the area of assignment; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the District Administrator. Exercises direct and general supervision over assigned staff, contractors, and volunteers.

### **CLASS CHARACTERISTICS**

This is the full supervisory-level class in the recreation class series. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of recreation staff either directly or through subordinate lead workers. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in multiple recreation facilities, programs, services, and activities, including youth and adult sports and fitness programs, contract activities, community events, and youth enrichment programs.
- Implements goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; researches, recommends, and implements policies and procedures, including standard operating procedures, for assigned facilities.
- Evaluates employee performance, counsel's employees, and effectively recommends promotions and initial disciplinary action; participates in employee selection including conducting background checks of applicants and new employee orientation for assigned staff.
- Determines and recommends equipment, materials, and staffing needs for assigned facilities, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications as required; assumes responsibility for administration of budget applicable to area of assignment including monitoring and controlling expenditures.
- Develops, plans, supervises, implements, and evaluates one or more recreation programs, activities, and/or systems at one or multiple sites; establishes schedules and methods for providing community and recreation services.
- Acts as a representative to community groups, private businesses, and others regarding questions, problems, concerns, and activities in the provision of recreation program operations, activities, and



services.

- Supervises and oversees the effectiveness of the recreation program operations, activities, facilities maintenance, and community events and recommends improvements or modifications.
- Assists with development of recreation contract administration and use agreements.
- Evaluates community recreation needs and interests; analyzes data and recommends new recreation programs or improvements to meet community needs.
- Develops, maintains, and reviews a variety of staff, financial, and statistical reports related to the area of assignment.
- Coordinates first aid, cardiopulmonary resuscitation (CPR) and other safety training and certification courses for staff as needed.
- Participates in ensuring compliance with relevant health, safety, and licensing laws and guidelines; maintains and updates all records required by Federal, State, and local regulatory agencies.
- Supervises the preparation of and executes program publicity brochures, press releases, flyers, and forms.
- Provides administrative support to the department, such as conducting research, performing special projects, developing reports, or compiling statistics.
- Establishes and updates emergency operations manual and care and shelter logistics.
- May participate in interdepartmental/interagency planning sessions specific to critical issues.
- Performs the duties of subordinate staff as needed including instructing various fitness programs, and after-school enrichment programs.
- Performs other duties as assigned.

***When assigned to Aquatics:***

- Instructs American Red Cross safety classes to patrons as well as recertification classes to staff including CPR for the Professional, Title 22, AED, First Aid, Oxygen and Blood Borne Pathogens classes as well as others.

**QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of recreation and community service program development and administration, including program implementation, review, and evaluation, budgeting, and purchasing.
- Principles, practices, and service delivery needs related to facility rentals, classes, and community events.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure activities and programs through community participation.
- Recreational, cultural, age-specific, and social needs of the community.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of contract administration and evaluation.
- Principles and practices of public relations techniques.
- Principles and procedures of record-keeping and report preparation including financial record-keeping and reporting methods.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the District in contacts with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff, contractors, and volunteers.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Develop, plan, coordinate, and implement a variety of recreational programs and facilities suited to the needs of the community.
- Prepare and monitor program budgets.
- Negotiate and administer contracts.
- Prepare clear and concise reports, correspondence, and other written materials.
- Make accurate business arithmetic and statistical computations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in recreation administration, public or business administration, or a related field and five (5) years of responsible recreational programming experience, including one (1) year of lead or supervisory experience.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by the time of appointment.
- Possess and maintain valid CPR for the Professional Rescuer (CPRFPR), AED, and first aid defined by the American Red Cross.
- Possess and maintain valid CPR for the Professional Rescuer (CPRFPR), AED, first aid, Title 22.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer, to operate a motor vehicle, and to visit various District, recreation, and meeting sites; vision to read printed materials and a computer screen; and hearing

and speech to communicate in person and over the telephone. Standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently swim, bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees primarily work in an office environment with moderate noise levels and controlled temperature conditions. Some work is performed in the field, and employees may be exposed to blood and body fluids when rendering first aid and cardiopulmonary resuscitation. Incumbents are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays, at a variety of District facilities.

---

Signature of Employee

---

Date



**JUNE 2024**  
**FLSA: NON-EXEMPT**  
**(Some positions may be SEASONAL/TEMPORARY)**

## **SENIOR RECREATION LEADER**

### **DEFINITION**

**HOURLY PAY RANGE: \$19.87 - \$36.74**

Under general direction, oversees recreation activities in connection with a specific recreation program or functional area in support of community, recreational, or enrichment facilities; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned supervisor. Exercises functional direction and provides training to lower-level staff.

### **CLASS CHARACTERISTICS**

This is the advanced journey/lead worker level class in the Recreation Leader series. Positions at this level perform the full range of duties required with considerable independent judgment and initiative receiving only occasional instruction as new or unusual situations arise. In addition, positions at this level provide lead direction and make work assignments to lower level staff. Positions at this level are distinguished from the Recreation Supervisor in that the latter is a first-line supervisor overseeing the work of recreation staff.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Oversees, facilitates, and coordinates the delivery of a variety of recreation and/or after-school activities and maintains a safe environment for program participants in various settings including parks, schools, recreation centers, and on field trips.
- Supervises established programs of afterschool, recreation, and camp activities as well as special events for children and families.
- Provides functional direction to lower-level staff; provides training to new employees or as new duties are assigned; assists with scheduling and directing the workflow for the area of assignment; may recommend and implement disciplinary action when necessary; may provide input for performance evaluations of assigned staff.
- Makes recommendations for the selection of staff for the area of assignment as well as other personnel decisions including promotions, requests for leave, and disciplinary action.
- Communicates with parents of participants regarding program objectives and activities.
- Resolves program issues within established guidelines.
- Implements operating policies and procedures for the area of assignment.
- Performs general office duties, including basic cashiering, answering the telephone, greeting patrons,

- light typing, data entry, copying, and filing; prepares flyers, calendars, and other routine publicity; prepares routine reports of participation and activities.
- Maintains inventory of materials and equipment required for program activities; requisitions materials and equipment.
  - Maintains recreational facilities, storage sites, and other work areas in a clean and orderly condition, including securing equipment and materials at the close of the workday, performing basic custodial duties and minor facility maintenance; opens, closes, and secures buildings for events.
  - Issues and collects recreation equipment and supplies; makes minor repairs to recreation equipment.
  - Administers basic first aid as necessary.
  - Assists in the encouragement of participation and good sportsmanship.
  - Responds to participants' needs for assistance or information.
  - Observes safe work methods and makes appropriate use of related safety equipment as required.
  - Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
  - Maintains accurate logs and records of work performed and materials and equipment used.
  - Monitors the proper and safe use of program facilities by the general public; patrols recreational facilities to ensure adherence to rules and ordinances; enforces recreational facility safety rules; interprets and applies policies, procedures, laws, codes, and regulations; assists in education about the enforcement of rules and regulations.
  - Performs other duties as assigned.

***When assigned to Afterschool Programs***

- Assists with the facilitation and coordination of an afterschool educational program which may include planning, organizing, promoting, implementing, and supervising program activities for children of various ages.
- Performs a variety of support duties to assist program instructors.
- Supervises program participants in classroom and playground activities as well as during times of transition between activities ensuring the health and safety of participants.
- Prepares and serves meals and snacks.

***When assigned to Enrichment Programs:***

- Performs a variety of duties to coordinate the delivery of recreation enrichment programs including setting up equipment and supplies needed for activities, welcoming participants and their parents/guardians upon arrival, and verifying that release forms and other required paperwork have been submitted for participation.
- Oversees, supervises, and directs children participating in enrichment program activities ensuring a safe environment.
- Assists participants of aquatics programs by guiding them to dressing room facilities and/or the swimming pool prior to the beginning of swim activities.

## **QUALIFICATIONS**

### **Knowledge of:**

- Functions and operational policies and procedures of the area of assignment.
- Pertinent Federal, State, and local laws, codes, regulations, and policies applicable to the area of assignment.
- Basic principles and practices of lead work including directing, assigning, supervising, and prioritizing the work of others.
- Safety principles and practices, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Basic safety precautions and procedures related to recreation and afterschool program area(s) and facilities.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, arithmetic, and computer applications related to the area of assignment.
- Basic computer system operation to enter and retrieve data for class registration, facility reservations, and membership records.
- Safe work practices, including safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the District in contacts with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

### **Ability to:**

- Organize, direct, and lead the work of others.
- Assume responsibility for the oversight of a recreation facility.
- Work independently while supervising facilities and user groups.
- Understand, and apply facility use policies and procedures.
- Provide courteous assistance to participants and other interested parties.
- Lift and move tables and chairs and arranging facilities for community events and/or meetings.
- Remain flexible and adapt as job responsibilities change.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or child cardiopulmonary resuscitation (CPR).
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Operate modern office equipment including computer equipment and software programs.
- Make accurate arithmetic calculations.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the tenth (10<sup>th</sup>) grade and one (1) year of experience equivalent to Recreation Leader II at the Mendocino Coast Recreation and Parks District.

**Licenses and Certifications:**

- May require American Red Cross First Aid Certificate and CPR Certificate for infant, child, and adult within three (3) months of hire.
- Some positions require completion of Mandated Reporter Training

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to lift and move tables and chairs and arrange facilities for community events and/or meetings. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, and walk on uneven, wet, or slippery surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees may work in the field and are occasionally exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards. May be exposed to blood and body fluids rendering first aid and cardiopulmonary resuscitation. Employees are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays, at a variety of District facilities.

---

Signature of Employee

---

Date

**MENDOCINO COAST RECREATION & PARK DISTRICT**

**RESOLUTION NO. 24-04**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MENDOCINO COAST RECREATION & PARK DISTRICT (MCRPD) AUTHORIZING AGREEMENT WITH UMPQUA BANK COMEMRCIAL CARD PROGRAM

**WHEREAS**, Credit cards and purchasing cards are mechanisms for purchasing goods and services for the convenience of MCRPD.

**WHEREAS**, the UMPQUA BANK has negotiated with MCRPD to provide a Purchasing Card Program for vendor payments, purchasing, travel or fleet transactions, and

**WHEREAS**, UMPQUA BANK requires an application for credit approval, a resolution by the MCRPD Governing Board, and MCRPD policy and procedures regarding the use of the credit cards; and

**WHEREAS**, the MCRPD has a Standard Practice of procedures for using credit cards as required by the Program,

**NOW THEREFORE BE IT RESOLVED** that the Governing Board of the Mendocino Coast Recreation & Park District directs the following actions:

- a. Authorize participation with Umpqua Bank in the Purchasing Card program
- b. Authorize the application to the Program for credit cards or purchasing cards;
- c. Authorize the Board President to execute any necessary agreements
- d. Authorize, Financial Manager, or, General Manager, or, Office Manager to add new participants or cancel former employees.
- e. Authorize credit limit of \$30,000

**BE IT FURTHER RESOLVED**, that this Resolution shall be effective 6/19/24 upon adoption.

PASSED AND ADOPTED THIS JUNE day of 19, 2024

\_\_\_\_\_  
Chair, Board of Directors

ATTEST:

\_\_\_\_\_  
District Manager

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

\_\_\_\_\_  
Legal Counsel



**Resolution No. 24-03**

Resolution of the Mendocino Coast Recreation and Park District Board authorizing the Mendocino Coast Recreation and Park District to pass through \$177,952 of the Mendocino Coast Recreation and Park District's Per Capita Grant Fund Allocation from the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 to the County of Mendocino for the purpose of projects at Bower Park in Gualala, CA

WHEREAS Entities that receive an allocation under the Per Capita program may transfer all or part of that allocation to another eligible entity.

NOW, THEREFORE, BE IT RESOLVED that the Mendocino Coast Recreation and Park District Board of the Mendocino Coast Recreation and Park District hereby:

1. Approves the reduction of the Per Capita Grant Fund allocation from the State of California under the Per Capita Grant Program under the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018.
2. Authorizes the State of California to decrease the Mendocino Coast Recreation and Park District's Per Capita Grant Fund allocation from \$177,952 to \$0 to reflect the pass through of \$177,000 to the County of Mendocino
3. Mendocino Coast Recreation and Park District will be allocating a \$30,000 match to this project and will submit payment to the County of Mendocino after 7/1/24.

PASSED AND ADOPTED by the MCRPD Board of Directors at a meeting held on the 19th day of June 2024.

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

ATTEST:

\_\_\_\_\_  
MCRPD District Manager, Kylie Felicich

\_\_\_\_\_  
MCRPD Board Secretary, Dave Shpak



Key Points to consider

*The mission of the MCRPD is to provide opportunities on the Mendocino Coast that promote physical and mental wellbeing for everyone, through active play, community enrichment, programs, and events.*

*Possible Tag lines...*

*Empowering Coastal Wellness Together*

*Enriching Lives Through Community Recreation*





## District Services Grant

The purpose of the District Services Grant is to provide funding support to assist non-profit organizations that are based within the jurisdictional boundaries of the District. The applicants needed to match the MCRPD mission statement. MCRPD accepted 15 applications. A Rubric was created (See attached) and 5 staff members voted on the applications. Two staff members recused themselves to vote due to a conflict of interest. The following organizations came in with the average score and funding is being proposed in the following way;

### **Match Disability Services**

Score: 12.6

\$1400

### **Mendocino Dance Project**

Score: 11

\$1300

### **Circle of Horses**

Score: 10.8

\$1200

### **Fort Bragg Girls Softball**

10.6

\$550

### **Coast Youth Soccer League**

10.3

\$550



P.O. Box 532  
Fort Bragg, CA 95437  
707409-0760  
info@mcrpd.us

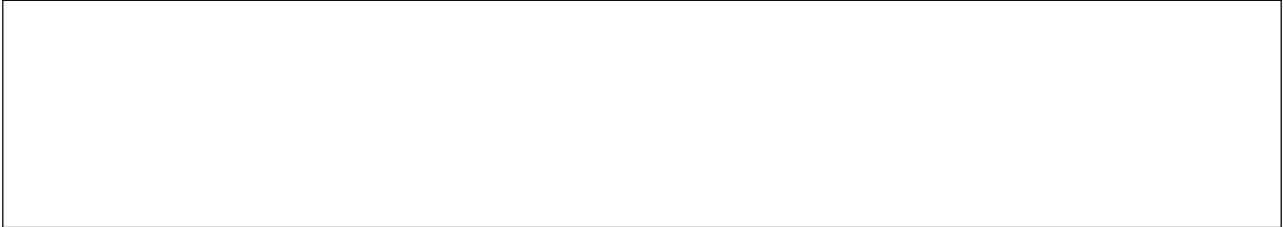
**REGULAR BOARD OF DIRECTORS MEETING**  
**Mendocino Coast Recreation and Park District**  
**Greenwood Community Center**  
**6129 CA-1, Elk, CA 95432**  
**Wednesday, April 17, 2024**  
**5:30 P.M.**

**MINUTES**

- **CALL TO ORDER**
  - **5:33 P.M.**
  - **Present: Barbara Burkey, Craig Comen, Angela Dominguez**
  - **Employees present Kylie Felicich, Jennifer Saunders, Nizzar Badgett, Holly Ugulano**
  - **Public Present: Susan Larkin, Bob Rodriguez**
  - **Dave Shpak arrived late**
  
- **APPROVAL AND ADOPTION OF AGENDA**
  - **Burkey noted item 6.3 would be moved to 6.1 for sequencing reasons**
    - Angela Dominguez motioned, Craig Comen seconded
    - Ayes: Burkey, Dominguez, Comen Absent: Huff and Shpak
  
- **PUBLIC PARTICIPATION, NON-AGENDA ITEMS**
  - **Bob Rodriguez retold a story of a young student leaving Redwood School, followed by staff (who are forbidden to touch a student) and the student was able to get into the pool at C.V. Starr. The Management at C.V. Starr was able to get the child out of the water, but it was a tense moment. Discussion about how does one stop a child, etc...**
  - **Susan Larkin mentioned "100 Women" at Caspar Community Center and asked people to go and vote for Friends of MCRPD**
  
- **STAFF REPORTS:**
  - .1 District Manager Report Kylie Felicich
  - .2 District Recreation Supervisor Report
  - .3 District Recreation Coordinator
  - Staff Thanked Nizzar for such great work on the South Coast
  
- **OTHER REPORTS:**
  - .1 Friends of MCRPD
    - Dominguez thanked Friends of for adult softball scholarships, Girls' Manchester
    - Sea Ranch Swim Lessons scholarships were discussed. Kylie will get back to Susan if Friends of needs to contribute to scholarships.
  - .2 South Coast
    - Discussed RCRC evens to come
  - .3 Mendocino Coast Botanical Gardens
    - Barbara updated the Board on some reorganization of staff
  - .4 Personnel Committee
    - No Meeting
  - .5 District Services Committee
    - No Meeting
  - .6 Finance Committee
    - No Meeting

.7 Board of Directors

- Discussed 50<sup>th</sup> anniversary of MCRPD, Staff is planning a “Hall of Fame”
- Paul Bunyan Parade, 4<sup>th</sup> Of July Parades and getting Tessie Branscomb involved for planning an honors



- **DISCUSSION / ACTION**

- .1 Gymnastics revenues, costs and projections (Page 10)
- .2 Prospective martial arts program, projected revenue and expenses for the program
  - Discussed the program and how it will be set up and run.
  - There is a need for “women self reliance” programs
  - No action is needed but District Manager asked that the board take straw poll for this. Burkey, Shpak, Dominguez and Comen all agreed in support of this new program.
- .3 Prospective Zumba and Yoga program
  - Discussed void of some Zumba and Some Yoga courses in the community due to changes at C.V. Starr
  - Kylie went to the City Manager and asked permission to speak with and hopefully hire some of their former instructors. City Manager gave authorization to proceed.
- .4 Proposal from LLC Robert Buckle for South Highway 1 property (soon to be formally known as North Star Nursery)
  - Letter of Intent was discussed and while the location was desirable, there was too much liability and concern with the prospect.
  - The board did not take any action on this LOI
- .5 Recommendation for reserve fund allocation in California Class
  - Dominguez Motioned, Comen Seconded
  - Ayes: Burkey, Dominguez, Comen, Shpak
- .6 ADHOC Committee creation to review proposals for legal services
  - Per Dave Shpak, no committee is needed. Board directed District Manager to proceed with interviewing the firms

- **CONSENT CALENDAR**

All items under the consent calendar will be acted upon in one motion unless a board member requests that an individual item be taken up under DISCUSSION/ACTION

- .1 Approval of minutes for Regular Board Meeting Minutes, 3-20-2024, Approval of Finance committee minutes from 3-20-2024
  - Shpak Motioned, Dominguez Seconded
  - Ayes: Burkey, Dominguez, Shpak, Comen

**DINNER BREAK at 7:30 P.M.**

**Meeting resumes at 8:00 P.M.**

**8.0 STRATEGIC PLANNING WORKSHOP/ACTION**

- 8.1 Per capita grant overview
  - \$208K is available for improvements. This includes a \$30 match

## 8.2 South Coast possibilities for grant allocation & possible pump track

- Discussion for Pump Track is that it should be considered at a later date or in Manchester
- The Board ultimately decided on a full size basketball court, Pickle/Tennis Court and additional play structure
- Board directed District Manager to proceed with filling out application

## 9.0 ADJOURNMENT

8:50 P.M.





P.O. Box 532  
Fort Bragg, CA 95437  
707409-0760  
info@mcrpd.us

**REGULAR BOARD OF DIRECTORS MEETING**  
**Mendocino Coast Recreation and Park District**  
**District Office**  
**401 North Harbor Dr**  
**Fort Bragg, CA 95437**  
**Wednesday, May 15th, 2024**  
**5:30 P.M.**

**AGENDA AMENDED**

**1.0 CALL TO ORDER**

- 5:33PM
- Present: Board - Barbara Burkey, Dave Shpak, John Huff
- Present: Employees – Kylie Felicich, Jennifer Saunders, Holly Ugulano, Jamie Campione
- Present: Public – Tesse Branscomb, Bob Rodriguez, Osa Wolff

**2.0 APPROVAL AND ADOPTION OF AGENDA**

- Item 6.4 is a lease and not a LOI

**3.0 PUBLIC PARTICIPATION, NON-AGENDA ITEMS**

A maximum of 3 minutes is reserved for members of the public to address the Board on items not listed on the agenda and the total time for public input on a particular issue is limited to 20 minutes (Government Code 54954.3). The Board is prohibited from discussing or acting on matters not on the agenda but may briefly respond or ask a question for clarification (Government Code 54954.2).

- Bob Rodriguez notes there is public interest of Ping Pong, there is equipment that can be donated too. – Jennifer will follow up.

**4.0 STAFF REPORTS:**

**4.1 District Manager Report Kylie Felicich**

- Will be a lot on June agenda. Received 16 Grant applications. Staff will grade submissions.

**4.2 District Recreation Supervisor Report Jennifer Saunders**

- Talks with Shpak about press in the South Coast - ICO

**4.3 District Recreation Coordinator Nizz Badgett**

- Not present – Staff notes how Nizz helped secure the Point Arena Gym for use

**5.0 OTHER REPORTS:**

**5.1 Friends of MCRPD**

- Check for scholarships received from Friends. Meeting with them soon to discuss programs and scholarships

**5.2 South Coast**

- Big event with RCRC this weekend. Discuss swim scholarships, and upcoming Disc Golf tournament.

**5.3 Mendocino Coast Botanical Gardens**

- MCBG working on disaster preparedness, and employee retention, lots of events coming up. No Winesong.

#### 5.4 Personnel Committee

- Did not meet

#### 5.5 District Services Committee

- Did not meet

#### 5.6 Finance Committee

- Prelim reports not complete. MCRPD will transition to new accounting firm, accounts are earning interest for the first time. Reserve funds in California class. The first budget draft is encouraging and on track. Audit on track

#### 5.7 Board of Directors

- Offer Zoom or a YouTube link for board meetings – more accessible to the public, transparent & accessible for all.

Each DISCUSSION/ACTION item consists of the following steps to be carried out by the Board Chair in the subsequent order. 1) Announces agenda item by number and states the subject. 2) Staff and advisory committee reports. 3) Receive Board questions and requests for clarification 3) Receive public comments. 4) Motion and second from the Board. 5) Moderates a discussion of the item until a final motion is ready for a vote or other disposition

## **6.0 DISCUSSION / ACTION**

- 6.1 Recommendation for legal services firm – Shute Mihaly & Weinberger LLP
- Kylie & Jamie met with 3 law firms SMW had similar sensibilities, focus on Brown Act, transparency and ethics. Will work with Osa, ramp up then ramp down as the district gets things in order. Burkey motions to enter into contract with SMW, Huff Seconded, Ayes Burkey, Shpak, & Huff
- 6.2 MOU Fort Bragg Unified - Joint Use Agreement CRPD Now has use of Cotton Auditorium.
- Shpak recommends getting clear language and more information about FBUSD staff pay and overtime. Consider Exhibit showing possible costs of occurred if specific staff will receive overtime because of MCRPD use.
- 6.3 Umpqua Bank- open checking account for credit card deposit and signer designation
- After discussion, board moves to authorize Jamie Campione to be an authorized signer on the account. More accessibility for the district.
  - SHPAK moves to approve with changes. Huff Seconds, Ayes – Burkey, Huff & Shpak
- 6.4 Review prospective lease for 579 S Franklin St. Fort Bragg, CA 95437
- Burkey notes this facility is affordable and appropriate for our needs. Music together will sublet space.
  - Shpak notes we need to have owner amend the exclusive rights and right of entry clauses, consider accessible parking.
  - Shpak moves to for District Manger to work with Landlord on revisions mentioned. Huff Seconds, AYES, Burkery, Huff and Shpak
- 6.5 Per Capita Grant Update
- After discussion board suggests a resolution will be needed to transfer received grant funds to the county for a more streamlined renovation project. MCRPD will work with county regarding operating agreement of Bower Park down the road.
  - Shpak motions to move forward with resolution. Burkey seconds, Ayes Huff, Burkey and Shpak.

## **7.0 CONSENT CALENDAR**

All items under the consent calendar will be acted upon in one motion unless a board member requests that an individual item be taken up under DISCUSSION/ACTION

- 7.1 Approval of minutes for Regular Board Meeting Minutes 04/17/24
- Approval of minutes postponed – Board not present

## **8.0 ADJOURNMENT**

Next MCRPD Regular Board of Directors Meeting will be held on June 19<sup>th</sup>, 2024, at 5:30 P.M. Manchester School 19550 S. Highway 1, Manchester CA 95459

- Adjourn at 7:17PM

### **NOTICE TO THE PUBLIC**

All disabled persons requesting disability related modifications for accommodations including auxiliary aids or service may make such a request to ensure full participation in a MCRPD public meeting. Such a request should be made to Kylie Felicich, District Manager, MCRPD, 401 North Harbor Drive, Fort Bragg, CA 95437 707-409-2760

*PLEASE NOTE:* District agendas are posted at least 72 hours in advance of Regular Board of Director's meetings at the District Office, 401 North Harbor Drive Fort Bragg, CA 95437 and at mendocoastrec.org. District agendas are emailed to individuals upon request at least 72 hours in advance of regular meetings.



**FINANCE COMMITTEE MEETING**  
**Mendocino Coast Recreation and Park District**  
**401 North Harbor Drive**  
**Wednesday, May 15, 2024**  
**4:30 P.M.**

**AGENDA MINUTES**

**1.0. CALL TO ORDER**

- 4:34PM

**2.0 PUBLIC PARTICIPATION NON-AGENDA ITEMS**

A maximum of 3 minutes is reserved for members of the public to address the Board on items not listed on the agenda and the total time for public input on a specific issue is limited to 20 minutes. (Government Code 54954.3) The Board is prohibited from discussing or acting on matters not on the agenda but may briefly respond or ask a question for clarification (Government Code 54954.2)

**3.0 INFORMATION/DISCUSSION**

**3.1 Review P & L and Balance Sheets \* Pending CFO**

- Still waiting for uploaded sheets – not up to date, projections indicate Gymnastics has doubled.

**3.2 Review California Class & Bank Statements**

- MCRPD is not currently touching any money in California Class, just growing interest. Reserve funding can be shown on a balance sheet or set up sub accounts.

**3.3 Discuss Budget 23/24**

- Break down more details. Programs should include their facilities, and wages and benefits to better understand the cost of programs.
- Next fiscal year will be more accurate.
- Marketing will increase – ICO, Radio PSA's Point Arena Theater
- Next summary will show variance report
- Coming soon updated job descriptions
- Someday offer 401 K & FSA - won't cost the district money.

**3.4 Discuss Audit 22/23**

- It's a challenge but is going well - challenge with old Sage system VS QuickBooks to pull out information. Should receive clean audit for review at next board meeting.

**4.0 ADJOURNMENT**  
- 5:27PM

**NOTICE TO THE PUBLIC**

**All disabled persons requesting disability related modifications for accommodations including auxiliary aids or service may make such a request in order to ensure full participation in a MCRPD public meeting. Such a request should be made to Kylie Felicich, District Manager, 401 North Harbor Drive Fort Bragg, CA 95437, 707-409-2760 and at [kfelicich@mcrpd.us](mailto:kfelicich@mcrpd.us)**



**PERSONNEL COMMITTEE MEETING**  
**Mendocino Coast Recreation and Park District**  
**401 North Harbor Drive**  
**Wednesday, June 12, 2024**  
**2:00 P.M.**

**MINUTES**

**1.0. CALL TO ORDER** 2:03PM Present Barbary Burkey, Angela Domingues, Kylie Felicich, Jamie Campione

**2.0 PUBLIC PARTICIPATION NON-AGENDA ITEMS**

A maximum of 3 minutes is reserved for members of the public to address the Board on items not listed on the agenda and the total time for public input on a specific issue is limited to 20 minutes. (Government Code 54954.3) The Board is prohibited from discussing or acting on matters not on the agenda but may briefly respond or ask a question for clarification (Government Code 54954.2)

**3.0 INFORMATION/DISCUSSION**

3.0 Review Wage Schedule

- Discussed exempt minimum pay and 4% increase / 8% increase for all other positions-
- Consider how to add in cost of living increase
- create policy for raises - employee request, merit and or review based

3.1 Review Job Descriptions and Salary Schedules

- Consider any additional duties or details to jobs
- Committee moves to send wage schedule and job descriptions to board for approval

**4.0 ADJOURNMENT**

**2:27PM**

**NOTICE TO THE PUBLIC**

**All disabled persons requesting disability related modifications for accommodations including auxiliary aids or service may make such a request in order to ensure full participation in a MCRPD public meeting. Such a request should be made to Kylie Felicich, District Manager, 401 North Harbor Drive Fort Bragg, CA 95437, 707-409-2760 and at [kfelicich@mcrpd.us](mailto:kfelicich@mcrpd.us)**