



## BOARD OF DIRECTORS REGULAR MEETING AGENDA

**Kelly Gregg** *President*

**James Roberts III** *Vice President*

**Jose Gonzalez** *Director*

**Shawna Irish** *Director*

**Roman Aguilar III** *Director*

**Kyle Woolley** *General Manager*

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### HESPERIA RECREATION AND PARK DISTRICT

Wednesday, October 11, 2023 - 6:00 P.M.

Lime Street Park Community Center

16292 Lime Street, Hesperia, CA 92345

### AGENDA

#### CALL TO ORDER

- a. Roll Call
- b. Approval of Agenda

#### FLAG SALUTE

#### PROCLAMATIONS AND PRESENTATIONS

KYA Group – Project Updates

#### MESSAGE TO THE PUBLIC/PUBLIC COMMENT

Welcome to this Board of Directors Meeting. The Board encourages public participation. If you desire to address the Board on any District related matter or item on the Agenda, you are asked to please fill out one of the speaker forms in the back of the meeting room and turn it in to the General Manager. When called upon, please come forward, and state your name and address (if you wish) before addressing the Board. Please limit your comments to five minutes per speaker.

Please note that if you address the Board on items NOT on the Agenda, the Brown Act does not allow discussion of such items. Therefore, the Board may only do the following: refer the matter to staff, ask for additional information, request a report back, or give a very limited factual response.

#### CONSENT ITEMS

The following items are expected to be routine and non-controversial, and will be acted upon by the Board at one time without discussion, unless a Board member requests that an item be removed from the consent agenda and held for discussion.

- A. Approval of Minutes of Regular Meeting, September 13, 2023
- B. Approval of Minutes of Regular Meeting, September 27, 2023

**PULLED CONSENT ITEMS**

**DISCUSSION/ACTION ITEMS**

- C. Approval of Purchase of Capital Equipment, Kubota Tractor Attachments
- D. Approval of Purchase of Capital Equipment, Three Kubota Rough Terrain Vehicles (RTV's)
- E. Discussion, Board Compensation Policy
- F. Discussion, Hesperia Lake Park Agreement
- G. Review and Discussion of District Surplus Policy
- H. Vision for Grant Projects
- I. Review of HRPD Policy Section 14.00, Policies And Procedures Governing Use of Parks, Recreation Areas, and Facilities

**CORRESPONDENCE/WRITTEN COMMUNICATION**

**GENERAL MANAGER/STAFF REPORTS** - The General Manager will report on the following topics, report on committees, or other activities.

- a. Recreation Programs
- b. Lake
- c. Parks Division
- d. Park Ranger
- e. Marketing
- f. General Manager

**BOARD MEMBER REPORTS**

Standing Committees:
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- Recreation Foundation - Gonzalez/Roberts (no meeting held)
- Tri-Agency - Aguilar/Irish (no meeting held)
- Safety, Security, and Maintenance - Roberts/Aguilar (no meeting held)
- Personnel - Irish/Gregg (no meeting held)
- Finance - Gregg/Irish (no meeting held)
- Development - Roberts/Gregg

Ad Hoc Committee:
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- Event - Irish/Aguilar (no meeting held)

**BOARD MEMBER COMMENTS**

**CLOSED SESSION ITEMS**

None

**ANNOUNCEMENTS**

The next Regular Board Meeting is scheduled for October 25, 2023, at 6:00 p.m. and will be held in the Lime Street Community Center at 16292 Lime Street, Hesperia, CA 92345.

**ADJOURNMENT**

It is the intent of the Hesperia Recreation and Park District to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the Hesperia Recreation and Park District will attempt to accommodate you in every reasonable manner. Please contact the District Office at (760) 244-5488, at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

Board Meeting documents can be reviewed by the public at the District Office, 16292 Lime Street, Hesperia, CA - Monday through Friday, 8:30 a.m. to 5:00 p.m.

**HESPERIA RECREATION AND PARK DISTRICT  
INTER-OFFICE MEMO**

**DATE:** October 5, 2023

**PHONE:** (760) 244-5488

**FROM:** *KJ* KARABETH GARCIA, EXECUTIVE DISTRICT CLERK  
Hesperia Recreation and Park District

**TO:** BOARD OF DIRECTORS  
Hesperia Recreation and Park District

**SUBJECT:** EXPANDED AGENDA INFORMATION FOR REGULAR BOARD  
MEETING 10/11/2023

**DISCUSSION/ACTION ITEMS**

**C. Approval of Purchase of Capital Equipment, Kubota Tractor Attachments**

**Background:** Included in the Fiscal Year 2023/2024 Budget are funds earmarked for the purchase of attachments for the Kubota Tractor already owned and used by District maintenance staff. A quote is included in your tab for mower, aerator, stumpgrind, forks, postdigger, grapple, spreader, and tiller attachments. Staff is confident that these attachments will prove useful in aiding the maintenance team to perform work in house, along with reduce long term costs of rentals of such equipment.

**Fiscal Impact:** \$37,550.88, already budgeted for.

**Recommendation:** Approve the purchase of capital equipment, Kubota Tractor Attachments.

**Reference Materials Included In Tab:**     YES                     NO

1. Quote for Kubota Tractor Attachments

**D. Approval of Purchase of Capital Equipment, Three Kubota Rough Terrain Vehicles (RTV's)**

**Background:** Included in the Fiscal Year 2023/2024 Budget are funds earmarked for the purchase of three rough terrain vehicles. The primary location and use for these vehicles will be: one at Hesperia Community Park to be used by maintenance staff, and two at Hesperia Lake Park, to be used for maintenance and Hesperia Lake staff duties. The need for the vehicles has become especially apparent in recent events spread across the parks, and the acquisition will be both useful, time efficient, and appreciated.

**Fiscal Impact:** \$69,757.35, already budgeted for.

**Recommendation:** Approve the purchase of Capital Equipment, Three Kubota Rough Terrain Vehicles (RTV's).

**Reference Materials Included In Tab:**     YES                     NO

1. Quote for three Kubota Rough Terrain Vehicles

**E. Discussion, Board Compensation Policy**

**Background:** The Board has requested to review the District Board Compensation Policy. In your tab you have the current District Policy and District Board policy.

**Recommendation:** Review policies and provide suggestions for any future updates, per consensus of the Board.

**Reference Materials Included In Tab:**     YES                     NO

1. HRPD Director's Policy Manual Articles VII and VIII
2. HRPD Policy Sections 4.03 and 4.04

**F. Discussion, Hesperia Lake Park Agreement**

**Background:** The District is currently in the process of extending the operating agreement of Hesperia Lake Park. In your tab you will find the current agreement.

**Recommendation:** Review current agreement and provide suggestions for any future updates, per consensus of the Board.

**Reference Materials Included In Tab:**     YES                     NO

1. Hesperia Lake Operating Agreement

**G. Review and Discussion of District Surplus Policy**

**Background:** The Board has requested to review the District's assets that qualify for surplus. In your tab you will find the current surplus policy and list of assets. Staff is currently evaluating all items on the asset list.

**Recommendation:** Consensus of the Board.

**Reference Materials Included In Tab:**     YES                     NO

1. District Surplus Policy
2. HRPD Fixed Assets List

**H. Vision for Grant Projects**

**Background:** The Board has requested to start reviewing the District’s current grants and would like to establish timelines and visions for the projects in place. In your tab you have the last conceptual rendering for PROP 68 grant that was submitted.

**Recommendation:** Review the rendering and direct staff on District Board priorities.

**Reference Materials Included In Tab:**     YES                     NO

1. Prop 68 Lime Street Park Rendering

**I. Review of HRPD Policy Section 14.00, Policies And Procedures Governing Use of Parks, Recreation Areas, and Facilities**

**Background:** The Board has requested staff to provide existing policy in regard to special events. The policy section in your tab includes HRPD policies on all events.

**Recommendation:** Review policies and provide suggestions for any future updates, per consensus of the Board.

**Reference Materials Included In Tab:**     YES                     NO

1. HRPD Policy Section 14

**HESPERIA RECREATION AND PARK DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
September 13, 2023**

**MINUTES**

**CALL TO ORDER**

The Hesperia Recreation and Park District Board of Directors Regular Meeting was called to order by President Gregg at 6:00 p.m., at the Lime Street Park Community Center, located at 16292 Lime Street, Hesperia, CA 92345.

**ROLL CALL**

**ATTENDANCE**

<b>BOARD PRESENT:</b>	Gonzalez, Gregg, Irish, Aguilar, Roberts
<b>BOARD ABSENT:</b>	None
<b>STAFF PRESENT:</b>	Woolley, Garcia, Chavez, Varner, Artola
<b>OTHER:</b>	Tara Bravo, CV Strategies (via teleconference)

**APPROVAL OF AGENDA**

It was moved by Director Aguilar and seconded by Director Irish to approve the Agenda. The motion passed by the following roll call vote:

<b>AYES:</b>	Gregg, Irish, Aguilar, Roberts, Gonzalez
<b>NOES:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

**FLAG SALUTE**

The Flag Salute was led by Director Gonzalez.

**PROCLAMATIONS AND PRESENTATIONS**

(This item was addressed after Public Comment.)

CV Strategies - HRPD Website

- Tara Bravo, Chief Strategy Officer, presented slides of the new website in process.

**MESSAGE TO THE PUBLIC/PUBLIC COMMENT**

- Rob Oakleaf addressed the Board on matters regarding the Board President.

**CONSENT ITEMS**

- A. **Approval of Minutes of Regular Meeting, August 9, 2023**
- B. **Approval of Minutes of Special Meeting, August 25, 2023**

**MOTION:** It was moved by Director Aguilar and seconded by President Gregg to approve Items A and B. The motion passed by the following roll call vote:

**AYES:** Irish, Aguilar, Roberts, Gonzalez, Gregg  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

**PULLED CONSENT ITEMS**

None.

**DISCUSSION/ACTION ITEMS**

**C. Approval of Resolution No. 23-09-01, A Resolution of the Board of Directors of the Hesperia Recreation and Park District Amending and Updating Resolution No. 21-02-02 to Increase Certain District Fines for Violations of Ordinance No. 2 Revised Rules and Regulations**

**MOTION:** It was moved by Director Aguilar to approve the proposed fine schedule with removing of, "all fines are subject to and additional 28% administrative fee." Motion was not seconded. Motion failed.

**MOTION:** It was moved by President Gregg that we use the fees listed and in addition, add 28% administration fee. Motion was not seconded. President Gregg rescinded his motion.

**MOTION:** It was moved by Director Aguilar and seconded by President Gregg to approve Resolution No. 23-09-01, A Resolution of the Board of Directors of the Hesperia Recreation and Park District Amending and Updating Resolution No. 21-02-02 to Increase Certain District Fines for Violations of Ordinance No. 2 Revised Rules and Regulations, with adjustments to the Administrative Fine Schedule removing "with admin fee" on the very top column, and leaving the word, "fine." The motion passed by the following roll call vote:

**AYES:** Roberts, Aguilar, Gonzalez, Gregg, Irish  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

**D. Investment Policy**

**MOTION:** It was moved by President Gregg and seconded by Director Aguilar to approve the Investment Policy as updated by staff. The motion passed by the following roll call vote:

**AYES:** Gonzalez, Gregg, Irish, Aguilar, Roberts  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

**E. Discussion, Federal Lobbyist Firm**

**MOTION:** No motion was made.

**F. Credit Card Authorization for Board and Staff**

**MOTION:** It was moved by Director Aguilar and seconded by Vice President Roberts to look at creating a policy that has simplified training as well as having a credit card for each Board member that at this time lives at the District office until used for conferences. The motion passed by the following roll call vote:

**AYES:** Irish, Aguilar, Roberts, Gonzalez, Gregg

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

**G. Live Oak Park Soccer Field**

**MOTION:** No motion was made.

**H. Discussion, Global USA Property**

**MOTION:** No motion was made.

Meeting recessed from open session at 7:45 p.m.

Meeting reconvened into open session at 7:54 p.m.

**CORRESPONDENCE/WRITTEN COMMUNICATION**

- Mr. Woolley highlighted correspondence provided which included a thank you note from a facility rental, Daily Press article on the Hesperia Days Parade, and a social media post from Supervisor Paul Cook about Bobcat's Summer Concert Series.

**GENERAL MANAGER/STAFF REPORTS**

- a. Recreation Programs
  - b. Lake
  - c. Parks Division
  - d. Park Ranger
  - e. Marketing
  - f. Development
  - g. General Manager
  - h. Monthly Budget
- Mr. Woolley highlighted upcoming grants.

## BOARD MEMBER REPORTS

### Standing Committees:

#### **Recreation Foundation - Gonzalez/Roberts**

The August 24 meeting minutes were provided in the tab.

#### **Tri-Agency - Aguilar/Irish**

President Gregg reported on the August 16 meeting.

#### **Safety, Security, and Maintenance - Roberts/Aguilar**

Vice President Roberts and Director Aguilar reported on the August 17 meeting.

#### **Personnel Committee - Irish/Gregg**

The August 16 meeting minutes were provided in the tab.

#### **Finance Committee - Gregg/Irish**

No meeting held.

#### **Development - Roberts/Gregg**

President Gregg reported on the September 8 meeting.

#### **Event Ad Hoc- Irish/Aguilar**

No meeting held.

## BOARD MEMBER COMMENTS

- Director Gonzalez encouraged staff to keep up the good work and thanked them for everything they do.
- Director Aguilar thanked Mr. Woolley for the update, as it helps to understand the projects going on. He would like to see it visually on screen or in a workshop. He's looking forward to Hesperia Days and thanked staff.
- Director Irish commented that she is looking forward to the weekend and thanked staff.
- Vice President Roberts requested a running clock regarding projects.
- President Gregg commented that he expects to see top staff at the events. He thanked Ms. Garcia for the arranging the parade vehicles and her other work. He encouraged staff to communicate with the Board on work loads. He's been visiting sites and sees the concerns.

Meeting recessed from open session at 8:46 p.m.

Meeting reconvened into closed session at 8:50 p.m.

## CLOSED SESSION ITEMS

- I. **LABOR NEGOTIATIONS, Code Section 54957.6 for the Purpose of Considering Employee Compensation in the Form of Fringe Benefits, or, as Applicable, Other Related Matters**

Meeting recessed from closed session at 9:43 p.m.

Meeting reconvened into open session at 9:44 p.m.

## REPORT FROM CLOSED SESSION, IF ANY

Nothing to report.

## ANNOUNCEMENTS

The next Regular Board Meeting is scheduled for Wednesday, October 11, 2023, at 6:00 p.m. and will be held in the Lime Street Community Center at 16292 Lime Street, Hesperia, CA 92345.

**ADJOURNMENT**

The meeting was adjourned by declaration by President Gregg at 9:45 p.m.

Respectfully submitted,

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Kyle Woolley  
General Manager

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Karabeth Garcia  
Board Secretary/Clerk of the Board

DRAFT

**HESPERIA RECREATION AND PARK DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
September 27, 2023**

**MINUTES**

**CALL TO ORDER**

The Hesperia Recreation and Park District Board of Directors Regular Meeting was called to order by President Gregg at 6:00 p.m., at the Lime Street Park Community Center, located at 16292 Lime Street, Hesperia, CA 92345.

**ROLL CALL**

**ATTENDANCE**

**BOARD PRESENT:** Irish, Aguilar, Gregg, Roberts, Gonzalez  
**BOARD ABSENT:** None  
**STAFF PRESENT:** Woolley, Garcia, Chavez, Varner  
**OTHER:** Alex Gibbs, Townsend Public Affairs (via teleconference)

**APPROVAL OF AGENDA**

**MOTION:** It was moved by Director Aguilar and seconded by Director Gonzalez to approve the Agenda. Director Aguilar rescinded his motion.

**MOTION:** It was moved by President Gregg and seconded by Vice President Roberts to approve the Agenda, striking the additional language added by staff. The motion passed by the following roll call vote:

**AYES:** Irish, Aguilar, Gregg, Roberts, Gonzalez  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

**FLAG SALUTE**

The Flag Salute was led by Director Aguilar.

**MESSAGE TO THE PUBLIC/PUBLIC COMMENT**

None

**CONSENT ITEMS**

- A. Approval or Denial of Claims**
- B. Cancellation of November 22, 2023, Regular District Board Meeting**
- C. Cancellation of December 27, 2023, Regular District Board Meeting**

**MOTION:** No motion was made.

**PULLED CONSENT ITEMS**

- A. Approval or Denial of Claims**
- B. Cancellation of November 22, 2023, Regular District Board Meeting**
- C. Cancellation of December 27, 2023, Regular District Board Meeting**

**MOTION:** It was moved by President Gregg and seconded by Vice President Roberts to approve Consent Items A, B, and C. President Gregg and Vice President Roberts rescinded their motions.

**MOTION:** It was moved by Director Aguilar and seconded by Director Gonzalez to approve Item A. The motion passed by the following roll call vote:

**AYES:** Aguilar, Gregg, Roberts, Gonzalez, Irish  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

**MOTION:** It was moved by Director Aguilar and seconded by President Gregg to reschedule the November 22, 2023, meeting to November 29, 2023. The motion passed by the following roll call vote:

**AYES:** Gregg, Roberts, Gonzalez, Irish, Aguilar  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

**MOTION:** It was moved by Director Aguilar and seconded by Director Gonzalez to cancel the December 27, 2023, Regular District Board Meeting. The motion passed by the following roll call vote:

**AYES:** Roberts, Gonzalez, Irish, Aguilar, Gregg  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

**DISCUSSION/ACTION ITEMS**

- D. Discussion with Townsend Public Affairs, Inc.**

**MOTION:** No motion was made.

**E. Rick Novack Community Center Gym Roof Repair**

**MOTION:** It was moved by Director Aguilar and seconded by President Gregg to approve not to exceed \$250,000 for the repair which means removing the old roof material and replacing it. The motion passed by the following roll call vote:

**AYES:** Roberts, Gonzalez, Irish, Aguilar, Gregg  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

**F. Discussion, Rick Novack Community Center Update and Renovation**

**MOTION:** No motion was made.

**G. Approve Vehicle Maintenance Agreement with Hesperia Unified School District**

**MOTION:** It was moved by Director Aguilar and seconded by Director Gonzalez to approve the Vehicle Maintenance Agreement with Hesperia Unified School District. The motion passed by the following roll call vote:

**AYES:** Irish, Aguilar, Gregg, Gonzalez  
**NOES:** Roberts  
**ABSENT:** None  
**ABSTAIN:** None

**H. Adoption of TLS Choice, LLC, California Multiple Award Schedule 4-20-78-0097B**

**MOTION:** It was moved by Director Gonzalez and seconded by Director Aguilar to adopt TLS Choice, LLC, California Multiple Award Schedule 4-20-78-0097B. The motion passed by the following roll call vote:

**AYES:** Aguilar, Gregg, Roberts, Gonzalez, Irish  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

Meeting recessed from open session at 7:35 p.m.

Meeting reconvened into open session at 7:46 p.m.

**GENERAL MANAGER**

- a. Completed Projects

- b. Priority Projects - Status
- c. Future Events
- d. Hesperia Days Rodeo
- e. District Surplus
- Mr. Woolley highlighted the following: Wood chip fill; Hercules roof; Funding, timeline, and earmarks of priority projects; Hesperia Days Rodeo; and District surplus.

#### **BOARD MEMBER COMMENTS**

- Director Gonzalez commended staff on Hesperia Days, that they all did a good job.
- Director Aguilar also commended staff for leveling up the rodeo as well as the fireworks. They did a great job all around.
- Director Irish commented that Hesperia Days was good, and the fireworks were great. There were a few hiccups that need to be fixed. She thanked staff and added that everyone enjoyed it. She recommended a recognition dinner for the volunteers and Foundation Board.
- Vice President Roberts - none.
- President Gregg expressed that the Hesperia Days Parade was fun, and thanked staff for doing a great job with the cars, shirts, etc. The fireworks were the best fireworks in 40 years. Great job getting that done. The rodeo was great, and the sponsors were happy. He added that eventually leadership has to come to terms with where they're at.

Meeting recessed from open session at 9:50 p.m.

Meeting reconvened into closed session at 9:55 p.m.

#### **CLOSED SESSION ITEMS**

- I. CONFERENCE WITH REAL PROPERTY NEGOTIATORS pursuant to Govt. Code Section 54956.8:**  
**Property APN #0413021030000**  
**Agency negotiator: General Manager**  
**Negotiating Parties: Alaska USA Federal Credit Union**  
**Under negotiation: Price and terms**
- J. CLOSED SESSION PURSUANT TO GOVT. CODE SECTION 54957 - PUBLIC EMPLOYMENT - PROJECT MANAGER**

Meeting recessed from closed session at 11:14 p.m.

Meeting reconvened into open session at 11:14 p.m.

#### **REPORT FROM CLOSED SESSION, IF ANY**

Nothing to report.

**ANNOUNCEMENTS**

The next Regular Board Meeting is scheduled for Wednesday, October 11, 2023, at 6:00 p.m. and will be held in the Lime Street Community Center at 16292 Lime Street, Hesperia, CA 92345.

**ADJOURNMENT**

The meeting was adjourned by declaration by President Gregg at 11:15 p.m.

Respectfully submitted,

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Kyle Woolley  
General Manager

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Karabeth Garcia  
Board Secretary/Clerk of the Board

DRAFT



Quote: 759.01  
Created: 10/05/2023  
Expires: 11/05/2023  
Salesperson: AM

HESPERIA REC & PARK  
P.O. BOX 401055  
HESPERIA CA 92340

Customer: 62390  
Phone: 760-244-5488

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**Unit Sale: 2023 LP RCF2772 MOWER**  
stock number: TEMP

6100.00

**Unit Sale: 2023 LP CR2572 AERATOR**  
stock number: TEMP

6500.00

**Unit Sale: 2023 LP GR1525 STUMPGRIND**  
stock number: TEMP

7900.00

**Unit Sale: 2023 LP PFL3048 FORKS**  
stock number: TEMP

1500.00

**Unit Sale: 2023 LP PD25 POSTDIGGER**  
stock number: TEMP

2450.00

**Unit Sale: 2023 LP SGC1572 GRAPPLE**  
stock number: TEMP

7800.00

**Unit Sale: 2020 LP FSP500 SPREADER**  
stock number: TEMP

600.00



Kubota

9262 C Avenue  
Hesperia, CA 92345



Ph: (760) 244-9349  
www.apexhesperiarentals.com

Quote: 759.01  
Created: 10/05/2023  
Expires: 11/05/2023  
Salesperson: AM

HESPERIA REC & PARK  
P.O. BOX 401055  
HESPERIA CA 92340

Customer: 62390  
Phone: 760-244-5488

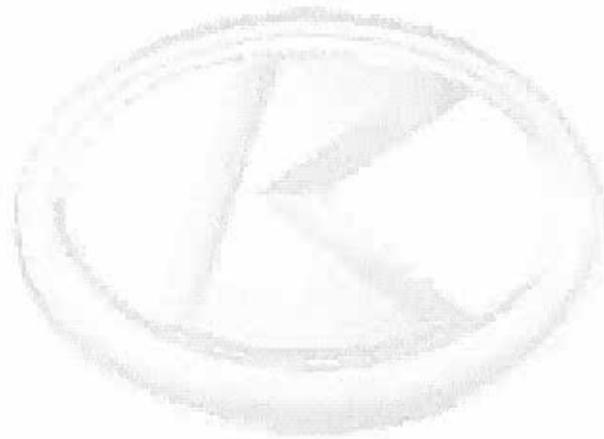
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**Unit Sale: 2023 GEA TILLER**  
stock number: TEMP

2000.00

Sales Tax

\$2700.88



Kubota

THANKS FOR YOUR BUSINESS

Total Sale

\$37550.88

9262 C Avenue  
Hesperia, CA 92345



Ph: (760) 244-9349  
www.apexhesperiarentals.com

Quote: 671.03  
Created: 07/12/2023  
Expires: 08/12/2023  
Salesperson: AM

HESPERIA REC & PARK  
P.O. BOX 401055  
HESPERIA CA 92340

Customer: 62390  
Phone: 760-244-5488

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**Unit Sale: 2023 KUB RTV-X1140WL-H RTV**  
stock number: TEMP

21580.00

**Unit Sale: 2023 KUB RTV-X1140WL-H RTV**  
stock number: TEMP

21580.00

**Unit Sale: 2023 KUB RTV-X1140WL-H RTV**  
stock number: TEMP

21580.00

Sales Tax

\$5017.35



THANKS FOR YOUR BUSINESS

Total Sale

\$69757.35

# Hesperia Recreation and Park District Director's Policy Manual

## ARTICLE VII BOARD COMPENSATION

### Section 1. Compensation of Members

Each member of the District Board may receive such sums as may be fixed by the District Board pursuant to state law. First, the Board may receive compensation in the amount of \$150.00 for their attendance at meetings and other related functions, not to exceed \$1,500.00 compensation per member in any one calendar month for no more than ten meetings in a calendar month. Second, in addition to the stipend, members of the District Board may be allowed actual necessary traveling and incidental expenses incurred in the performance of the official business of the District as approved by the District Board as well as health, welfare and retirement benefits as allowed by state law and adopted by the Board. At current, the District provides vision, dental and health insurance benefits at no-cost to each member of the District Board.

## ARTICLE VIII BOARD TRAINING AND REIMBURSEMENT

### Section 1. New Board Orientation

The General Manager and Board Clerk/Secretary shall provide orientation and training for new Board members, including familiarity with District facilities, equipment and personnel and to provide copies of various District rules, regulations and policies, including but not limited to these Policies, the Employee Handbook, FPPC forms and requirements, compensation, ethics and other training.

### Section 2. Training, Education and Conferences for Board Members

The purpose of this policy is to define and clarify authorized reimbursable expenses in accordance with AB 1234 (Govt. Code Sections 53232 et seq.). It applies to reimbursement for official travel, business meals, lodging, conference expenses, professional memberships and other related expenditures. It is the policy of the District to encourage Board development and excellence of performance by reimbursing Board members for expenses incurred for tuition, travel, lodging, meals and incidental expenses a result of training, educational courses, participation with professional organizations, attendance at local, state and national conferences associated with the interests of the District, appearances before or meetings with other governing or regulatory bodies, ceremonial functions or ethics training. There will be no reimbursement for alcohol or for spouse or guest meals.

When the District sponsors/pays for a table or entrance to an event such as a chamber mixer, fundraiser or another local event that is deemed appropriate for the District to pay for Board member(s) to attend as District representatives, priority order will be given first to the District Board and then to the HARD Foundation Board. When deemed appropriate and if available, each Board member will be given the opportunity to bring a guest representative.

The intent of this policy is that District officials should not be financially burdened or unjustly rewarded as a result of business travel.

Definition of "District-Related Travel": any District-authorized travel to attend meetings, trainings or conferences on behalf of the District. District authorized travelers are responsible for being knowledgeable and complying with the following policy.

The District Board of Directors sets the following payment rates for Lodging and Meals and Incidental Expenses (M&IE) for Board members engaging in District-related travel.

These rates adjust annually and are specific to the area to which the Board member is traveling. The Board has adopted per diem rates for simplicity of administration.

Notwithstanding anything to the contrary, receipts are required to be submitted by all travelers for all District business related reimbursement in compliance with Govt. Code 53232.3. District officials are expected to use good judgment in the use of District funds while on official travel to minimize the total cost to the District.

Section 2.1. Lodging and M&IE Per Diem Rates/Advance.

Rates - The District will utilize the per diem rates found on the GSA website for the County and City where the meeting or training is being held, or the closest to that location, [US Government General Services Administration \(GSA\) website \(https://www.gsa.gov/travel/plan-book/per-diem-rates\)](https://www.gsa.gov/travel/plan-book/per-diem-rates). The District representative must use the conference rate at the conference hotel if available. If the conference rate is not available, the General Manager or his/her designee will find a non-conference hotel at a rate as similar as possible to the conference rate. The District will make all lodging arrangements and pay directly for such lodging. The District representative may be required to provide a personal credit card for incidentals.

*Section 2.1.A. Meals and Incidental Expenses (M&IE)*

The M&IE rates include:

- Payment only for the District representative's expenses such as meals, non-alcoholic drinks, taxes and tips.
- Incidentals - e.g., tips for baggage carriers, bellhops and room cleaners.

Travelers may include the daily incidental amount when determining the maximum M&IE rates. Gratuities for baggage carriers, porters and hotel staff (bellhops and room cleaners), as well as ATM fees, bank fees and check cashing fees are included in the daily incidental amount.

Pursuant to state law, District Representative(s) will not be reimbursed for:

- Meal expenses exceeding the maximum meal rate specified in this policy.
- Any portion of the per diem that covers meals that also are provided as part of the conference fees, unless there is a business or health reason for an alternate meal.

Per Diem checks will be issued to the traveler two weeks prior to the date of travel and will be available for pick up at the District during business hours.

Section 2.2. Transportation

Board members shall use government or group rates for transportation whenever available. If such rates are not available, the maximum rate for air travel is \$500 + tax

and fees round trip within California. All such travel must be coach class unless the Board member himself or herself pay for an upgrade.

Airport shuttles and public transit should be used whenever possible, such cost not to exceed \$100 per day. If a taxi is necessary, such cost shall not exceed \$100 per day. Rental vehicles are permitted when other transportation is unavailable and when it is the most economical mode of transportation or necessary for District business purposes. Advance reservations should be made whenever possible and a compact or economy model car should be requested. Officials should utilize rental insurance to protect the District. Board members are encouraged to share vehicles and the District will seek the lowest possible rate.

Board members shall utilize long-term airport parking whenever possible.

#### *Section 2.2.A. Mileage*

Reimbursement for the cost of the use of a Board member's vehicle will be on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the vehicle usage. However, the total mileage reimbursement cannot exceed the price of a coach airfare ticket to and/or from the same destination; the price will be determined by obtaining the lowest price for such travel in the two weeks prior.

#### *Section 2.3. Amounts Above the Set Rate/Annual Increase*

When the amount to be expended or reimbursed is going to exceed the policy limit, the expenditure must be approved at a public meeting before it is incurred. A Board member may choose to pay additional amounts at his/her own expense.

#### *Section 2.4. Spouses*

When an official takes a spouse or other family member on an official trip, the official will be personally responsible for all of the family member's expenses and will be reimbursed only for the expenses the official would have incurred traveling alone. When traveling by airline the official must obtain a separate quote for the lowest cost airfare available for the official traveling alone. This is the amount the official can claim and must be attached to the expense statement. Meals must be identified and separated including applicable taxes and tips.

#### *Section 2.5. Credit Cards*

District Board members will not be provided credit cards.

#### *Section 2.6. Reporting.*

At the next regular Board meeting after a Board member's attendance at a conference or other event at District expense, he/she shall provide a brief or written report regarding that conference. The written report may be provided on a form which will be included in the Agenda packet.

#### *Section 2.7. Enforcement*

Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: (1) discipline; (2) loss of reimbursement privileges; (3) a demand for restitution to the District; (4) civil penalties; and (5) prosecution for misuse of public resources.

#### Section 2.8. Expense Reports

Board members must submit the appropriate District form for each trip by the date set each month for per diem advance or submissions for reimbursement. This date is chosen to coordinate with the preparation of the warrant register. Each Board member must fill out his/her own expense statement. No further travel will be allowed until the statement is submitted. Board members must attach receipts for all expenses, to their completed expense statement. If receipts are not readily available, then a written statement attesting to the cost of the item must be attached to the expense statement. All expense reports are subject to audit and verification of compliance with this policy. Inability to verify expenses will result in the expense being borne by the individual.

#### Section 2.9. Ethics Training

Board members subject to this Policy shall attend Ethics Training as required by the Fair Political Practices Commission regulations, as those may be amended from time to time and pursuant to Government Code Section 53235.

A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board.

# **Hesperia Recreation and Park District Policy Manual of Organization and Operation**

## **Section 4.03, Powers and Duties, Section (C)**

(C) Stipend: The Board of Directors may provide, by ordinance or resolution, that each of its members may receive compensation in an amount not to exceed one hundred fifty dollars (\$150.00) for attending each meeting of the Board or a business meeting of a special districts' coordinating group to which the Board of Directors has appointed one of its members. The Board of Directors, by ordinance adopted pursuant to Chapter 2 (commencing with Section 20200) of Division 10 of the Water Code, may increase the amount of compensation received for attending meetings of the Board. The maximum compensation in any calendar month shall be one thousand, five hundred dollars (\$1,500.00). For the purpose of this section, a meeting of the Board of Directors included, but is not limited to, regular meetings, special meetings, closed sessions, emergency meetings, Board field trips, District public hearings, meetings of a committee of the Board or special district coordinating group business meetings. (Reference Public Resources Code 5784.15). A member of the Board may determine whether or not to seek compensation. In addition, during some months a Board Member may attend fewer than five (5) meetings.

## **Section 4.04, Board and Management Travel Reimbursement Policy**

Definition of "District-Related Travel": Any District-authorized travel on behalf of the District to attend meetings, trainings, or conferences. District authorized travelers are responsible for being knowledgeable and complying with the following policy.

The District Board of Directors sets the following rates for Lodging and Meals and Incidental Expenses (M&IE) for Board Members engaging in District-related travel. These rates adjust annually and are specific to the area to which the Board Member is traveling. The Board has adopted per diem rates for simplicity of administration.

Notwithstanding anything to the contrary receipts are required to be submitted by all travelers for all District business related reimbursement in compliance with Govt. Code 53232.3.

(D) Lodging and M&IE Per Diem Rates

- (1) Rates - The District will utilize the per diem rates found on the GSA website for the County and City where the meeting or training is being held, or the closest to that location, US Government General Services Administration (GSA) website (<https://www.gsa.gov/travel/plan-book/per-diem-rates>).
- (2) The District representative must use the conference rate at the conference hotel if available. If the conference rate is not available, the General Manager or his/her designee will find a non-conference hotel at a rate as similar as possible to the conference rate. The District will make all lodging arrangements and pay directly for such lodging. The District representative may be required to provide a personal card for incidentals.

(E) Meals and Incidental Expenses (M&IE)

- (1) The M&IE rates include:
  - (a) Payment only for the District representative's expenses such as meals, non-alcoholic drinks, taxes, and tips.
  - (b) Incidentals - e.g., tips for baggage carriers, bellhops, and room cleaners.
    - (i) Travelers may include the daily incidental amount when determining the maximum M&IE rates. Gratuities for baggage carriers, porters, and hotel staff (bellhops and room cleaners), as well as ATM fees, bank fees, and check cashing fees are included in the daily incidental amount.
- (2) Pursuant to state law, District Representative(s) will not be reimbursed for:
  - (a) Meal expenses exceeding the maximum meal rate specified in this policy.
  - (b) Any portion of the per diem that covers meals that also are provided as part of the conference fees, unless there is a business or health reason for an alternate meal.
- (3) Per Diem checks will be issued to the traveler two weeks prior to the date of travel and will be available for pick up at the District during business hours.
- (4) Travelers must submit all receipts and return unused per diem funds within fifteen business days upon their return.

## HESPERIA LAKES OPERATING AGREEMENT

This Agreement dated this ~~1st day of October, 2001~~, by and between the Hesperia Water District, hereinafter referred to as "HWD", and the Hesperia Recreation and Park District, hereinafter referred to as "HRPD",

### WITNESSETH

WHEREAS, HWD, owns the property shown and legally described on Exhibits "A-1" and "A-2" on the attached map, which map is incorporated herein by this reference and said Exhibits "A-1" and "A-2" is hereinafter referred to as the "Property", containing a lake, island, stream, designated surrounding land and certain improvements, and water and other facilities servicing same, the current use of which property includes, among other uses, recreation and related uses; and

WHEREAS, it is understood that ~~HWD reserves all property as noted on Exhibits "A-1" and "A-2" for future use by the water district, thereby limiting the park facility to the designated area currently utilized, and~~

WHEREAS, it appears to be in the best interest of the community, and the parties hereto that HRPD be allowed to enter upon, maintain and continue the operations of said Property; and

WHEREAS, it appears to be in the interest of HWD, to enter into an Agreement to insure the continued maintenance and use of said Property during the term of this agreement.

WHEREAS, it appears to be in the best interest of the community for the HWD, HRPD, and the City of Hesperia to assist each other in conservation of water, and finding additional water sources for the continued operation of Hesperia Lake Park.

NOW THEREFORE, in consideration of the above, and in consideration of the terms, covenants and conditions herein set forth, the parties hereto mutually agree as follows:

1. During the term hereof, HRPD shall have the right and obligation to occupy and operate the designated property owned by HWD, as a public park and recreational area, including the maintenance and development of said property for the benefit of the residents of Hesperia, invitees and visitors at the expense of the HRPD. HRPD is not obligated to keep the lake or stream filled at any specified level. Water use will be at the discretion of HRPD.

2. The term of this Agreement is effective as of October 1, 2001, and shall continue for a period of 25 years, ending on the 31<sup>st</sup> day of September, 2026, unless terminated sooner as provided herein. HRPD shall have an option to extend the term of this agreement for two (2) additional five (5) year periods providing HRPD notifies HWD in writing ninety (90) days prior to expiration of said agreement. Either party may elect to terminate this Operating Agreement without cause by giving at least 120 days written notice of that election to the other party. In the event, either party wishes to so terminate this agreement, and the cancellation is effective prior to the end of the term hereof, then HWD agrees to reimburse to HRPD for improving and developing the property. This

reimbursement may exclude any improvements funded through grants unless the grant terms require such reimbursement. The consideration of reimbursement will be limited to any improvements that have previously received the approval of the HWD Board and which are incurred for the purpose of improving and developing the property. Any reimbursement will be subject to a depreciation rate of 5% per year from the date of expenditure. Upon completion or termination of the term hereof or of any renewal or extension hereof, all building and improvements on the property shall be and remain the property of HWD.

All major capital improvements exceeding \$2000, must be approved or part of an approved master plan of the HWD Board to ensure the long-term integrity of the property. Improvements costing less than \$2000 not approved by HWD or elements of the master plan, may be excluded from consideration of reimbursement. Additionally, any improvements exceeding \$2000 undertaken by HRPD and not approved by HWD or an element of the master plan may be excluded from consideration of reimbursement upon termination of the contract.

3. In the event that HWD deems it necessary to liquidate the property and receives an acceptable offer to purchase within the period of this Agreement, HWD shall thereupon give to HRPD within 30 days after receiving the offer the right to purchase the property on the same terms and conditions. Upon receipt of notice of Offer to Sell, if it elects to purchase the property, HRPD shall thereupon have a period of 45 days to provide HWD with written election to purchase said property in accordance with the terms and conditions as stipulated in the offer. The parties shall then complete the sale to the HRPD within 60 days thereafter or

such longer period as the parties may agree. The rights and obligations under this paragraph are subject to all applicable provisions of state law relating to the sale by HWD of the property, and are subject to all conditions and limitations relating to said sale; further the provisions of this paragraph should not necessarily be construed as obligating HWD to sell the property to any person or entity if it chooses not to sell the property.

4. During the terms of this Agreement, HRPD shall be responsible for the timely maintenance and repair of the facilities and maintaining the property in a safe condition. HRPD shall be responsible for the prompt repair and reconstruction of any improvements damaged or destroyed during the term hereof. Any damage that could result in injury or illness to HWD or HRPD employees, or to the public, shall be repaired within 24 hours after the damage is discovered by either HWD or HRPD. If the damage cannot be repaired within this time period, then the area shall be properly barricaded to prevent the public from coming in contact with the area. All repairs to any improvements shall be performed within thirty (30) days after the damage has been caused or identified. Any deviation to this time limit shall be requested by HRPD in writing, and shall be approved by, in writing, HWD. If repairs are not performed in accordance with the time limits, HWD may elect to perform the repairs, and all costs associated with the repair work shall be paid entirely by HRPD.

5. The HRPD represents that its agents or employees have entered upon and inspected the property and accepts the property and any improvements thereon in their present conditions. The HRPD also agrees to indemnify, hold

harmless and defend the HWD from any and all claims, demands or actions for damages of any kind, including but not limited to, injury, death or damage to property resulting from or concerning the use or operation of the property, the condition of the property or any acts or omissions of any kind on or about the property or relating to the property or its use or condition.

The HRPD shall also forthwith provide, at its expense, liability insurance protecting against claims for injury, death or property damage in the sum of at least \$5,000,000 for injury or death and \$1,000,000 for property damage. HWD shall have the right to review the limits of said liability insurance coverage every year following the effective date of this agreement, and if deemed reasonably necessary by HWD, may require the limits of said insurance coverage to be increased to an extent deemed reasonably appropriate by HWD, in which event HRPD shall obtain said increased coverage effective within 90 days from HWD's request. Said liability insurance coverage shall be a responsible and reliable coverage acceptable to and in conformance with similar coverage as provided by other public agencies performing like duties.

HRPD shall further forthwith provide at its expense insurance covering all risks of physical damage to any substantial or major buildings (including contents left by HWD) including those existing and those constructed or installed or erected during the term hereof, which coverage shall include but not be limited to fire and extended coverage, adequate to cover replacement costs, as reasonably approved by HWD. On all insurance policies, HWD shall be named as an insured and/or, as applicable, loss payee, and said policies shall be primary and

not contributing with any other insurance available to HWD. Said policies or certificates or riders evidencing coverage shall be delivered to HWD on an annual basis coinciding with each renewal. Said insurance shall be with an admitted insurance company or companies acceptable to similar public agencies in this state. HWD shall have the right to review the limits of said insurance coverage every year following the effective date of this agreement, and if deemed reasonably necessary by HWD, may require the limits of said insurance coverage to be increased to an extent deemed reasonably appropriate by HWD, in which event HRPD shall obtain said increased coverage effective within 30 days from HWD's request.

6. To the extent that water is reasonably available, water for landscape and lake replenishment can be provided from HWD's non-potable Wells Number 1, 2 and 7. HRPD is responsible for all costs, electrical and other, associated with drawing water from these wells. ~~HRPD will be required to provide verification of the flow meter calibration on a biannual basis as required by the Watermaster. If the flow meter ceases to function, HWD must be notified immediately.~~ HWD will not assume responsibility for the condition of the wells, well casing, pumps and motors, pipeline transmission system or operation thereof from the date of this operating agreement. ~~If HWD personnel identify a necessary repair, HRPD has 30 days from notification to complete the repair. If not completed in that timeframe, HWD will make the repairs and bill HRPD for any associated costs.~~

~~All costs associated with the usage of water from the aforementioned wells will be borne by HRPD, including monitoring, administrative and biological~~

assessments and replacement water. The cost of the water utilized by HRPD from the aforementioned wells will be determined by October 1<sup>st</sup> of each year and will apply to all water used from the previous water year (October 1 through September 30)

All costs for usage of water, replacement water (Mojave Water Agency or market price which ever is lowest), HWD monitoring and inspection, payment schedule and Watermaster administrative and biological fees shall be as indicated in Exhibit B-1 attached herein, and shall be updated yearly on October 1.

The following meters, which are installed as of the date of this agreement for use at the park site, are currently and subsequently maintained by HWD. These meters are read and billed bimonthly at the appropriate retail rate:

- (1) Meter #B89961703 2"
- (2) Meter #N27064767 1"
- (3) Meter #N23602771 1"
- (4) Meter #B91540146 5/8"
- (5) Meter #B90852129 1" (apartment use)
- (6) Meter # B96652024 1" (museum)

Additional meters or substitute meters may be added as needed by contacting HWD. Appropriate established fees for installation will be applicable. HRPD is responsible for all applicable fees, charges, rates, costs and expenses in connection with the use of metered water. All costs of revising, improving or

repairing the water system shall be the responsibility of HRPD. The HRPD shall also be responsible for the cost of any utilities and other expenses incurred in the operation, maintenance or use of the property.

7. HRPD shall not have the right to assign, sublet, delegate, contract or otherwise transfer, whether in whole or in part, any of its rights or obligations hereunder without the prior written consent of HWD. Any such consent by HWD will not be construed as a waiver of any further rights of HWD Hereunder, including but not limited to the right to terminate without cause. This paragraph is not intended to cover ordinary maintenance and operations by HRPD (such as minor contracts for weed removal, ordinary and day to day maintenance). Further, this paragraph shall not be construed so as to limit the rights of HWD under paragraph 2 of this agreement.

8. All notices required or permitted to be given under this Agreement shall be deemed given by delivery or by mailing, postage prepaid to the recipient party at its then current address; the present addresses of the parties are as follows:

To HWD: City of Hesperia  
15776 Main Street  
Hesperia, CA 92345

To HRPD: Hesperia Rec. & Park District  
P.O. Box 401055  
Hesperia, CA 92340

9. This agreement constitutes the entire agreement of the parties. No verbal agreement or statement made by either party prior to execution hereof shall be

effective unless set forth in this agreement. Any amendments to this agreement will be effective only if made in writing and signed by both parties hereto.

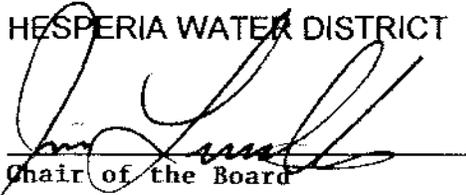
10. The HRPD agrees to pay HWD as rental for the leased premises the total sum of twenty-five dollars ~~(\$25.00)~~, payable in advance in its entirety or in the amount of one dollar (\$1.00) per year on the anniversary date of each and every year during the term of this operating agreement.

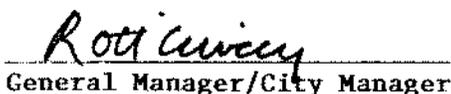
11. Without conceding that any property taxes or assessments of any kind are or will become due or payable, in the event any such property taxes, assessments or charges, whether assessed against real or personal property on or about the premises are levied or assessed or become payable during the term hereof, HRPD shall indemnify and hold harmless HWD therefrom and shall be responsible for same; provided, however, HRPD shall have and reserve the right to contest any of said taxes, assessments or claims, provided it continues to indemnify, defend and hold harmless HWD therefrom.

12. HRPD shall at all times keep the property clear and free of all liens, claims and encumbrances of any kind, and shall indemnify, defend and hold harmless HWD therefrom.

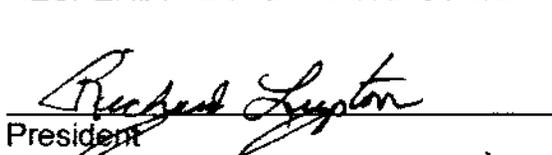
IN WITNESS WHEREOF, this Agreement is effective on the day and year first above written.

HESPERIA WATER DISTRICT

  
Chair of the Board

  
General Manager/City Manager

HESPERIA REC. & PARK DISTRICT

  
President

  
Secretary

**EXHIBIT "B-1"**

**WATER USAGE COSTS AND INCIDENTAL FEES  
FOR WATER YEAR OCTOBER 1, 2001 TO SEPTEMBER 30, 2002**

1. Water usage cost

• \_\_\_\_\_ Acre-Feet (AF) x \$ \_\_\_\_\_ per AF = \$ \_\_\_\_\_

2. HWD monitoring, inspection and administrative cost

• \$ \_\_\_\_\_ per month x 12 months = \$ \_\_\_\_\_

3. Watermaster administrative and biological fees

• Administrative Fee = \$ \_\_\_\_\_ per AF

• Biological Fee = \$ \_\_\_\_\_ per AF

• Total Fee = \$ \_\_\_\_\_ per AF x \_\_\_\_\_ AF = \$ \_\_\_\_\_

IN WITNESS WHEREOF, this Exhibit (B-1") is effective on the 1<sup>st</sup> day of  
October, 2001.

HESPERIA WATER DISTRICT

HESPERIA REC. & PARK DISTRICT

\_\_\_\_\_  
Chair of the Board

\_\_\_\_\_  
President

\_\_\_\_\_  
General Manager/City Manager

\_\_\_\_\_  
Secretary

## 9.18 Surplus Property

By authorization, the Board of Directors may declare real or personal property owned by the District as a surplus, if it is not required for District purposes, or if it should be disposed of for the purpose of replacement, or because it is unsatisfactory or not suitable for District use, and may order the sale or leasing of any property.

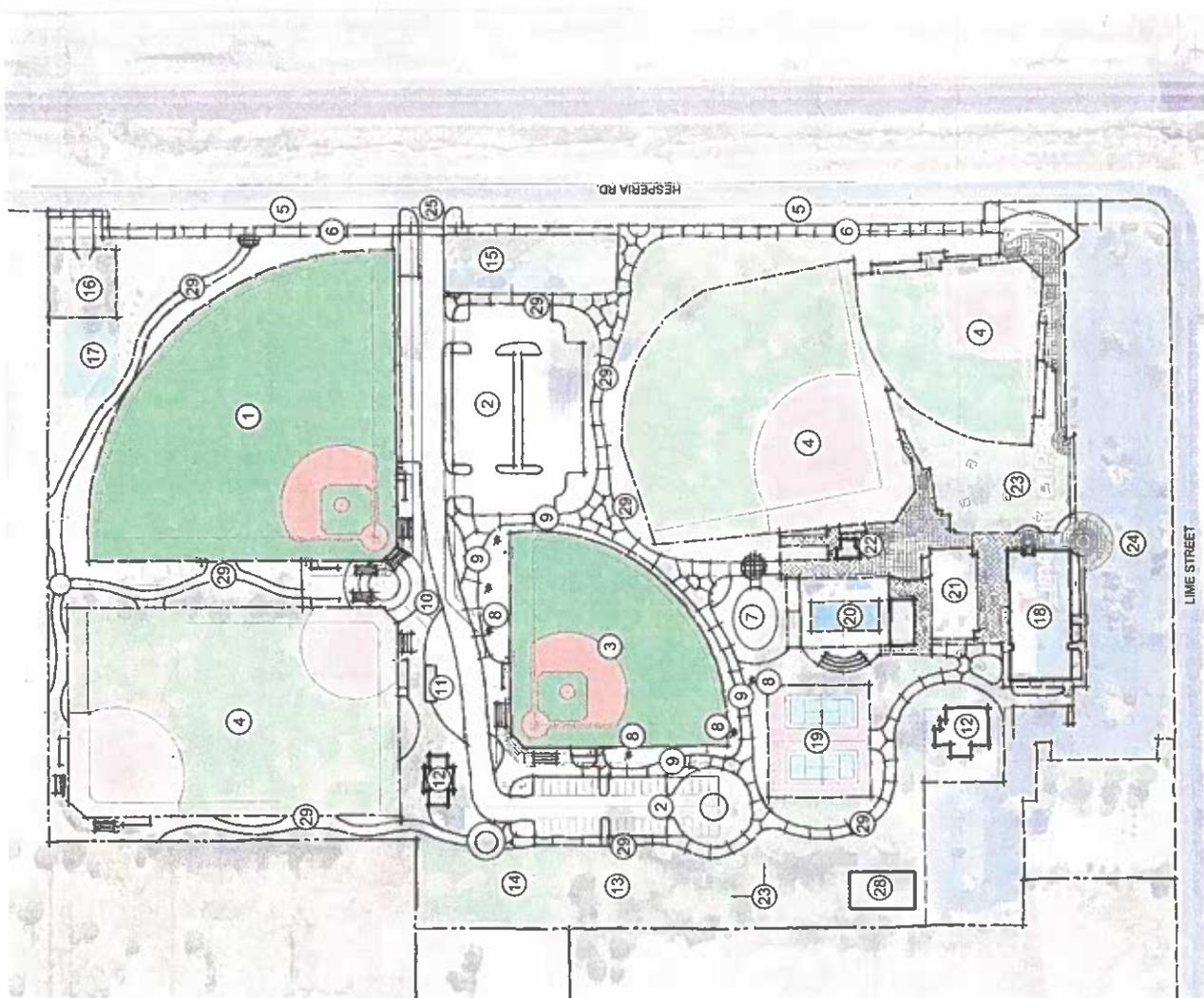
- (A) The authorization shall describe the property proposed to be sold or leased, in such manner as to identify it, and shall specify the minimum price or rental and the terms upon which it will be sold or leased and shall fix a time, not less than three weeks thereafter, for the opening of sealed bids for the purchase or lease of any such property.
- (B) The District shall give notice of the adoption of the authorization and of the time and place of the opening of bids on any such surplus property, by publication once a week for two (2) successive weeks, or by posting a notice in at least three public places in the District for not less than two (2) weeks. No commission shall be paid to anyone in connection with the sale or lease of any such property unless the authorization of the Board specifically provides for the payment of the same. At the time of the opening of sealed bids, oral bids may be made provided that such oral bid must be at least 10% higher than the highest sealed bid submitted. Of the proposals submitted which conform to all terms and conditions specified in the Board's authorization of intention to sell or to lease and which are made by responsible bidders, the District shall accept the bid which nets the highest amount to the District, unless a higher net oral bid is accepted or the District rejects all bids.
- (C) No District Board Member may bid. No District employee involved in the surplus property process may bid.
- (D) Notwithstanding anything contained herein to the contrary, the Board may provide for the disposition of any personal property by agreement with the County of San Bernardino to dispose of such personal property in accordance with applicable county rules and regulations pertaining thereto.
- (E) The de minimis amount of value for property not subject to this will be \$2,000.00.

Asset Id	Description	Serial Number	Class	Category	Location	Asset Control Account	Original Cost	Depreciation Amount	Acquisition Date
0001	16292 LIME ST	APN: 0413222230000	Land	Land	LS	900-18000-00-00	-	-	1/6/1956
002	16292 Lime St.- RESIDENCE		Building & Improvs	Building	LS	900-18400-00-00	66,300.00	66,300.00	6/30/1960
003	16292 LIME ST	APN: 0413222200000	Land	Land	LS	900-18000-00-00	-	-	12/14/1962
004	16292 Lime St.-Comm Ctr. (old)		Building & Improvs	Building	LS	900-18400-00-00	377,000.00	377,000.00	6/30/1964
005	16292 Lime St.-Youth Center		Building & Improvs	Building	LS	900-18400-00-00	62,400.00	62,400.00	6/30/1965
006	Live Oak Park - 17427 Live Oak St.	APN: 0410122150000	Land	Land	LO	900-18000-00-00	17,000.00	-	2/9/1966
007	9480 Timberlane		Building & Improvs	Building	Timberlane	900-18400-00-00	204,000.00	204,000.00	6/30/1968
008	9480 Timberlane-Caretaker		Building & Improvs	Building	Timberlane	900-18400-00-00	32,400.00	32,400.00	6/30/1968
009	16292 Lime St.-Pool Office		Building & Improvs	Building	LS	900-18400-00-00	97,500.00	97,500.00	6/30/1970
010	16292 Lime St.-Restroom		Building & Improvs	Building	LS	900-18400-00-00	51,700.00	51,700.00	6/30/1970
011	16292 Lime St.-Swimming Pool		Site Improvs	Site Improvements	LS	900-18300-00-00	148,000.00	148,000.00	6/30/1970
012	16292 LIME ST	APN: 0413222260000	Land	Land	LS	900-18000-00-00	-	-	10/28/1971
0013	7500 Arrowhead-Maintenance Yard		Building & Improvs	Site Improvements	HL	900-18300-00-00	28,600.00	23,499.67	6/30/1980
014	7500 Arrowhead-Various Equipment		Equipment	Misc. Equipment	HL	900-18500-00-00	35,000.00	35,000.00	6/30/1980
015	17427 Live Oak St.-Concession		Building & Improvs	Building	LO	900-18400-00-00	77,400.00	57,405.00	6/30/1984
017	16292 LIME ST	APN: 041322224000	Land	Land	LS	900-18000-00-00	-	-	8/13/1987
016	16292 LIME ST	APN: 0413222201000	Land	Land	LS	900-18000-00-00	-	-	8/13/1987
018	16292 Lime St.-Comm. Ctr. (new)		Building & Improvs	Building	LS	900-18400-00-00	377,000.00	302,385.42	6/30/1989
019	RICK NOVAK COMM CTR - 13558 PALM ST	APN: 3046011110000	Land	Land	RNCC/Palm Park	900-18000-00-00	160,000.00	-	10/24/1989
020	HCP - 10200 Datura St.	APN: 0405261100000	Land	Land	HCP	900-18000-00-00	53,000.00	-	3/16/1990
021	HCP - 10200 Datura St.	APN: 0405261070000	Land	Land	HCP	900-18000-00-00	129,075.00	-	3/21/1990
022	HCP - 10200 Datura St.	APN: 0405261600000	Land	Land	HCP	900-18000-00-00	42,000.00	-	3/26/1990
023	HCP - 10200 Datura St.	APN: 0405261060000	Land	Land	HCP	900-18000-00-00	127,400.00	-	5/30/1990
024	HCP - 10200 Datura St.	APN: 0405261350000	Land	Land	HCP	900-18000-00-00	53,000.00	-	7/2/1990
025	HCP - 10200 Datura St.	APN: 0405261580000	Land	Land	HCP	900-18000-00-00	76,300.00	-	8/30/1990
026	HCP - 10200 Datura St.	APN: 0405261790000	Land	Land	HCP	900-18000-00-00	135,000.00	-	6/11/1991
028	13558 Palm St.-Various Equipment		Equipment	Misc. Equipment	RNCC/Palm Park	900-18500-00-00	64,000.00	64,000.00	6/30/1991
027	13558 Palm St.-Gymnasium		Building & Improvs	Building	RNCC/Palm Park	900-18400-00-00	1,696,910.00	1,276,217.73	6/30/1991
029	HCP - 10200 Datura St.	APN: 0405261520000	Land	Land	HCP	900-18000-00-00	100,000.00	-	9/19/1991
030	HCP - 10200 Datura St.	APN: 0405261062000	Land	Land	HCP	900-18000-00-00	30,000.00	-	3/11/1992
031	13558 Palm St.-Site Improvement		Building & Improvs	Site Improvements	RNCC/Palm Park	900-18300-00-00	35,000.00	35,000.00	6/30/1992
032	HCP - 10200 Datura St.	APN: 0405261110000	Land	Land	HCP	900-18000-00-00	75,000.00	-	1/19/1993
034	17508 Hercules-CFFC/Retail #2		Building & Improvs	Building	Hercules/Epicenter	900-18400-00-00	1,050,000.00	737,187.50	6/30/1993
033	17508 Hercules-Office		Building & Improvs	Building	Hercules/Epicenter	900-18400-00-00	1,050,000.00	737,187.50	6/30/1993
035	17508 Hercules-CFFC/Retail #3		Building & Improvs	Building	Hercules/Epicenter	900-18400-00-00	1,050,000.00	737,187.50	6/30/1993
036	17508 Hercules- Site Improvement		Building & Improvs	Site Improvements	Hercules/Epicenter	900-18300-00-00	7,000.00	7,000.00	6/30/1993
037	17508 Hercules- Various Equipment		Equipment	Misc. Equipment	Hercules/Epicenter	900-18500-00-00	10,000.00	10,000.00	6/30/1994
038	HCP - 10200 Datura St.	APN: 0405261360000	Land	Land	HCP	900-18000-00-00	90,000.00	-	11/8/1994
042	9333 E St.-Site Improvement		Building & Improvs	Site Improvements	PBCC	900-18300-00-00	50,000.00	50,000.00	6/30/1995
041	9333 E St.-Senior Center		Building & Improvs	Building	PBCC	900-18400-00-00	750,000.00	391,250.00	6/30/1995
039	16292 Lime St.-Garage		Building & Improvs	Building	LS	900-18400-00-00	9,300.00	9,300.00	6/30/1995
040	7500 Arrowhead- Restroom		Building & Improvs	Building	HL	900-18400-00-00	110,201.00	110,201.00	6/30/1995
043	9594 Ave-Official Retailer		Building & Improvs	Building	Park Center	900-18400-00-00	365,000.00	175,808.33	6/30/1997
044	MTNC DIV-1990 FORD-#1510 WATER TRUCK	VIN:1FDXK74P4LVA35233	Vehicles	Vehicles	District	900-18600-00-00	19,500.00	19,500.00	3/1/1998
046	Hicks Rotary Mower		Equipment	Maintenance Equip	District	900-18500-00-00	35,137.00	35,137.00	6/30/1998
048	HISTORICAL ARTIFACTS		Historical Artifacts	Historical Artifacts	Museum	900-18100-00-00	38,772.00	-	6/30/1998
045	Deck Mower - 10106		Equipment	Maintenance Equip	District	900-18500-00-00	6,000.00	6,000.00	6/30/1998
049	FINE ARTS		Historical Artifacts	Historical Artifacts	Museum	900-18100-00-00	43,081.00	-	6/30/1998
047	CA36605 FOOD CONCESSION TRAILER		Equipment	Maintenance Equip	District	900-18500-00-00	20,000.00	20,000.00	6/30/1998
050	TRAILS END RANCH - 11287 CHOICENA ST	APN: 039901147000	Land	Land	Choiceana	900-18000-00-00	6,740.00	-	9/14/1998
051	10200 Datura-Little League Ballfield		Building & Improvs	Site Improvements	HCP	900-18300-00-00	887,723.00	887,723.00	6/30/1999
052	10200 Datura-Snack Bar/Restroom		Building & Improvs	Building	HCP	900-18400-00-00	260,000.00	109,633.33	6/30/2000
054	10770 "I" St.-Corona Central-Rental Prop		Building & Improvs	Building	Corona Center/PPC	900-18400-00-00	800,000.00	800,000.00	6/30/2000
053	16367 Main St.- BUILDING		Building & Improvs	Building	Museum	900-18400-00-00	121,000.00	51,021.67	6/30/2000
055	5210 John Deere Utility Tractor and Front Loader		Equipment	Maintenance Equip	District	900-18500-00-00	41,973.00	41,973.00	1/30/2001
056	9480 Timberln.-Pool removal & playground reno		Building & Improvs	Site Improvements	Timberlane	900-18300-00-00	115,000.00	115,000.00	6/30/2002
057	10245 REDLANDS AVE	APN: 04011234120000	Land	Land	District	900-18000-00-00	6,900.00	-	12/3/2002
059	7500 Arrowhead- Picnic area, playground reno-turf		Building & Improvs	Site Improvements	HL	900-18300-00-00	172,000.00	172,000.00	6/30/2003

058	17427 Live Oak St.-Site Improvement		Building & Improvs	Site Improvements	LO	900-18300-00-00	169,400.00	169,400.00	6/30/2003
060	MTNC DIV- 1988 INTL-#1551, 5-TON WATER TRUCK	VIN: 1HTLAPM2JH618028	Vehicles	Vehicles	District	900-18600-00-00	1,500.00	1,500.00	8/1/2004
061	Lime St. Wranglers Area	APN: 0413222220000	Land	Land	LS	900-18000-00-00	125,000.00	-	1/17/2005
063	16292 Lime St.- Concrete flatwork		Building & Improvs	Site Improvements	LS	900-18300-00-00	336,000.00	336,000.00	6/30/2005
064	10200 Datura- Adult Ballfields		Building & Improvs	Site Improvements	HCP	900-18300-00-00	960,679.00	960,679.00	6/30/2005
062	Triple L Trailer- 5DYDU1723YC00003		Equipment	Maintenance Equip	District	900-18500-00-00	8,575.00	8,575.00	6/30/2005
065	HCP - 10200 Datura St.	APN: 0405261540000	Land	Land	HCP	900-18000-00-00	196,000.00	-	9/21/2005
066	HCP - 10200 Datura St.	APN: 0405261610000	Land	Land	HCP	900-18000-00-00	180,000.00	-	9/28/2005
067	MTNC DIV-2000 CHEVY- #1501	VIN:1GBJC34R9YF420424	Vehicles	Vehicles	District	900-18600-00-00	20,000.00	20,000.00	3/1/2006
069	MTNC DIV-2006 CHEVY- #1591	VIN:1GBHC24U06E160544	Vehicles	Vehicles	District	900-18600-00-00	22,901.00	22,901.00	4/1/2006
068	MTNC DIV-2006 CHEVY- #1592	VIN:1GBHC24U96E157173	Vehicles	Vehicles	District	900-18600-00-00	22,901.00	22,901.00	4/1/2006
070	MTNC DIV-1995 FORD-#1504, F250-P/U	VIN:1FTHX25HOSKA09989	Vehicles	Vehicles	District	900-18600-00-00	6,000.00	6,000.00	6/1/2006
071	MTNC DIV-2006 CHEVY- #1593	VIN:1GBHC24U56E175041	Vehicles	Vehicles	District	900-18600-00-00	22,901.00	22,901.00	6/30/2006
072	BANDIT BRUSH CHIPPER		Equipment	Maintenance Equip	District	900-18500-00-00	22,000.00	22,000.00	6/30/2006
074	MTNC DIV-1998 DODGE-#1594, 3500 STAKE BODY	VIN:3B6MC36Z6WM274488	Vehicles	Vehicles	District	900-18600-00-00	5,800.00	5,800.00	2/1/2007
077	MTNC DIV-1999 DODGE-#1596, 2500 P/U	VIN:3B6KC26ZXXM585196	Vehicles	Vehicles	District	900-18600-00-00	7,100.00	7,100.00	2/1/2007
073	RECREATION DIV- 1999 CHEVY SUBURBAN- #1527	VIN: 1GNFK16R9XJ502548	Vehicles	Vehicles	District	900-18600-00-00	7,800.00	7,800.00	2/1/2007
078	MTNC DIV-1999 DODGE-#1529, 3500 STAKE BODY	VIN:3B6MC3650XM579242	Vehicles	Vehicles	District	900-18600-00-00	7,700.00	7,700.00	2/1/2007
079	MTNC DIV-2000 DODGE-#1530, DURANGO	VIN:1B4HS28Z3YF253900	Vehicles	Vehicles	District	900-18600-00-00	6,900.00	6,900.00	2/1/2007
075	MTNC DIV-1998 DODGE-#1595, 3500 STAKE BODY	VIN:3B6MF36Z9WM270653	Vehicles	Vehicles	District	900-18600-00-00	8,900.00	8,900.00	2/1/2007
076	MTNC DIV-1998 CHEVY-#1531, 2400 MTNC UTILITY P/U	VIN:1GBGC24R1WE181247	Vehicles	Vehicles	District	900-18600-00-00	6,800.00	6,800.00	2/1/2007
081	Site Improvement- Various Locations		Building & Improvs	Site Improvements	District	900-18300-00-00	665,532.00	624,860.60	6/30/2007
080	10425 Callhoun St-House - Callhoun		Building & Improvs	Building	Calhoun	900-18400-00-00	425,000.00	239,416.67	6/30/2007
082	LAP3		Equipment	IT - Computer	District	900-18500-00-00	1,740.00	1,740.00	7/15/2007
085	Equipment- Various Eqpt		Equipment	Misc. Equipment	District	900-18500-00-00	226.00	226.00	6/30/2008
083	Equipment- Various Eqpt		Equipment	Misc. Equipment	District	900-18500-00-00	3,400.00	3,400.00	6/30/2008
084	Equipment- Various Eqpt		Equipment	Misc. Equipment	District	900-18500-00-00	14,045.00	14,045.00	6/30/2008
086	10200 Datura-Adult Fields Snack Bar/Restroom		Building & Improvs	Building	HCP	900-18400-00-00	356,401.00	93,258.26	6/30/2008
087	RANGER DIV-2005 FORD-R1, CROWN VICTORIA	VIN:2FAHP71WX5X153297	Vehicles	Vehicles	District	900-18600-00-00	4,000.00	4,000.00	8/1/2008
088	John Deere 1565 36HP 4WD Diesel		Equipment	Maintenance Equip	District	900-18500-00-00	18,998.00	18,998.00	11/4/2008
089	2008 Trimax Flaildek 185-72		Equipment	Maintenance Equip	District	900-18500-00-00	8,945.00	8,945.00	11/4/2008
090	RANGER DIV-2005 CHEVY-R3-#1576, TAHOE	VIN:1GNEK13Z45R207467	Vehicles	Vehicles	District	900-18600-00-00	10,700.00	10,700.00	12/1/2008
091	John Swisher Museum		Building & Improvs	Building	JSSC	900-18400-00-00	1,384,033.00	362,155.30	6/30/2009
092	LAP1		Equipment	IT - Computer	District	900-18500-00-00	1,067.00	1,067.00	8/21/2009
093	2009 Intnt Van/Trailer- 4RACS24219K029908		Equipment	Maintenance Equip	District	900-18500-00-00	6,830.00	5,350.13	10/1/2009
094	LAP2		Equipment	IT - Computer	District	900-18500-00-00	1,850.00	1,850.00	4/13/2010
095	16292 LIME ST. SNACK BAR/RESTROOM REMODEL		Building & Improvs	Building Improvement	LS	900-18300-00-00	96,292.00	42,689.45	6/2/2010
096	Palm St. Park- Picnic area, sidewalks, flatwork		Building & Improvs	Site Improvements	RNCC/Palm Park	900-18300-00-00	511,686.00	378,079.10	6/30/2010
097	John Swisher Community Center		Building & Improvs	Building	JSSC	900-18400-00-00	626,838.00	138,949.09	6/30/2010
098	JOHN DEERE FRONT MOUNT MOWER		Equipment	Maintenance Equip	District	900-18500-00-00	8,945.00	8,945.00	7/1/2010
100	TORO 450 D FAIRWAY MOWER S/N 70816		Equipment	Maintenance Equip	District	900-18500-00-00	4,400.00	4,400.00	10/1/2010
099	KABOTA TRACTOR S/N 10083		Equipment	Maintenance Equip	District	900-18500-00-00	3,500.00	3,500.00	10/1/2010
101	MAPLE ST. PARK		Site Improvs	Site Improvements	Maple	900-18300-00-00	1,847,195.00	1,262,249.88	4/1/2011
103	LIME STREET- HESPESXC1		Equipment	IT - Server	LS	900-18500-00-00	3,394.00	3,394.00	4/25/2011
104	NOVACK-NOVSRV1		Equipment	IT - Server	RNCC/Palm Park	900-18500-00-00	1,516.00	1,516.00	4/25/2011
102	LAP4		Equipment	IT - Computer	District	900-18500-00-00	1,359.00	1,359.00	4/25/2011
105	Reroof - Calhoun Bldg		Building & Improvs	Building Improvement	Calhoun	900-18400-00-00	5,500.00	2,727.08	8/13/2011
106	Pressure Washer/Tailer		Equipment	Maintenance Equip	District	900-18500-00-00	5,528.00	5,528.00	8/22/2011
108	200 gal Power Sprayer - Honda		Equipment	Maintenance Equip	District	900-18500-00-00	6,840.00	6,840.00	8/26/2011
107	Kubota		Equipment	Maintenance Equip	District	900-18500-00-00	14,158.00	14,158.00	8/26/2011
109	Carson Trailer		Equipment	Maintenance Equip	District	900-18500-00-00	5,772.00	5,772.00	11/1/2011
110	New Roof - Corona PPC		Building & Improvs	Building Improvement	Corona Center/PPC	900-18400-00-00	47,848.00	30,303.76	1/10/2012
111	Reroof - Novack Center RNCC		Building & Improvs	Building Improvement	RNCC/Palm Park	900-18400-00-00	39,179.00	21,766.08	3/1/2013
112	BMX Track at Live Oak		Site Improvs	Site Improvements	LO	900-18300-00-00	16,450.00	9,047.53	4/13/2013
113	Kubota Mower	ZD 3265-60	Equipment	Maintenance Equip	District	900-18500-00-00	13,493.52	13,493.52	5/20/2013
114	Skate Plaza at Lime Street Park		Site Improvs	Site Improvements	LS	900-18300-00-00	26,191.22	13,823.13	8/22/2013
115	Reroof - Park Center		Site Improvs	Site Improvements	Park Center	900-18300-00-00	45,374.00	22,686.98	1/1/2014
116	Flooring Replacement - John Swisher		Building & Improvs	Building Improvement	JSSC	900-18300-00-00	6,460.00	4,683.50	4/14/2014
117	Flooring Replacement - Percy Bakker Center		Building & Improvs	Building Improvement	PBCC	900-18300-00-00	25,715.00	18,429.08	5/22/2014
118	2014 John Deere 8700 Precision Cut Fairway Mower		Equipment	Maintenance Equip	District	900-18500-00-00	49,872.00	44,677.00	5/30/2014

119	Malibu	APN: 0304601130000	Land	Land	Malibu	900-18000-00-00	87,000.00	-	9/16/2014
120	Xerox 5335PH		Equipment	Office Equipment	LS	900-18500-00-00	6,725.00	6,725.00	10/9/2014
121	NEC Phone System at Lime Street		Equipment	Office Equipment	LS	900-18500-00-00	18,597.00	12,243.03	12/9/2014
122	Flooring Replacement - Percy Bakker Center Nth Rm		Building & Improvs	Building Improvement	PBCC	900-18300-00-00	15,880.00	10,189.67	2/6/2015
123	2015 Kia Soul	VIN: KNDJN2A21F7167615	Vehicles	Vehicles	District	900-18600-00-00	21,242.47	21,242.47	2/21/2015
124	Door Replacement Upgrade - Percy Bakker Center Nrh		Building & Improvs	Building Improvement	PBCC	900-18300-00-00	11,214.00	7,102.20	3/29/2015
125	Chain Link Fence - HGC		Site Improvs	Site Improvements	District	900-18300-00-00	7,371.00	6,493.50	5/14/2015
127	Basketball Court at Lime Street Park		Site Improvs	Site Improvements	LS	900-18300-00-00	42,162.00	17,099.03	6/30/2015
126	Hesperia Lake Well		Site Improvs	Site Improvements	HL	900-18300-00-00	344,505.00	139,715.92	6/30/2015
128	Choiceana Caretaker House		Building & Improvs	Building	Choiceana	900-18400-00-00	119,000.00	14,280.00	7/24/2015
131	Mojave River Junction Lot 2	APN# 0399-011-42	Land	Land	Mojave River	900-18000-00-00	18,000.00	-	7/24/2015
132	Mojave River Junction Lot 3	APN# 0399-011-41	Land	Land	Mojave River	900-18000-00-00	16,200.00	-	7/24/2015
133	Mojave River Junction Lot 4	APN# 0399-011-43	Land	Land	Mojave River	900-18000-00-00	14,400.00	-	7/24/2015
130	Mojave River Junction Lot 1	APN# 0399-011-44	Land	Land	Mojave River	900-18000-00-00	20,000.00	-	7/24/2015
129	Choiceana Caretaker Lot	APN #0399-011-46	Land	Land	Choiceana	900-18000-00-00	36,000.00	-	7/24/2015
134	Mojave River Junction Lot 5	APN# 0399-011-37	Land	Land	Mojave River	900-18000-00-00	14,400.00	-	7/24/2015
135	York Gas/Electric Unit - Corona Center		Building & Improvs	Building Improvement	Corona Center/PPC	900-18500-00-00	6,000.00	2,300.00	10/5/2015
136	Percy Bakker Community Center LED Retrofit		Building & Improvs	Building Improvement	PBCC	900-18300-00-00	14,999.00	5,749.60	10/30/2015
137	JD 2500B Greens Mower		Equipment	Maintenance Equip	District	900-18500-00-00	32,347.00	25,800.58	12/11/2015
138	Power Play Center LED Retrofit		Building & Improvs	Building Improvement	Corona Center/PPC	900-18300-00-00	19,668.00	7,320.87	12/15/2015
139	2006 Ford Expedition	Vin #1FMPU16576LA75647	Vehicles	Vehicles	District	900-18600-00-00	7,075.00	7,075.00	1/25/2016
140	2003 Chevrolet Tahoe	VIN #1GNEK13T73R108408	Vehicles	Vehicles	District	900-18600-00-00	8,500.00	8,500.00	3/15/2016
141	Fascia & Siding Improvements - Hercules Center		Building & Improvs	Building Improvement	Hercules/Epicenter	900-18300-00-00	23,400.00	8,320.00	3/24/2016
142	Lime Street Community Center Paint		Building & Improvs	Building Improvement	LS	900-18300-00-00	9,840.00	5,084.00	5/10/2016
143	Power Play Center Swamp Coolers		Building & Improvs	Building Improvement	Corona Center/PPC	900-18500-00-00	7,580.00	2,526.65	7/21/2016
144	Maple Park Chain Link Fencing		Site Improvs	Site Improvements	Maple	900-18300-00-00	8,290.00	5,921.45	7/21/2016
146	House on Datura Property		Building & Improvs	Building	HCP	900-18400-00-00	75,000.00	7,375.00	8/8/2016
145	HCP Lot (Datura)	APN# 0405-261-01-0000	Land	Land	HCP	900-18000-00-00	50,000.00	-	8/8/2016
147	Percy Bakker Center Storefront Doors		Building & Improvs	Building Improvement	PBCC	900-18500-00-00	8,114.00	1,595.75	8/18/2016
148	Lime Street LED Retrofit		Building & Improvs	Building Improvement	LS	900-18300-00-00	10,277.00	3,311.46	9/14/2016
149	Percy Bakker Center LED Retrofit - additional		Building & Improvs	Building Improvement	PBCC	900-18300-00-00	11,545.00	3,720.07	9/29/2016
150	Xerox Capital Lease #0060387	WC5945APTXF2	Equipment	Leased Equipment	LS	900-18500-00-00	12,966.60	7,779.96	10/8/2016
151	Mail Finance Capital Lease #H12121701	IN600AF	Equipment	Leased Equipment	LS	900-18500-00-00	5,500.00	5,225.00	10/13/2016
152	FY 18 Land Purchase in Escrow (#710800300)		Land	Land	District	900-18000-00-00	5,395.00	-	1/8/2017
153	Mojave River Junction Corrals & Improvements		Site Improvs	Site Improvements	Mojave River	900-18300-00-00	6,607.00	991.04	1/16/2017
154	Park Center Unit A 5-ton Heating/Cooling Package		Building & Improvs	Building Improvement	Park Center	900-18500-00-00	5,980.00	1,760.79	2/10/2017
155	1982 Ford 350	Vin# 1FDKF37Z8CRA18982	Vehicles	Vehicles	District	900-18600-00-00	8,620.00	7,327.00	4/11/2017
156	Reclaimed Water Project (Year 1 In Progress)		Site Improvs	Site Improvements	District	900-18300-00-00	11,778.62	-	5/8/2017
157	Maple Park Turf Renovation		Site Improvs	Site Improvements	Maple	900-18300-00-00	19,664.00	5,462.21	5/15/2017
158	Vertical Bypass Pool Heater		Site Improvs	Site Improvements	LS	900-18500-00-00	23,788.00	14,159.54	5/25/2017
159	Turf Renovation - Maple Park		Site Improvs	Site Improvements	Maple	900-18300-00-00	5,077.00	1,353.88	7/29/2017
160	York 5 ton Downshot A/C		Building & Improvs	Building Improvement	District	900-18500-00-00	8,970.00	2,342.17	8/25/2017
161	York 4 ton Downshot A/C		Building & Improvs	Building Improvement	District	900-18500-00-00	5,980.00	1,561.45	8/25/2017
162	Three-Section 83" Refrigerator - HL Store		Equipment	Operations Equipment	HL	900-18500-00-00	5,245.00	2,054.29	8/29/2017
163	CCTV Security Camera System - Lime Street Community Center		Equipment	Fixtures	LS	900-18500-00-00	9,400.00	3,525.00	10/24/2017
164	Gym Heater - Rick Novack Community Center		Building & Improvs	Building Improvement	RNCC/Palm Park	900-18500-00-00	18,600.00	4,546.67	11/8/2017
166	Stackable Chairs with Glide - Lime Street Community Center		Equipment	Operations Equipment	LS	900-18500-00-00	8,224.39	4,112.19	1/15/2018
165	6' Portable Tables - Lime Street Community Center		Equipment	Operations Equipment	LS	900-18500-00-00	8,716.23	4,358.13	1/15/2018
167	Playground Equipment - Palm Park		Site Improvs	Site Improvements	RNCC/Palm Park	900-18300-00-00	74,395.00	17,358.84	1/26/2018
168	Trash Cans w/Dome Lid - Hesperia Lake		Equipment	Maintenance Equip	HL	900-18500-00-00	8,710.20	3,048.57	1/26/2018
170	FY 18 Reclaimed Water Project Costs (Year 2)		Site Improvs	Site Improvements	District	900-18300-00-00	11,707.00	-	2/9/2018
169	Rain Gutter & Scupper - Hercules		Building & Improvs	Building Improvement	Hercules/Epicenter	900-18300-00-00	7,100.00	2,425.83	2/9/2018
171	EPD-200 DP Sand Filter System w/2 carbon steel tanks		Site Improvs	Site Improvements	LS	900-18500-00-00	50,090.00	17,114.08	2/23/2018
178	HESPWK46		Equipment	IT - Computer	District	900-18500-00-00	1,261.70	820.10	4/6/2018
175	HESPWK50		Equipment	IT - Computer	District	900-18500-00-00	1,261.70	820.10	4/6/2018
173	HESPWK43		Equipment	IT - Computer	District	900-18500-00-00	1,261.70	820.10	4/6/2018
172	HESPWK44		Equipment	IT - Computer	District	900-18500-00-00	1,261.70	820.10	4/6/2018
176	HESPWK49		Equipment	IT - Computer	District	900-18500-00-00	1,261.71	820.11	4/6/2018
179	HESPWK48		Equipment	IT - Computer	District	900-18500-00-00	1,261.70	820.10	4/6/2018
174	HESPWK47		Equipment	IT - Computer	District	900-18500-00-00	1,261.71	820.11	4/6/2018

177	HESPWK45		Equipment	IT - Computer	District	900-18500-00-00	1,261.71	820.11	4/6/2018
180	Re-Roof - Harrison Building (16367 Main St)		Building & Improvs	Building Improvement	Museum	900-18400-00-00	11,130.00	2,349.67	5/3/2018
181	Lift Desks and rolling file cabinets		Furniture & Fixtures	Office Furniture	LS	900-18500-00-00	7,011.00	3,171.64	5/7/2018
182	Swamp Cooler - Rick Novack Community Center		Building & Improvs	Building Improvement	RNCC/Palm Park	900-18500-00-00	31,000.00	6,544.45	5/17/2018
183	6' Portable Tables John Swisher Community Center		Equipment	Operations Equipment	JSCC	900-18500-00-00	6,000.00	2,714.28	5/23/2018
184	Parking Lot Lights - Hesperia Community Park		Site Improvs	Site Improvements	HCP	900-18300-00-00	24,782.00	5,094.07	6/8/2018
185	FY18 District Signs		Equipment	Fixtures	District	900-18500-00-00	7,806.00	1,561.20	6/20/2018
186	Turf Renovation - Hesperia Lake		Site Improvs	Site Improvements	HL	900-18300-00-00	40,391.76	8,302.74	6/30/2018
187	Lift Desks and File Cabinets		Furniture & Fixtures	Office Furniture	LS	900-18500-00-00	9,871.06	1,974.21	7/24/2018
188	PTO-60 Klopping Hardie Sports Turf Renovator		Equipment	Maintenance Equip	District	900-18500-00-00	15,129.61	4,034.56	11/30/2018
190	Evaporative Coolers at Epicenter		Building & Improvs	Building Improvement	Hercules/Epicenter	900-18500-00-00	32,000.00	5,511.10	12/1/2018
189	Skate Plaza at Lime Street Park Improvements		Site Improvs	Site Improvements	LS	900-18400-00-00	124,950.00	21,519.17	12/1/2018
193	HESPWK53		Equipment	IT - Computer	District	900-18500-00-00	1,273.16	657.80	12/20/2018
197	HESPWK57		Equipment	IT - Computer	District	900-18500-00-00	1,273.16	657.80	12/20/2018
194	HESPWK54		Equipment	IT - Computer	District	900-18500-00-00	1,273.16	657.80	12/20/2018
192	HESPWK52		Equipment	IT - Computer	District	900-18500-00-00	1,273.16	657.80	12/20/2018
191	HESPWK51		Equipment	IT - Computer	District	900-18500-00-00	1,273.16	657.80	12/20/2018
196	HESPWK56		Equipment	IT - Computer	District	900-18500-00-00	1,273.16	657.80	12/20/2018
195	HESPWK55		Equipment	IT - Computer	District	900-18500-00-00	1,273.16	657.80	12/20/2018
198	HESPWK58		Equipment	IT - Computer	District	900-18500-00-00	1,273.16	657.80	12/20/2018
199	Standard Admiral ADA Pool Lift		Site Improvs	Site Improvements	LS	900-18500-00-00	8,805.01	3,249.47	12/27/2018
200	Wrought Iron Fence		Site Improvs	Site Improvements	District	900-18300-00-00	120,265.67	-	2/4/2019
201	FY19 District Signs		Equipment	Fixtures	District	900-18500-00-00	16,745.69	2,604.89	3/1/2019
202	Burrow Blocker Machine - Model #12ST1-525GS-2H		Equipment	Maintenance Equip	District	900-18500-00-00	24,950.21	11,643.43	3/21/2019
203	RANGER DIV-2013 Chev Tahoe w/Emergency Equipment		Vehicles	Vehicles	District	900-18600-00-00	29,509.00	13,279.05	4/24/2019
204	Wrought Iron Fence		Site Improvs	Site Improvements	District	900-18300-00-00	14,685.00	-	9/20/2019
206	Hesperia Lake Store Renovations		Building & Improvs	Building Improvement	HL	900-18300-00-00	9,325.33	1,476.51	12/2/2019
205	Lime Street Ball Fields & Amenities		Site Improvs	Site Improvements	LS	900-18300-00-00	18,003.02	-	12/2/2019
208	HESPLAP (COOK)		Equipment	IT - Computer	District	900-18500-00-00	2,099.22	629.76	1/7/2020
207	HESPLAP (MARSHAWN)		Equipment	IT - Computer	District	900-18500-00-00	2,099.22	629.76	1/7/2020
209	HESPWK60		Equipment	IT - Computer	District	900-18500-00-00	1,392.31	394.49	2/1/2020
210	HESPWK53		Equipment	IT - Computer	District	900-18500-00-00	1,392.31	394.49	2/1/2020
211	HESPWK61		Equipment	IT - Computer	District	900-18500-00-00	1,392.32	394.49	2/1/2020
212	Live Oak Field Site Improvements		Site Improvs	Site Improvements	LO	900-18300-00-00	61,467.91	4,353.98	2/10/2020
213	HESPHOST2		Equipment	IT - Server	District	900-18500-00-00	17,638.67	4,409.66	4/1/2020
214	Reclaimed Water		Site Improvs	Site Improvements	District	900-18300-00-00	4,666.92	-	4/24/2020
215	2020 eTuatara Electric Vehicle HL		Vehicles	Vehicles	District	900-18600-00-00	22,251.99	2,225.20	7/27/2020
216	HESPLAP11		Equipment	IT - Computer	District	900-18500-00-00	2,394.50	438.99	8/10/2020
217	HESPHOST3		Equipment	IT - Server	District	900-18500-00-00	5,638.84	939.81	9/1/2020
220	Airconditioning Unit LS Office East Main Building		Building & Improvs	Building Improvement	LS	900-18500-00-00	6,800.00	680.00	1/7/2021
219	Ranger Training Gear		Equipment	Ranger Equipment	District	900-18500-00-00	12,900.32	1,290.03	1/7/2021
218	HESPLAP (Jeff)		Equipment	IT - Computer	District	900-18500-00-00	2,455.52	245.55	1/7/2021
221	Heating Unit Corona Ranger Station		Building & Improvs	Building Improvement	Corona Center/PPC	900-18500-00-00	7,500.00	750.00	1/12/2021
223	HESPWK62		Equipment	IT - Computer	District	900-18500-00-00	1,822.52	151.88	2/1/2021
222	HESPLAP12		Equipment	IT - Computer	District	900-18500-00-00	1,844.13	153.68	2/1/2021
224	JSCC Roof Repair		Building & Improvs	Building Improvement	JSCC	900-18400-00-00	5,400.00	180.00	3/8/2021
225	Basketball Backstop Epicenter		Site Improvs	Site Improvements	Hercules/Epicenter	900-18300-00-00	14,972.88	249.55	5/25/2021
226	Hesperia Lake Soccer Field Well		Site Improvs	Site Improvements	HL	900-18300-00-00	77,549.72	1,292.50	5/25/2021
230	Park Center New AC unit (Unit F)		Equipment	Misc. Equipment	Park Center	900-18500-00-00	7,200.00	-	8/6/2021
231	Park Center Parking Lot Repairs		Site Improvs	Site Improvements	Park Center	900-18500-00-00	19,782.00	-	8/18/2021
0232	Rick Novack ADA Concrete Ramps		Site Improvs	Site Improvements	RNCC/Palm Park	900-18300-00-00	25,510.00	-	9/1/2021
0233	Park Center New Roof		Building & Improvs	Building Improvement	Park Center	900-18500-00-00	114,000.00	-	1/14/2022
0234	Corona Center Roof Restorations		Building & Improvs	Building Improvement	Corona Center/PPC	900-18500-00-00	50,812.00	-	1/22/2022
0235	Lime Street Caretaker House Roof		Building & Improvs	Building Improvement	LS	900-18500-00-00	58,101.00	-	4/28/2022
0236	Hercules Roof Repair		Building & Improvs	Building Improvement	Hercules/Epicenter	900-18500-00-00	176,964.25	-	4/30/2022
0237	Lime Street Caretaker House ADA Project		Building & Improvs	Building Improvement	LS	900-18400-00-00	11,665.00	-	5/22/2022
0238	RNCC Parking Lot Repairs		Site Improvs	Site Improvements	RNCC/Palm Park	900-18500-00-00	101,826.00	-	6/17/2022
0239	Lime Street Park Playground		Site Improvs	Site Improvements	LS	900-18500-00-00	206,833.66	-	6/26/2022
228	Ranger Vehicle - 2018 Ford Explorer	VIN 1FM5K8AR0JGB34720	Vehicles	Vehicles	District	900-18600-00-00	29,500.00	-	6/30/2022
229	Ranger Vehicle - 2019 Chevy Tahoe	VIN 1GNSKDEC9KR158968	Vehicles	Vehicles	District	900-18600-00-00	32,500.00	-	6/30/2022



LEGEND	
1	BALL FIELD - 300 FT
2	PARKING LOT
3	BALL FIELD - 200 FT
4	EXISTING BALL FIELD
5	STREET PARKING
6	PROPOSED SPRAY GROUND
7	EXISTING RESTROOM
8	EXISTING RESTROOM BUILDING
9	EXISTING BUILDING
10	EXISTING LARGE DOG PARK
11	EXISTING SMALL DOG PARK
12	EXISTING SKATE PARK
13	EXISTING MAINTENANCE YARD
14	EXISTING BASKETBALL COURT
15	EXISTING COMMUNITY CENTER
16	EXISTING TENNIS COURTS
17	EXISTING POOL AREA AND ADJACENT OFFICE
18	EXISTING TOT LOT
19	EXISTING RESTROOM
20	EXISTING PICNIC AREA
21	EXISTING PARKING LOT
22	MAIN ENTRY
23	EXISTING RESIDENTIAL
24	ADJACENT FALLOW PROPERTY
25	VOLLEYBALL COURT
26	WALKWAY

Concept Plan  
**Lime Street Park**  
 Hesperia, CA  
 Hesperia Recreation Park District

## 14.00 POLICIES AND PROCEDURES GOVERNING USE OF PARKS, RECREATION AREAS, AND FACILITIES

The intent of public leisure services is to provide opportunities for satisfying leisure needs for all segments of the population.

The following policies and procedures have been adopted:

### 14.01 Applicability

- (A) Persons entering the premises owned, managed or controlled by the District may remain as long as they abide by the rules and regulations, applicable laws and codes of the State, County and local agencies. Persons using District facilities or programs are to abide by these regulations, applicable laws, ordinances and codes of the State, County and City, and lawful instruction of authorized employees of the State, County and City, and lawful instruction of authorized employees of the District. Failure to leave the premises when requested to do so by an authorized employee of the District for violation of these regulations will be a further violation of regulations.

### 14.02 Insurance Requirement for District Facility Use

**Definition of Facility** – Facility includes specific building, room, space, area, or field to be used as well as all common areas used to include parking areas, sidewalks, adjacent grounds, or others areas used by the User or its officers, agents, employees, or other participants/guests.

- (A) Applicability
  - (1) The District Board of Directors has established the following insurance policy requirements as follows:
    - (a) Uses where alcohol will be served
    - (b) Events open to the public
    - (c) Dances
    - (d) Equestrian related events
    - (e) Youth Sports Leagues (insurance already provided for practices and games)
    - (f) Events identified by the District’s Joint Powers Insurance Authority or General Manager as a use consisting of high risk activities
- (B) Minimum Scope and Limit of Insurance
  - (1) User shall procure and maintain for the duration of the use period commercial general insurance, specifying the facility used in the certificate of insurance, occurrence based, against claims for injuries

to persons or damages to property (including third-parties and their property and District employees or volunteers and their property) that may arise from or in connection with the use of the District's facilities as defined above and in the Facilities Use Agreement and the activities of the User, their invitees, guests, officers, agents, representatives, employees, or subcontractors, as applicable.

- (2) Coverage shall be at least as broad as Insurance Services Office Form CG 00 01, covering Commercial General Liability (CGL) on an "occurrence" basis, personal injury, with limits no less than \$1,000,000 per occurrence for most uses and no less than \$2,000,000 per occurrence for specific higher risk activities as identified by District's Joint Powers Insurance Authority or General Manager.

(C) Other Insurance Provisions

- (1) The general liability policy is to contain, or be endorsed to contain, the following provisions:

- (a) The Hesperia Recreation and Park District, the Hesperia Area Recreation District Foundation, the City of Hesperia (only when property is owned by the City), and its/their officers, officials, employees, and authorized volunteers are to be covered as additional insureds.
- (b) For any claims related to this project, the User's insurance coverage shall be primary insurance as respects the District and any insurance or self-insurance maintained by the District shall be excess of the User's insurance and shall not contribute with it.
- (c) The User's insurer shall waive all rights of subrogation against the Hesperia Recreation and Park District, Hesperia Area Recreation District Foundation, the City of Hesperia (when required) for losses paid under the terms of any policy covering the facility use or any activities of the User, their guests, agents, representatives, employees, or subcontractors.

(D) Verification of Coverage

- (1) User shall furnish the District with original certificates and amendatory endorsements effecting coverage required by this policy. All certificates and endorsements are to be received and approved by the District *at least 15 calendar days* before User commences activities.

(E) Liquor Liability

- (1) If User will be supplying alcoholic beverages, the general liability insurance shall include host liquor liability coverage. If User is using a caterer or other vendor to supply alcohol that vendor must have liquor liability coverage. If User intends to sell alcohol either the User or vendor providing the alcohol for sale must have a valid

liquor sales license and liquor liability insurance covering the sale of alcohol.

(F) Homeowners Insurance

- (1) In some cases the User's homeowner's liability insurance may provide coverage sufficient to meet these requirements. User should provide these requirements to his or her agent to confirm and provide verification to the District.

(G) Special Risks or Circumstances

- (1) The District, through its General Manager, reserves the right to modify these requirements based on the nature of the risk, prior events, insurance coverage, or other special circumstances.

(H) Indemnification

- (1) The User also will provide an indemnification which holds the Hesperia Recreation and Park District and the Hesperia Area Recreation District Foundation, individual members thereof, its officers, agents, and employees free and harmless from such loss, damage, liability, cost or expense that may arise during or be caused, in any way by such use or occupancy of District property or property controlled by the District.

#### **14.03 Building Regulations**

Each user of indoor facilities is responsible for the set up and cleanup of the building which you use. Whether there is a staff member on duty, however, the following regulations are the responsibilities of the user:

- (A) Access to rooms or facilities other than those approved on user's application is not permitted.
- (B) The person signing the application shall be an adult, responsible for any loss or damage during the use of any facilities.
- (C) Adequate adult supervision must be provided for youth and teens.
- (D) No preparations shall be used on the floors by groups dancing.
- (E) If alcohol is served or amplified music provided, District approved security must be provided at an additional cost to the user. The District will arrange for this service. Amplified Music is defined as any type of music or other entertainment delivered through and by an electronic system. Equipment operating with no amplification other than their internal speakers, and background music systems operated at a low amplification and not intended for entertainment shall not be deemed Amplified Music. Sound levels may be restricted by staff on an as needed basis.
- (F) Setup and cleanup times are to be included in the user's use. They are not to set up before the time scheduled or go after the time the event is

to end. User will be charged an additional hour or hours for any time use before or after arranged on use permit form.

- (G) A park employee will be working in one of the buildings or on the park site during use. User should not leave the facility until the staff member on duty has checked the facility.
- (H) Decorations are allowed only in designated areas with prior approval. Remove all decorations, including tacks, staples or other objects when finished.
- (I) All doorways, hallways and aisles must remain clear of tables, chairs or other objects due to fire safety regulations. A six foot unobstructed walkway must be left running the entire length of the building from all of the doorways, emergency exits and is always to be kept clear of any objects.
- (J) At dusk the park is closed and everyone needs to remain in the building until the event is over.
- (K) Food and Drink may be restricted to certain areas.
- (L) Emergency exit doors must remain closed at all times with the exception of an emergency.
- (M) Motor vehicles are restricted to parking areas.
- (N) No animals are allowed in the buildings, except for registered service animals.
- (O) Amplified music is prohibited except by permit.
- (P) A facility use agreement and application must be completed, at least two weeks prior to the requested date, and the required deposits and rental fees paid. There is a ten percent cancellation fee penalty on deposits and rental fees if cancelled by the user.
- (Q) All rental facilities close at 12:00 midnight. The decorating time, event time and required one hour cleanup time must end by that time.

#### **14.04 Provide a Cleanup/Damage Deposit**

- (A) Indoor Facility:
  - (1) \$200.00 for events without alcohol and/or amplified music.
  - (2) \$500.00 for events with alcohol and/or amplified music.
- (B) Outdoor Facility:
  - (1) \$200.00 for events without alcohol and/or amplified music.
  - (2) \$500.00 for events with alcohol and/or amplified music.
- (C) Special Deposits: The General Manager can use discretion in any instance which may be considered higher risk than normal events and raise the cleanup/damage deposit to fit the event.
- (D) If a fee is charged, donation is collected, or the event/activity is open to the general public, the facility rental fee is doubled.

- (E) Resident groups getting the resident fee for using a facility must have 75% or more of the participants residing within the District.

#### **14.05 Facility Prior Usage**

All facilities of the District shall be used primarily to serve the regular and special programs of the District. Buildings, portions thereof or other recreation facilities may be used by other organizations by permit, when not in use for regular or special District program activities. Such usage shall be on the following priority:

- (A) District use.
- (B) Cosponsored District group.
- (C) Public School District with a use agreement.
- (D) Recreation oriented nonprofit youth group.
- (E) Recreation oriented nonprofit adult group.
- (F) Private resident group (75% or more residents within the District).
- (G) Private resident commercial or business group.
- (H) Private nonresident group.
- (I) Private nonresident commercial or business group.

#### **14.06 Facility Use/Rental Regulations**

- (A) The use of the facilities must be compatible within the established use for facilities.
- (B) A complete application for facility use with deposit hold the date with all fees due and requirements met two weeks prior to the rental.
- (C) A ten (10%) percent cancellation fee penalty is applied to both deposit and use fees.
- (D) Setup and cleanup time is to be included in the hours of your use.
- (E) For fundraising and profit making activities, the facility use fee is doubled.
- (F) Any damage or replacement of supplies, equipment or facilities is the responsibility of the user and to be paid for by the user.
- (G) Any event which is considered as a "high risk" activity by the General Manager may be denied the use of District facilities or property.

#### **14.07 Security Requirements**

The District may require security for sponsored, cosponsored and private events, conducted on or in conjunction with District facilities, programs, use or rental. Minimum type (Sheriff or private forces) and number of security personnel as well as any special security rules will be determined

by the General Manager. All security needs will meet the District standards and be from an approved District security organization by the General Manager.

- (A) Events having a low security need;
  - (1) Dances with no alcohol, ending by 6:00 p.m.
  - (2) Special events with alcohol, ending by 6:00 p.m.
  - (3) Sporting events with large crowds.
  - (4) Concerts with no alcohol.
  - (5) Any special event determined by the General Manager to have a low security risk.
- (B) Events having a high security need:
  - (1) Dances with alcohol.
  - (2) Wedding reception with live music and alcohol.
  - (3) Special events with alcohol that conclude after 6:00 p.m.
  - (4) Any special event determined by the General Manager to have a high security risk or a risk that may affect the public or other organization.

#### **14.08 Park and Facility Title**

The following are guidelines set by the District when a park or facility is being considered for a title (name).

- (A) Park titles shall be assigned by a District Board resolution using one or a combination of the following guidelines:
  - (1) Titles should reflect the street name at the park entrance. For example, the Lime Street Park was named after Lime Street from which the main parking lot is entered.
  - (2) Titles could reflect a street name other than the one fronting the main entrance. This may be appropriate when the entrance street may be the same as some other facility, causes confusion with other agency facilities, or may not be appropriate.
  - (3) Titles could reflect an area, vicinity or theme. An area such as Oak Hills (Oak Hills Park), The Mesa (Mesa Park), and Hesperia Lake Park are some examples.
- (B) Suitable facility titles shall be assigned by Board resolution. Suitable titles shall be assigned by Board resolution.
  - (1) Community serving facilities:
    - (a) Community Center buildings
    - (b) Swimming pools (generally larger than Lime Street)
    - (c) Group picnic areas (sheltered and self-contained)
  - (2) District serving facilities:

- (a) Gymnasium or sports complex
  - (b) Youth sports game fields (location for official league games)
  - (c) Larger swimming pools (minimum size 25 to 50 meters by 25 meters)
  - (d) Tennis complex (6 courts minimum, with center court and bleachers)
- (3) Regional service facilities:
- (a) Campgrounds
  - (b) Water parks
  - (c) Stadiums
  - (d) Indoor swimming pools
- (C) Presentations will be made at a Regular Meeting of the District Board of Directors with formal approval requested.
- (D) Location of facility must be deemed appropriate by the District Board of Directors.
- (E) Honorary plaques will be no larger than 20" X 30", or appropriate size, (metal relief or bronze type - no painted signs).
- (F) Park or facility names will conform to present park sign standards and if located on a facility will not be larger than the District logo or name.
- (G) The District logo or name will always appear near, next to, or be part of the plaque or sign.
- (H) Titles shall be chosen from a list of persons approved by the Board of Directors. While the list may be prioritized, names should be chosen to best fit the facility being named. For example, if the first person on the list had a contribution, or love for youth sports, it would be appropriate to wait for the next youth facility, rather than name a senior center after this person. The following is a list of eligibility criteria for name selection:
- (1) Names have been submitted posthumously.
  - (2) Has had outstanding service to the District for at least 3 Board terms (12 years).
  - (3) Has had outstanding service to the District for at least 2 Board terms (8 years), and 6 years on the District Foundation.
  - (4) Has had outstanding service to the District of 2 Board terms (8 years) and other dedicated service to the District or community for 8 years in some other capacity such as city council, commissions, school board or other services deemed appropriate by the Board of Directors. Years of service could overlap 1990 to 1998 Board of Directors and 1990 to 1998 other service.
  - (5) A person who had contributed multiple years of outstanding service to the community, not necessarily associated with the District, deemed appropriate by the Board of Directors.

- (6) Has qualified because of an outstanding contribution to the District. This is a category that is generally used when a major monetary donation is made; however, it is not limited to this. Some agencies have named or renamed pools after a community resident who has (for example) won a gold medal in the Olympics.
- (I) The following items outline the type of signs to be used when identifying parks or facilities:
  - (1) Street direction signs will meet state requirements mounted on typical steel poles.
  - (2) Park signs on site will have the park name. Special facility signs should be approved as needed. These include cement signs, painted signs, or wrought iron mounted signs for example.
  - (3) Facility identification signs will be all exterior facility signs and show name of facility with the District logo.

#### **14.09 Class/Program Refunds**

- (A) There will be no refunds after the class or program has started unless the class is not held due to lack of enrollment or is cancelled by the District.
- (B) All requests for refunds must be made in writing.
- (C) Classes cancelled which are attended will be prorated if a class is cancelled by the District.
- (D) A refund service charge of \$5.00 will be deducted from each refund. Classes cancelled by the District are not subject to the \$5.00 service charge.
- (E) Transfer to another month of the same program will be allowed only if the District is notified prior to the first day of class. A \$5.00 service fee will be charged for a transfer.
- (F) Class fees are not prorated for participants who start after the first of the month or miss a class for any reason.
- (G) Refunds will be processed in accordance with the policy established for the payment procedure of the District.
- (H) The District does not allow class action claims for refunds.

#### **14.10 Trip Refunds**

- (A) Refunds for trips, tours and excursions are made only if a cancellation is received ten (10) working days prior to a day trip; twenty (20) working days prior to an overnight trip; thirty (30) working days'

notice for extended trips. Refunds can be made after the deadline if the trip has a waiting list and the seat can be filled from this list.

- (B) All other class and program refund policies apply.

#### **14.11 Authorized Enforcement**

District employees on duty are the representatives of the District and are responsible for enforcement and assisting the local law enforcement agencies in the enforcement of these policies, rules and regulations.

#### **14.12 Violation - Penalty**

Any person violating any provision of these policies, rules or regulations shall be guilty of an infraction which is punishable by a fine of up to \$100.00.

#### **14.13 Facility Fees and Charges**

The General Manager will recommend to the Board of Directors increases or decreases in facility fees and charges if needed to cover the District's direct costs to operate the facility. For fee schedule for facilities see APPENDIX 1.

#### **14.14 Park and Facility Areas Designated for Consumption of Alcohol**

- (A) Outdoor Areas:
  - (1) Hesperia Lake Park:
    - (a) Fishing Areas
    - (b) Camping Areas
    - (c) Picnic Day Use Area
- (B) Other Parks:
  - (1) By approval of the General Manager for special events during an exclusive use.
  - (2) At softball fields when a special District tournament is occurring and the District is selling alcohol.
  - (3) Not allowed in any other parks, play areas, or sports areas.
- (C) Indoor Areas:

Permit requirements must be met prior to issuing a permit.

  - (1) Community Centers:
    - (a) Assembly Rooms
    - (b) Multi-Purpose Halls

- (2) Not allowed in any meeting rooms, kitchen, hallways, restrooms, exercise rooms, gyms, offices or any other rooms not designated.

#### **14.15 Regular User Agreements (Resident User Groups)**

- (A) Applies to resident nonprofit groups only (75% Residents).
- (B) Users must schedule on a yearly basis for weekly or monthly use.
- (C) Groups must do their own setup and cleanup.
- (D) Sign a Facility Use Agreement.
- (E) Provide a certificate of insurance with an endorsement naming the District as additionally insured.
- (F) Provide a cleanup/damage deposit.
- (G) Follow the building alcohol policy and submit permit requests at least two weeks in advance.
- (H) A volunteer service project must be completed for no less than fifty percent of facility fees.
- (I) Follow all other District policies, procedures and rules for building and park use. Conform with all applicable State, County and local codes, regulations and laws.
- (J) All Regular User Agreements will be approved annually at a Board of Director's meeting.

#### **14.16 Building Capacity Limits**

As established by State law and determined by the Fire Department the maximum capacity limits for each facility are not to be exceeded.

- (A) Definitions:
  - (1) Dining is a banquet style setup with tables and chairs for eating purposes.
  - (2) Theatre is a setup of chairs only.
  - (3) Dancing is the room without chairs or tables.
- (B) Fire Lanes:
  - (1) A six foot walkway is required from every doorway making aisles throughout the dining or assembly area.
  - (2) These fire lanes are not to be obstructed in any way by chairs, tables or persons during an event.
  - (3) No objects are to be in hallways, restrooms or meeting rooms.

#### **14.17 Use of District Equipment**

- (A) Inside of Buildings:

- (1) Request for equipment to be used during an event in a district building should be listed on the facility request form.
  - (2) No building equipment is to be rented or used by persons which are not renting a building facility.
  - (3) No indoor building equipment is to be used outdoors except when approved by the General Manager.
  - (4) No equipment is to be transferred to another room, building or facility without prior approval.
  - (5) Lost or damaged equipment is the responsibility of the user to pay for repair or replacement.
- (B) Outdoors:
- (1) Request for equipment to be used during an event at a District facility should be listed on the facility request form.
  - (2) No indoor equipment is to be used outdoors except when approved by the General Manager.
  - (3) Outdoor equipment is not to be moved to other facilities without prior approval.
  - (4) Lost or damaged equipment is the responsibility of the user to pay for repairs or replacement.
- (C) Equipment Use (Checkout) Form:
- (1) Equipment checked out to staff, sponsored, co-sponsored, individual or organizations for any purpose will require an Equipment Checkout Form (see APPENDIX 2).
  - (2) These forms will be kept in a folder in the front office.
  - (3) All forms must be completely filled out when checkout occurs and when equipment is returned.
  - (4) Equipment not requiring a Checkout Form:
    - (a) Normal equipment under your supervision used in the course of work or programs.
  - (5) Equipment that requires a Checkout Form from staff (District program use):
    - (a) Equipment checked out from another division.
    - (b) Tables, chairs, office equipment, PA system and any other capital items that are taken from the building or equipment's normal location or use.
  - (6) Equipment requiring General Manager's approval:
    - (a) Any equipment loaned or rented out to individuals or organizations that are not a District sponsored program or event.
  - (7) Equipment that will not be loaned out:
    - (a) Tables, chairs, office equipment PA systems, vehicles, and mechanical equipment (such as saws and trailers).

- (8) District equipment will generally not be loaned out to the public. Any policy change must have approval by the General Manager.

#### **14.18 Participant Release Forms**

- (A) In accordance with our JPA requirements, the following procedures are to be followed:
  - (1) A release and hold harmless agreement is required to be signed by all adult participants, and by the parent/guardian of any minor participant in any district sponsored activity where registration is required.
  - (2) The California Association for Park and Recreation Indemnity “Agreement, Waiver and Release” (see APPENDIX 3) is required to be used as the required release.
  - (3) Participants must be aware of the hazards and dangers of the activity in which he or she is enrolling.
  - (4) Any youth or adult sport or athletic league not sponsored by the District is required to provide proof of general liability insurance coverage and must name the District as an additional insured in the policy endorsement.
- (B) Risk Transfer
  - Exclusions of Coverage will be identified annually in the California Association for Park and Recreation Indemnity (CAPRI) Memorandum of Coverage.

#### **14.19 Incident Reporting Procedure**

The following procedure must be followed by Hesperia Recreation and Park District staff:

- (A) Incident Reports (see APPENDIX 4) are to be completed for employee and patron injuries, accidents, vandalism, theft, fire, fight/assaults, violation of rules/laws/code of conduct or any other out of the ordinary situations which arise.
- (B) Incident Reports must be completed and submitted to Administration within 24 hours of the incident. If the incident occurs over a weekend or holiday, the employee reporting the incident should contact their supervisor to make them aware of the incident. The supervisor will then determine if any immediate action should be taken.
- (C) Incident reports are to be reviewed by the reporting employee’s supervisor to ensure it is complete and accurate. If the report is found to not be either complete or accurate, the supervisor must have the employee make the corrections within an additional 24-hour period.

Administration must be made aware of the incident and be notified of the delay (a copy of the incomplete Incident Report may be requested at that time). Prior to the supervisor submitting the report to Administration, the supervisor must complete the "For Supervisor Use Only" section on the second page of the Incident Report.

- (D) Copies of Incident Reports may be kept by the supervisor; however, these must be kept in a secure location.
- (E) Administration will review all Incident Reports and take any necessary actions as a result of the Incident Report. Once Administration has reviewed the Incident Report, the reports will be filed in the master files for seven years. After this seven year period, all Incident Reports will be destroyed.

#### **14.20 Citizen Concerns**

- (A) A Community Concern Form (see APPENDIX 5) is to be made available to every member/citizen of the community who desires to report a concern or problem. If the citizen concern is regarding a disability related item then a Disability Concern Form (see APPENDIX 6) should be used.
- (B) These reports are to be filled out by the citizen.
- (C) Reports are to be collected by employees and sent directly to the Administrative Office for review and processing.
- (D) Anonymous forms may not be acted upon.

#### **14.21 Exceptions in Policy**

No one, except the Board as a whole or the General Manager, is to waive or make any exception to the District policies, procedures or regulations. The General Manager is required to follow these as applicable.

#### **14.22 Storage of Supplies and Equipment**

- (A) Outdoor Areas:
  - (1) Parks:
    - (a) No users, group or individual is to store or keep equipment or materials in any park, facility or District property.
    - (b) Areas may be designated for group or organization storage with approval from the General Manager.
    - (c) Storing equipment on District property is at the risk of the group or organization storing material.
- (B) Buildings:
  - (1) Lockers/Cabinets:

Will be assigned to facility users when available in the following priority:

- (a) District sponsored programs
  - (b) Regular Users
  - (c) Regular single users
- (2) Closets:
- (a) Will be primarily for District equipment and will be available for District sponsored storage.
  - (b) Regular and single users with approval may use storage areas with authorization.
  - (c) All items stored will be at the risk of the group or individual storing them.
  - (d) Items must be placed in a safe manner without blocking access to other equipment.
- (3) Other Areas:
- (a) No equipment or materials are to be stored in any other areas except for areas designated for storage use.
  - (b) No employee or user has any expectation of privacy in any stored area or property of the District.

#### **14.23 Entry Fees and Charges**

- (A) Fees to enter facilities and buildings are not permitted except for the following locations:
  - (1) Community Centers
  - (2) Sports Facilities
  - (3) Group Picnic Areas
- (B) Parks are to remain open to the public except with the General Manager's recommendation to the Board of Directors for a waiver of this policy.
- (C) Charges for parking will follow this same procedure as entry fees and charges.

#### **14.24 Hesperia Lake Refunds**

- (A) Fishing - No refunds.
- (B) Camping - Within one hour of registering for camping refunds may be received.
- (C) Store - A refund will be given for defective merchandise or products which break during normal use within a reasonable time.
- (D) All other refunds will be considered on an individual basis when submitted in writing to the District Office.

#### **14.25 Cell Phone/2 Way Radio Care and Use**

- (A) Each employee assigned to a cell phone/2 way radio shall be issued a cell phone/2 way radio, carrying case and charging unit. The charging unit shall be taken to the employee's residence or work station and upon returning home from or leaving work each day the employee shall turn the unit off and place it in the charger. Upon going to work the following day the employee shall remove the unit from the charger, turn the unit on and place the unit on their person.
- (B) Each employee shall treat all equipment with the utmost care making sure that while all the equipment is in his or her possession that it is in a secure and safe position.
- (C) Each employee assigned a unit shall have the unit within earshot at all times while on duty, including during breaks and during the lunch period. If wearing the unit is deemed hazardous during certain work projects, have the unit in a safe place and where it will not be forgotten when leaving the area and within hearing distance by at least one member of the crew.
- (D) There is no expectation of privacy in any use of such equipment, whether for phoning, texting or otherwise.
- (E) Use of equipment must meet all current laws.

#### **14.26 Child Abuse Reporting**

Employees of the District are required by State Law to report any suspicions of child abuse.

- (A) Child abuse can be any of the following:
  - (1) Any form of sexual abuse.
  - (2) Any physical injury which appears to be other than accidental.
  - (3) Any act on the part of a child's caretaker which willfully causes or permits the child to suffer unjustifiable physical pain.
  - (4) Any act or omission on the part of a child's caretaker which willfully causes or permits the person or health of the child to be injured or which willfully causes or permits the child to be placed in a situation in which its person or health may be endangered.
  - (5) Neglect or negligent treatment or maltreatment of a child under circumstances indicating harm or threatened harm to the child's health or welfare by the child's caretaker.
  - (6) Severe neglect, the negligent failure to protect a child from severe malnutrition or medically diagnosed nonorganic failure to thrive.

- (7) General neglect, the negligent failure to provide adequate food, clothing, shelter, medical care or supervision where no physical injury occurred.
- (8) Emotional abuse is difficult for anyone other than a trained professional psychologist to determine. Therefore, employees are not required to report such instances.
- (B) It is required by law that if any employee reasonably suspects that abuse has occurred, it must be reported. The employee does not directly have to observe a child or have direct knowledge of the suspected abuse in order to make a report.
- (C) Should an employee not make a required report if child abuse is suspected, the employee may be guilty of a misdemeanor and may be punished by confinement in County Jail for a term not to exceed six months or a fine of not more than \$1,000.00 or both such fine and imprisonment.
- (D) The employee's supervisor or administration will not impede the employee from making the report. However, District procedures to apprise supervisors and the administration of reports can be established provided they are not inconsistent with the provisions of the law.
- (E) Employees can report child abuse to the Hesperia Police Department, the County Social Services Department, County Welfare Department or directly to the Children's Protective Services office. The employee must report the incident immediately by phone and the suspected child abuse report must be submitted within thirty six hours of receiving the information regarding the incident.
- (F) Employees who report a child abuse situation are to follow these procedures and report the incident to their District supervisor within twenty four hours.
- (G) The County reporting forms titled "Child Abuse Reporting" (see APPENDIX 7) and "Suspected Child Abuse Report" (see APPENDIX 8) are to be completed and filed in accordance with reporting procedures.

#### **14.27 Nonresident Policy**

The District will maintain Registration Procedures and Nonresident Fees to monitor, and control the impact of Nonresident uses on the District. The Registration Procedures and Nonresident Fees will be included in the appendix of the District's Policy Manual (see APPENDIX 3). The Registration Procedures and Nonresident Fees will be approved by the Board of Directors.

The Registration Procedures and Nonresident Fees will be considered an extension of this policy. They will identify Nonresident Fees as well as what programs are affected by these fees.

This policy is intended to allow for the following:

- (A) Help assure residents will have registration priority when possible.
- (B) Costs of operations can be shared by nonresidents.
- (C) Nonresident's uses can be restricted when it affects quality of resident's uses.
- (D) Costs incurred or required by law due to nonresident uses can be controlled, restricted, or impact reduced.

Policy procedures should be adjusted whenever needed to assure the best quality service and experience by residents.

#### **14.28 Mandatory Fingerprint Policy**

The District has approved a mandatory fingerprint policy for the protection of its residents and visitors. The objective is to permanently add protection for our children and young adults. The District will, at a minimum, follow the Public Resources Code Section 5164 (see APPENDIX 9) and will furthermore reserve the right to increase restrictions beyond Public Resources Code Section 5164. The District, while it may increase requirements, will not violate any individual's civil rights.

The District will require the following categories of employees, officials and volunteers to be fingerprinted:

- (A) Board of Directors
- (B) All part time and full time employees.
- (C) All volunteers.
- (D) All contractors in accordance with Public Resources Code Section 5164.
- (E) All user groups in accordance to District Policy 14.15.
- (F) Any person that a child may feel is an authority figure.

#### **14.29 Fingerprint Policy for District Users**

This policy will be used as an addendum to a use agreement. It will not be used simply for renters of facilities, although the District always reserves

the right to guard the safety of minors including background check requirements.

- (A) Purpose - The District will provide fingerprinting for such groups when they will be using District parks, playgrounds, recreational facilities and sports fields under an agreement for ongoing use. The purpose of this policy is to implement the provisions of Public Resources Code Section 5164 in order to protect the minors who use District facilities.
- (B) User Group Requirements - As a condition of participation with user group, user group will require that all of its employees or volunteers who will have supervisory or disciplinary authority over minors comply with this policy, commencing with fingerprinting. The user group will not allow an employee or volunteer to participate in such supervisory or disciplinary capacity until such time as he/she has been fingerprinted and received clearance to proceed from the State of California Department of Justice (DOJ).
- (C) District Conduct of Fingerprinting - District will provide equipment for fingerprinting and will conduct or cause to be conducted such fingerprinting. District then will send prints to DOJ for processing through its criminal history database. Such screening shall be only for those offenses identified in Public Resources Code Section 5164 and Penal Code Section 11105.3. Results shall be returned to the General Manager as the person authorized to receive such results. User Groups understand that District is not responsible for the speed, timing or accuracy of DOJ's actions or failure to act.
- (D) Individuals or leagues may at their cost elect to have prints taken at an alternate location providing they use the District's DOJ account number assuring all reports come to only the District and all other conditions of this policy is in effect.
- (E) Handling of Results:
  - (1) No Record Received: When DOJ responds that there is no criminal history (i.e. no record has been received), District will indicate that no record has been received and the user group employee or volunteer may participate in supervising or disciplining minors at user group activities, at District facilities. An ongoing, eligibility list will be maintained allowing volunteers to participate in other programs on District property without additional fingerprinting. If after initial fingerprinting, subsequently a record of the type of violations specified occurs, DOJ automatically will notify District, and the provisions of subsection (2) shall apply. District will retain all records for the time required by law.

- (2) Record Received: The District's goal is to protect the privacy of the person involved while also protecting minors. Therefore, where a criminal history is received, the District will notify the user group and the employee or volunteer that such record has been received and that he/she is thus ineligible for participation in the user group activity.
- (F) Nonparticipation - In the event District discovers that the person is participating, District may instruct user group that the person is not eligible for participation. User group then is responsible for barring participation by its employee or volunteer. In the event user group does not so comply, its use of District facilities and their agreement may be terminated upon 15 days written notice.
- (G) Indemnification - Notwithstanding any other provisions of this policy or agreement, user group indemnifies, defends and holds harmless District, its officers, agents and employees, from and against any and all liabilities, claims or demands (including but not limited to costs and attorney's fees for counsel acceptable to District) arising or alleged to arise from the failure (intentional or negligent) of user group, its officers, employees, agents or volunteers, to comply with the provisions of this policy.

#### **14.30 Media Policy**

Effective media relations are important to the District and the Hesperia residents we serve. The General Manager and/or Board President shall serve as the official District spokesperson(s) on all media inquiries related to the District.

Depending on the specific circumstances, the General Manager may designate a Supervisor and the Board President may designate another Board Member to serve as a spokesperson on a particular issue.

In the event of a crisis or emergency situation, the General Manager and/or Board President will handle all contact with the media (defined as television, radio, newspaper, and internet) and will coordinate the information flow from the District to the public. In such situations, all other Board Members and District divisions should refer calls from the media to the General Manager's office.

#### **14.31 Email Use**

- (A) Purpose - The purpose of this policy is to establish guidelines for the use of District's Email System.

- (B) Scope/Background - This policy applies to all persons (including employees, appointed and elected officials, contractors, interns, volunteers) who are permitted to use the District's computing or network resources, and particularly the Email functions of the system ("Authorized Users"). "Email" means any Electronic Communication to or from any authorized user using the Email System, including all information, data, and attachments to the communication, "Email System" means the system of devices (including hardware, software, and other equipment) owned and controlled by the District for the purpose of facilitating the electronic transmission.
- (C) Policy - The Email System shall be used for transmission of communications and not storage. The Email System is provided to Authorized Users as a convenient and efficient method of rapidly communicating transitory information in an electronic format. The Email System is specifically intended and designed to be a tool for transmission of information, and not a tool for storage of information.

Communications generated through this system are no District records retained in the ordinary course of business. They are not subject to records retention policies until the communication has been printed and retained or downloaded into a local file folder and specifically recognized as a District record. This is the same manner in which paper mail is managed:

Authorized Users determine what is a record that needs to be retained pursuant to the District's records retention schedule, what records are preliminary drafts, copies or non-records and file, or dispose of the record based upon like criteria.

- (D) Public Record
  - (1) Definition - The definition of public records includes any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the District. Excluded from the definition of public records are "preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business provided that the public interest in withholding those records clearly outweighs the public interest in disclosure." (Govt. Code Section 6254). One purpose of this policy is to clarify which emails are public records and which are not.
  - (2) Confidentiality - Certain communications, such as police investigations, medical information, personnel records, attorney-client privileged communications, and those which may be subject to

the deliberative process privilege, may be confidential or contain confidential information. Transmittal of such topics should be avoided.

If Email is utilized, extreme caution must be exercised since information may be retransmitted. Email, instant messaging and the Internet are unsecured communication mediums and data is not encrypted by default. Contact made over the Internet should not be trusted with confidential information unless a due diligence process has been performed. Information should not be sent using the District's email or the Internet if its misuse or disclosure would violate an individual's or the District's right to privacy or expose the District to financial loss, embarrassment, penalties, damage or is especially sensitive, confidential or proprietary.

If it is necessary to transmit confidential information via Email, "Confidential" must be the first word in the Email to alert the reader to properly manage the Email. Proper management of the Email includes not providing the Email to unauthorized persons. Do not "interfile" Email or other privileged correspondence from the District Attorney's office with public documents (documents that are accessible to the public). These Emails may be subject to the Attorney-Client and or the Attorney Work Product privileges, and the contents should not be disclosed without first checking with the District Clerk.

- (E) Brown Act - Pursuant to the California law known as the Brown Act, all meeting of public bodies shall be open and public. The Brown Act prohibits serial meetings that are conducted through direct communications, intermediaries or technological devices such as Email, for the purpose of developing a collective concurrence as to action to be taken. The District email system may be used to distribute information, schedule meetings and communicate on an individual basis between District staff and members of a legislative body. However, members of a legislative body, such as the Board of Directors, may not deliberate issues of concern to the District through the use of email or poll each other concerning District business. Likewise, District staff may not poll members of the legislative body concerning issues. Meeting notices may be sent via Email, but these exchanges do not substitute Brown Act meeting notice requirements. Traditional methods of public posting must continue as required.
- (F) Privacy - Right to Monitor

The Email System is the property of the District. The District reserves the right to view, capture, monitor and record individual Authorized User and other user computer files as well as Internet, personal file directories, information stored on the computers and email usage, at any time as allowed by the Electronic Communications Privacy Act of 1984. Accordingly, no user shall have any expectation of privacy regarding the content of an Electronic Communications.

- (1) Password - A confidential password does not guarantee privacy nor does it suggest that email is the property right of the Authorized User. Passwords and codes will help secure information, but they do not ensure privacy and security.
  - (2) District Business - All messages transmitted over the Email system should be those which involve District business activities or contain information essential to its employees and officials for the accomplishment of District business-related tasks, any communication directly related to District business, administration, or practices. Authorized Users shall refrain from using personal use of the email system.
  - (3) Termination of Relationship with District - When an Authorized User terminates his or her relationship with the District, they have no rights to the contents of the Email messages and are not allowed access to such systems.
- (G) Penalties - Use of the District's email by any Authorized User is a privilege, not a right, and may be revoked at any time for inappropriate conduct. Any Authorized User found to have violated this policy may have his/her access to Email limited or revoked. Unlawful use of the District's computer resources, including Internet and Email services may result in referral for civil or criminal prosecution. Additionally, consistent with all other personnel rules and regulations of the District, an employee who violates this policy may be subject to formal disciplinary action up to and including termination from District employment.
- (H) PROCEDURE
- (1) Guidelines  
Authorized Users and other users should always conduct themselves in a professional manner and should never send anything by way of Internet communications or email messages that should not appear in an official memorandum or letter.
  - (2) Records Management  
The Email System is not a permanent storage system and staff is expressly forbidden to use it as such. Email in-boxes and out-boxes shall be emptied on a regular basis, after records have been appropriately saved, as outlined below. Since all Emails are

preliminary drafts, every Authorized user (sending or receiving any Email) shall delete the Email as soon as the information is no longer required or convenient for the discharge of the Authorized User's duties, and the Email shall be automatically purged by the District in accordance with the schedule set forth below.

Because the Email System is not designated for long term storage, Email communications which are intended to be retained as an official record (those that have a material impact on the conduct of the public's business) should be printed out and the hard copy filed in the appropriate subject file, or saved in an electronic file folder. Such saved copies of Email Communications shall be retained in accordance with the District's applicable records retention policy.

Since Email Communications are transitory and not intended to be kept in the normal course of business, and to ensure the reliability of the Districts' Email System, all Email Communications shall not be retained beyond 30 days by District electronic mail applications. The District's Email System is configured to automatically delete all emails after 30 days.

(3) Etiquette

- (a) Chain letters are illegal and may not be transmitted through Email.
- (b) Protect the privacy of others; carefully consider the names on a mailing list as addressees or copies.
- (c) Watch punctuation and spelling. It reflects on the professionalism of the entire District staff. Use automatic spell and grammar checks before sending messages.
- (d) Avoid on-going dialogues. If you need to have a dialogue, use the telephone or meet the person face-to-face.
- (e) Use the "Out of Office" automatic response in a timely manner. If you cannot complete the request immediately, send an acknowledgement that the email was received.
- (f) Authorized Users may subscribe only to list serves and news groups that are relevant to their particular job function. These are strictly for District related business information. Do not post any personal messages. If you survey the group, as a courtesy, post a summary of the results. Do not post any messages anonymously.
- (g) State the subject of your message clearly in the subject line.

- (h) Compose longer Email off-line (as word processing documents) in order to reduce editing frustrations and unnecessary on-line traffic.
  - (i) A salutation after your "subject line" and before your message can be used to convey a sense of personal acknowledgement. Appending your name at the end of the message is also considered good etiquette. It is appropriate to sign your name and include your phone number.
  - (j) Do not be vulgar or offensive. Electronic text allows no context or clues to convey shades of irony, sarcasm, or harmless humor. The District's harassment in the workplace policy applies to Email as well.
  - (k) Do not send personal messages on conferences or bulletin boards. Do not publicly (on bulletin boards or conferences) criticize others.
  - (l) Observe standard copyright restrictions; they are the same as for printed materials.
  - (m) Avoid using capital letters. Using "all caps" is the Email equivalent of SHOUTING!
- (4) Computer Security
- (a) Users are to log off the District network at the end of each workday. As a security measure, and to prevent misuse of their Internet and/or email identification and/or password by others, users are strongly encouraged to log off network or to use a screen lock function if they will be away from their computer terminal for more than a few minutes.
  - (b) New viruses are transmitted every day and the best defense is well maintained virus software. Here are some general guidelines to protect against viruses. If you receive suspect email, do not open it. Instead, delete it and then delete all email in the "deleted items" Email folder. If you have questions, contact the District's information system staff, but do not open the email.
  - (c) All Authorized Users are required to place the following language on all outgoing emails sent from the District's system:
    - (i) THIS EMAIL IS INTENDED FOR ITS RECIPIENTS ONLY. IT IS CONFIDENTIAL AND MAY CONTAIN INFORMATION THAT IS PRIVILEGED UNDER THE CALIFORNIA PUBLIC RECORDS ACT (GOVERNMENT CODE SECTION 6250 ET SEQ.) AND OTHER STATUTES. ANY REVIEW, RELIANCE OR DISTRIBUTION BY OTHERS OR

FORWARDING WITHOUT EXPRESS PERMISSION OF THE SENDER IS STRICTLY PROHIBITED AND MAY BE A VIOLATION OF STATE LAW. IF YOU ARE NOT THE INTENDED RECIPIENT, PLEASE NOTIFY THE SENDER AND DELETE ALL COPIES."

- (5) Prohibited Usage - It is unacceptable for a user to use, submit, publish, display or transmit on the network or on any computer system any information which encourages the use of controlled substances, uses the system for the purpose of criminal intent or uses the system for any illegal purpose. It is also unacceptable for a user to use network facilities or Internet capabilities of the system to:
- (a) Conduct any non-approved business
  - (b) Solicit the performance of any activity that is prohibited by law
  - (c) Transmit material information, or software in violation of any local, state, or federal law
  - (d) Solicit or persuade others for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations
  - (e) Propagate chain letters or send/receive files in violation of copyright laws
  - (f) Compromise the integrity of the District in any way
  - (g) Any purpose which violates federal or state laws and regulations
  - (h) Distribution of threatening, obscene, or inappropriate written or graphic material
  - (i) Interference with or disruption of network users, services, or equipment
  - (j) Unauthorized entry to other computational information or communications devices or resources
  - (k) Propagation of computer worms or viruses
  - (l) Blanket forwarding of messages to parties outside of the District without prior permission
  - (m) Sending, receiving, displaying, printing, or otherwise disseminating material that is fraudulent, harassing, illegal, embarrassing sexually explicit, intimidating or defamatory
  - (n) Commercial or personal advertisements
  - (o) Solicitations, promotions, destructive programs, or any other unauthorized or personal use
  - (p) Gambling
- (6) Acknowledgement - Each authorized user of the Email System shall execute the following acknowledgment: "This statement acknowledges that I have received and read a copy of the Hesperia

Recreation and Park District policies and procedures entitled, Email Use Policies and Procedures. I acknowledge, and fully understand the terms of this policy and agree to abide by them. I have no expectation of privacy regarding my use of any computer file, Internet access, or Email message. I further acknowledge that all Internet and Email messages are the property of the Hesperia Recreation and Park District and the District reserves the right to access, audit, and disclose, for whatever reason or purpose, all messages sent through or in storage on the District's computer system. I understand that any violation of this policy could lead to disciplinary action up to and including termination and/or criminal or civil prosecution."

(I) ROLES AND RESPONSIBILITIES

- (a) The District Manager is responsible for administering this policy and procedure.
- (b) All authorized users, including employees, appointed or elected officials volunteers, and interns, are responsible for compliance with this policy and procedure.

**14.32 Social Media**

This Social Media Policy establishes guidelines for the establishment and use by the Hesperia Recreation and Park District of social media sites (including but not limited to Facebook and Instagram) as a means of conveying Hesperia Recreation and Park District information to the citizens of Hesperia.

- (A) This Social Media Policy establishes protocols, and procedures for the use by both District staff and the public for use of such social media sites, channels, and technology. The District regards social media and any official online and Internet presence as a means of augmenting and enhancing traditional communication methods and to engage, convey information to, and communicate with members of the public in order to meet its missions and goals. This policy applies to all District employees, officers, volunteers, and, as applicable, any consultants, providers, and contractors acting in an official capacity when communicating with the public on behalf of the District through the use of social media.
- (B) The purpose of the District's use of social media is to provide information regarding District events and programs. While District-approved social media sites are to be used for the purposes stated, they are not intended to replace nor serve as the primary means of this District's communication with anyone. The District's official website is and shall remain the primary means of online communication with the

public.

- (C) To the extent possible, District social media sites may contain visual elements/graphics clearly identifying such sites as official District sites and distinguishing them from other non-professional or personal sites. Such identification of official District social media sites may include the use of the District logo(s), as well as contact information including an official District email address, link to the official District website, and links to other District social media sites, as applicable.
- (D) The District intends for its use of any social media sites to relate solely to matters of District business and does not, in any way, intend to nor actually create general or dedicated public forums. The purpose of this policy is to establish and confirm the use of the District's social media platforms as limited public forums.
- (E) The District presently utilizes the following social media platforms: Facebook and Instagram. The foregoing are examples only, and the references are not to be considered a requirement that the District use any of these third-party tools, services, or technologies.
- (F) The District has an overriding interest in protecting the integrity of the information posted on its social media sites and the content that is attributed to the District or its officials while, at the same time, mitigating and/or eliminating associated risks from the use of such technology. As the District changes its direction on social media use with the evolution of such use, this policy will be revised and social media activity shall be adjusted accordingly. Any questions relating to this policy should be directed to the General Manager's office.
- (G) While this policy acknowledges that social media is a way to engage with others, this policy is not intended to require the District, nor any District employee or contractor acting in an official District capacity, to use social media unless otherwise directed to do so. The District periodically will conduct a risk assessment of the use of social media technology and sites and determine whether the use of social media sites is appropriate and whether appropriate risk mitigation controls can be implemented.
- (H) Notwithstanding, as a means of communication with residents and other users of the sites, the District may post emergency information on its social media sites. The District is not required in any way to post

such information nor is it responsible for the posting or failure to post emergency information.

### **Management of Social Media Sites**

Hesperia Recreation and Park District social media sites are to be established and maintained by the Hesperia Recreation and Park District account administrator and his/her duly authorized designee(s). The District General Manager is responsible for the overall administration of the District's social media sites, enforcement of this policy, and for securing protection of District information and technology assets against potential destructive technical incidents in the context of social media use. Approval of District social media sites shall be made by the General Manager.

- (A) The account administrator shall maintain a current list of all of the District's social media sites that are approved and operating. Social media sites may be established only with a District email address.
- (B) The account administrator shall regularly monitor all its sites, including timely review and approval of all content, and removal of content after the records retention period, or otherwise according to this Policy.
- (C) As described in the Content and Comment Moderation Policy, the District reserves the right to refrain from posting or to remove any content that is not consistent with this and other District policies or that is in violation of applicable law(s).
- (D) Technology, social media capabilities and scope, and online behaviors are changing constantly. Because of this constant adjustment and adaptation, the District reserves the right to change, modify, or otherwise amend all or part of this Policy at any time.
- (E) District social media sites shall be managed consistent with federal and state law and regulations, including but not limited to the Brown Act, the Political Reform Act, and the California Elections Code, as those may be amended from time to time, as well as the requirements of this Policy. As required by the Brown Act, elected and appointed members of the District shall not respond to any published postings, nor use any social media site or any form of electronic communication to respond to, blog or engage in serial meetings, or otherwise discuss, deliberate,

or express opinions on any issue within the subject matter jurisdiction of the body, or for any political purpose.

- (F) District social media sites are subject to the California Public Records Act. Any content maintained on an official District social media format that is related to District business, including posted communications, and communications submitted for posting, may be considered a public record and subject to public disclosure. California Public Records Act requests for the production of social media site content shall be referred to the District Clerk for review and further handling. The originals of such public records shall be retained for two years or as otherwise provided by the applicable District records retention policies.

# DAILY PRESS

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## NEWS

# Full September calendar includes 9/11 tributes, car shows, celebrations and Hesperia Days



**Rene Ray De La Cruz**

Victorville Daily Press

Published 4:01 p.m. PT Sept. 7, 2023 | Updated 8:32 p.m. PT Sept. 8, 2023

The September calendar is full of events in the High Desert, including 9/11 memorials, car shows, parades, and celebrations.

Kicking off the month is the 7th annual “Cruisin’ for Cancer” benefit car show from 1 to 9 p.m. on Saturday, Sept. 9 at the San Bernardino County Fairgrounds in Victorville.

Considered one of the largest custom car shows in the High Desert, the event will include music, games, raffles, awards, food, beer, kids activities, and more.

Cars start rolling in the fairgrounds at 1 p.m. Outdoor vehicles cruise in from 2 to 4 p.m., and the show is from 4 to 10 p.m. The car show also includes a same-day registration option from 2 to 4 p.m.

“This year, we’ll have a Hot Wheels vendor, so if you’re a collector, make sure you stop by this booth,” said organizer Shayne Marckstadt. “We will also have a kid’s corner where they can run through a cool BioHazard-themed obstacle course.”

Marckstadt started the Cruisin’ for Cancer car show in honor of his mother, Leslie Lindo Kondrotas, a cancer survivor.

For more information, search “Cruisin for Cancer 7” on Facebook.

## Happy Trails Parade, Street Fair, and Car Show

The Happy Trails Parade, Street Fair, and Car Show is scheduled on Saturday, Sept. 9 in The Village in Apple Valley.

The parade begins at 10 a.m. at the corner of Tonikan Road and Outer Highway 18, then travels west to Pawnee Road, left onto Pawnee, and ends at Powhatan Road.

Following the parade, the festivities begin at James Woody Park on Navajo and Powhattan roads.

The park will feature a classic car show and street fair, which will include vendor booths, live music, food, and plenty of activities for all ages.

For more information, visit [Facebook.com/AppleValleyVillage](https://www.facebook.com/AppleValleyVillage) or [avvillage.org](http://avvillage.org).

## **Lions Club Car Show**

The Apple Valley Lions Club will host its 8th Annual Car Show from 9 a.m. to 1 p.m. on Saturday, Sept. 9 at Church of the Valley.

The event is a fundraiser for hunger and food insecurity charities. The church is located at 20700 Standing Rock Avenue in Apple Valley.

## **Patriot Day — 9/11**

**9/11 Remembrance:** The United States Veterans Support Group of Barstow will host its “2nd Annual 9/11 Remembrance Celebration Ceremony” at 11 a.m. on Saturday, Sept. 9 at Mountain View Memorial Park at 37067 Irwin Road.

**9/11 on the Overpass:** Organizers of the annual “9/11 on the Overpass” invite the community to bring American flags to wave on the Dale Evans Parkway overpass in Apple Valley. The event is scheduled from 8 to 10 a.m. on Monday, Sept. 11.

**9/11 Ceremony:** The Academy for Academic Excellence will host a 9/11 Commemorative Ceremony from 8:45 to 10:20 a.m. on Monday, Sept. 11, 2023. The school is located at 17500 Mana Road in Apple Valley.

**9/11 Flags of Honor:** Earlier this month, Victor Valley College students, staff and community volunteers began placing Flags of Honor on campus in advance of September 11 or Patriot Day.

The nearly 3,000 symbolic Flags of Honor, provided courtesy of the college's ASB, pay tribute to those who died on Sept. 11, 2001. Flags are also placed on the hillside adjacent to the campus library and at the High Desert “United We Stand” monument located next to the

college library. Attached to each flag is a hand-written card by students, which includes the name of one of the deceased from the 9/11 tragedy.

The public is invited to the campus through Sept. 12 to view the memorial and pay respects to those who died 22 years ago

**9/11 Tribute Dinner:** American Legion Post 751 will host a free spaghetti dinner for first responders at 5 p.m. on Monday, Sept. 11, at the post located at 30916 Newberry Road in Newberry Springs. Dinner is \$3 for first-responder families and \$5 for everyone else. For to-go orders, call 760-257-3173

## Hesperia Days

The 74th annual Hesperia Days Parade will travel down Main Street on Saturday, Sept. 16 with a caravan of marching bands, floats, animals, classic vehicles, and plenty of surprises.

Hosted by the Hesperia Recreation and Park District, Hesperia Days is a two-day celebration that begins with a 5K Run, Walk, and Skate at the Percy Bakker Community Center at 9333 E Street. Check-in is 6:15 a.m., with race time at 8 a.m. sharp.

Following the 5K, the Rock'n Our Disabilities Foundation will present the Hesperia Days Parade with the theme "Storybook Wonderland."

The parade starts at 9 a.m. on Main Street, with the caravan traveling west from Timberlane Avenue/Sultana Street toward "E" Avenue.

After the parade, at 11 a.m., the festivities begin at Hesperia Lake Park at 7500 Arrowhead Lake Road.

A full day of events will include a variety of vendors, food trucks, a Kids Zone, the Great Duck Race and a firework show that begins at sundown.

The All-American Music Festival lineup includes Lonnie and the Lugnuts, Merletallica, The Live Remedy Band, and The Nomads.

For more information on Hesperia Days, visit [hesperiaparks.com/hesperia-days-2023](https://hesperiaparks.com/hesperia-days-2023). For parade information, visit [rocknourdisabilitiesfoundation.org/hesperia-days-parade](https://rocknourdisabilitiesfoundation.org/hesperia-days-parade).

## **Hesperia Days Rodeo**

With the theme "As Good As It Once Was," the two-day Hesperia Days Rodeo will begin on Saturday, Sept. 16 at the Val Shearer Arena inside Hesperia Lake Park.

The rodeo includes mutton busting, breakaway, team roping, calf roping, saddle bronc, bareback riding, barrel racing, bull riding, chute dogging, dancing, and live music.

Gates to the rodeo open at 1 p.m., with the rodeo starting at 4 p.m. Rodeo entry cost is \$15 per person. General parking is \$5. Tickets are available online by searching Hesperia Days Rodeo 2023 on Facebook.

## **San Manuel Pow Wow**

The annual three-day San Manuel Pow Wow celebration begins on Sept. 17 at Cal State San Bernardino with Southern California traditional bird singers and dancers.

North American and Canadian dancers and drum singing groups will be in attendance along with artisans representing Indian tribal nations from all across those areas.

The event will include Native American dishes, such as crowd-favorite foods like fry bread. There will also be a diverse array of authentic Native American traditional crafts and fine art available for purchase.

San Manuel will present more than \$250,000 in cash prizes, which will be awarded to contestants competing in the Native American dancing and singing competitions.

Since 1996, the San Manuel Pow Wow has remained a celebration of Indigenous cultures and a symbol of Indigenous resiliency—open to all in the spirit of friendship.

The Pow Wow is a sacred space where people from across Indian Country can share their traditions, spirituality and individual style through sounds, motion and art.

Cal State San Bernardino is located at 5500 University Parkway in San Bernardino.

Itinerary and additional information on the Pow Wow can be found at [socalpowwow.com](http://socalpowwow.com).

## **24th Annual Sheriff's Rodeo**

The 24th Annual San Bernardino County Sheriff's P.R.C.A Rodeo is scheduled on Friday, Sept. 22 through Sunday, Sept. 24 at Glen Helen Regional Park.

The world's top professional cowboys and cowgirls will perform bareback and saddle bronc riding, bull riding, steer wrestling, tie-down roping, barrel racing, and team roping.

Keeping the peace, protecting riders and entertaining the crowd will be professional rodeo clown, JJ Harrison.

Friday night's rodeo is dedicated to raising awareness of domestic violence. The rodeo will be supporting the "Man Up Crusade" with a donation to a local domestic violence shelter. Wear purple to the rodeo – Take A Stand and Break the Cycle of Domestic Violence.

On Saturday, September 23, visitors are asked to wear pink to show support for breast cancer awareness. The rodeo will be donating funds to Loma Linda University Hospital for breast cancer awareness.

A dance follows Friday and Saturday night's rodeo under the big tent featuring Mike Austin, a country recording artist and former sheriff's deputy.

Sunday's rodeo performance is dedicated to military and public safety personnel. A joint honor guard team composed of members from the sheriff's department and members of the Mounted Color Guard U.S. Marine Corps out of Barstow will be posting the colors, followed by a moment of silence before the start of the event. The Sheriff's Rodeo will be donating to The Cannonball Memorial Run in support of its mission to provide immediate financial support to the survivors of officers killed in the line of duty nationwide.

Another attraction at the rodeo is SEBA Stampede Kids' Zone, set up with a petting zoo, bounce houses, games and candy. The kids' zone is sponsored by the Sheriff's Employees' Benefits Association (SEBA) which is the union that represents deputies.

"It is so awesome to see so many kids smiling and laughing and running around in the SEBA Stampede Kids' Zone," said SEBA President Sgt. Grant Ward. "We love being able to provide this area for families who attend the rodeo so they can have a safe place to bring their kids."

Gates open at 4 p.m. on Friday and Saturday, and the rodeo starts at 8 p.m. Gates open at 2 p.m. on Sunday, and the rodeo starts at 6 p.m. Attendees can come early and visit food vendors, grab a seat, and relax before the start of the rodeo.

For tickets, directions and more information, visit [sheriffsrodeo.com](http://sheriffsrodeo.com).

## Calico Days

Calico Ghost Town's "Calico Days Celebration" on Sept. 23 and 24 will include the Storytellers Band, a prominent Southern California-based progressive bluegrass band.

The band brings soulful harmonies, soaring grooves, and their own hippie, bluegrassy vibe to every live show, organizers said.

Calico Days is a weekend experience revisiting life in the Old West during the 1800s. Organizers line up gunfighting shows and musical entertainment along with other festivities, including a miner's triathlon, burro race, costume contest, pie-eating contest, and loads of activities for the kiddos.

Calico Ghost Town Regional Park is located at 36600 Ghost Town Road in Yermo.

For times, prices, camping and general information, call 760-254-1123 or visit [facebook.com/CalicoGhostTownOfficial](https://facebook.com/CalicoGhostTownOfficial).

## Apple Valley Reverse Triathlon

The Town of Apple's Recreation Department will host the annual Reverse Triathlon on Sept. 23, at the Civic Center Park and Aquatic Center at 14955 Dale Evans Parkway.

The event includes the Reverse Triathlon, the Kids Triathlon, and a stand-alone 5K race.

To register and for more information, visit [applevalley.org/services/parks-recreation](https://applevalley.org/services/parks-recreation).

This story is developing and more events will be added as information becomes available.

*Daily Press reporter Rene Ray De La Cruz may be reached at 760-951-6227 or [RDeLaCruz@VVDailyPress.com](mailto:RDeLaCruz@VVDailyPress.com). Follow him on Twitter @DP\_ReneDeLaCruz*



# DAILY PRESS

SPECIAL

## Photos: Hesperia Days 5K Run, Walk, and Skate

Alexis Miller For The Daily Press Alexis Miller

Published 5:51 p.m. PT Sept. 16, 2023 | Updated 2:07 p.m. PT Sept. 17, 2023



The annual 5K Run, Walk, and Skate kicked off Hesperia Days on Saturday, Sept. 16 2023.

Alexis Miller For The Daily Press



People of all ages participated in the Hesperia Days 5K Run, Walk, and Skate on Saturday, Sept. 16 2023.

Alexis Miller For The Daily Press



People of all ages participated in the Hesperia Days 5K Run, Walk, and Skate on Saturday, Sept. 16 2023.

Alexis Miller For The Daily Press



People of all ages participated in the Hesperia Days 5K Run, Walk, and Skate on Saturday, Sept. 16 2023.

Alexis Miller For The Daily Press



The Hesperia Days 5K Run, Walk, and Skate on Saturday, Sept. 16 2023.

Alexis Miller For The Daily Press



People of all ages, along with their dogs, participated in the Hesperia Days 5K Run, Walk, and Skate on Saturday, Sept. 16 2023.

Alexis Miller For The Daily Press

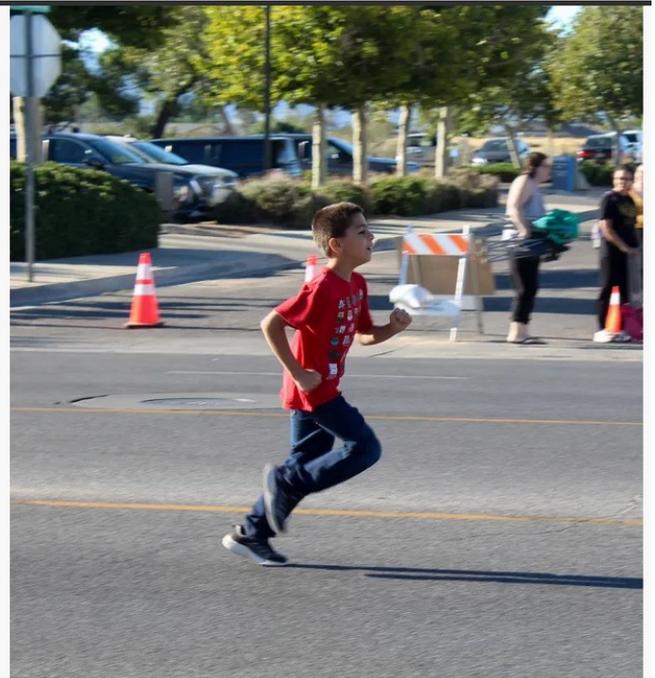


People of all ages participated in the Hesperia Days 5K Run, Walk, and Skate on Saturday, Sept. 16 2023.

Alexis Miller For The Daily Press

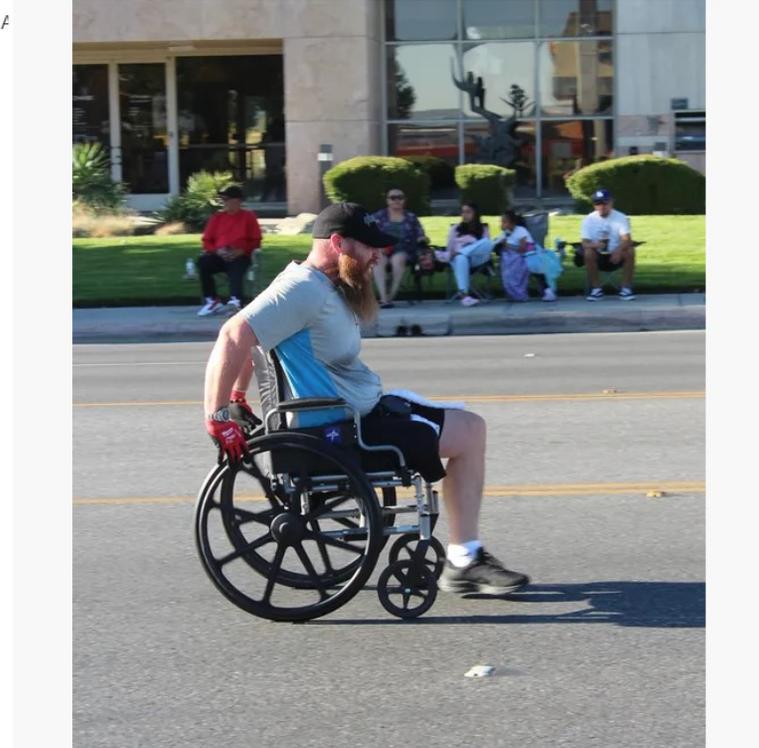


People of all ages participated in the Hesperia Days 5K Run, Walk, and Skate on Saturday, Sept. 16 2023.



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Alexis Miller For The Daily Press



People of all ages participated in the Hesperia Days 5K Run, Walk, and Skate on Saturday, Sept. 16 2023.

Alexis Miller For The Daily Press



People of all ages, including their dogs, participated in the Hesperia Days 5K Run, Walk, and Skate on Saturday, Sept. 16 2023.

Alexis Miller For The Daily Press

# DAILY PRESS

SPECIAL

## Photo Gallery: The 74th annual Hesperia Days Parade rolls down Main Street.



**Rene Ray De La Cruz**  
Victorville Daily Press

Published 5:29 p.m. PT Sept. 16, 2023



"Storybook Wonderland" was the theme of the 74th annual Hesperia Days Parade on Saturday, Sept. 16, 2023.

Rene Ray De La Cruz, The Daily Press



The Oak Hills High School and Cedar Middle School Marching Band at the 74th annual Hesperia Days Parade on Saturday, Sept. 16, 2023.

Rene Ray De La Cruz, The Daily Press



Several tractors participated in the 74th annual Hesperia Days Parade on Saturday, Sept. 16, 2023.

Rene Ray De La Cruz, The Daily Press



The Oak Hills High School Bulldog Brigade at the 74th annual Hesperia Days Parade on Saturday, Sept. 16, 2023.

Rene Ray De La Cruz, The Daily Press



The Aztec Dancing Group Coatloxopeuh perform at the 74th annual Hesperia Days Parade on Saturday, Sept. 16, 2023.

Rene Ray De La Cruz, The Daily Press



Camels were a big hit among parade viewers at the 74th annual Hesperia Days Parade on Saturday, Sept. 16, 2023.

Rene Ray De La Cruz, The Daily Press



Star Wars characters appeared in the 74th annual Hesperia Days Parade on Saturday, Sept. 16, 2023.

Rene Ray De La Cruz, The Daily Press



Children play with bubble makers during the 74th annual Hesperia Days Parade on Saturday, Sept. 16, 2023.

Rene Ray De La Cruz, The Daily Press



Hesperia Councilman Larry Bird rides in the 74th annual Hesperia Days Parade on Saturday, Sept. 16, 2023.

Rene Ray De La Cruz, The Daily Press



Pack 2924 from VFW Post 2924 participated in the 74th annual Hesperia Days Parade on Saturday, Sept. 16, 2023.

Rene Ray De La Cruz, The Daily Press



Members of Providence St. Mary Medical Center in Apple Valley participated in the 74th annual Hesperia Days Parade on Saturday, Sept. 16, 2023.

Rene Ray De La Cruz, The Daily Press



The Aztec Dancing Group Coatlatxopeuh perform at the 74th annual Hesperia Days Parade on Saturday, Sept. 16, 2023.

Rene Ray De La Cruz, The Daily Press



Several school bands performed at the 74th annual Hesperia Days Parade on Saturday, Sept. 16, 2023.

Rene Ray De La Cruz, The Daily Press



Thousands of parade-goers watched the 74th annual Hesperia Days Parade on Saturday, Sept. 16, 2023.

Rene Ray De La Cruz, The Daily Press



The 74th annual Hesperia Days Parade rolled down Main Street to the delight of thousands of parade viewers on Saturday, Sept. 16, 2023.

Rene Ray De La Cruz, The Daily Press



The 74th annual Hesperia Days Parade rolled down Main Street to the delight of thousands of parade viewers on Saturday, Sept. 16, 2023.



"Storybook Wonderland" was the theme of the 74th annual Hesperia Days Parade on Saturday, Sept. 16, 2023.

Rene Ray De La Cruz, The Daily Press



A Hesperia Unified School District school bus at 74th annual Hesperia Days Parade on Saturday, Sept. 16, 2023.

Rene Ray De La Cruz, The Daily Press



The Sultana High School and Rancho Middle School marching band at the 74th annual Hesperia Days Parade on Saturday, Sept. 16, 2023.

Rene Ray De La Cruz, The Daily Press



Little ones ride a wagon in the 74th annual Hesperia Days Parade on Saturday, Sept. 16, 2023.

Rene Ray De La Cruz, The Daily Press



The Sultana High School marching band and flag team at the 74th annual Hesperia Days Parade on Saturday, Sept. 16, 2023.

Rene Ray De La Cruz, The Daily Press



The Oak Hills High School and Cedar Middle School Marching Band at the 74th annual Hesperia Days Parade on Saturday, Sept. 16, 2023.

Rene Ray De La Cruz, The Daily Press



Young martial artists at the 74th annual Hesperia Days Parade on Saturday, Sept. 16, 2023.

Rene Ray De La Cruz, The Daily Press



Several singers performed while riding in the 74th annual Hesperia Days Parade on Saturday, Sept. 16, 2023.

Rene Ray De La Cruz, The Daily Press



A street vendor at the 74th annual Hesperia Days Parade on Saturday, Sept. 16, 2023.

Rene Ray De La Cruz, The Daily Press



A character from High Desert Haunted House at the 74th annual Hesperia Days Parade on Saturday, Sept. 16, 2023.

Rene Ray De La Cruz, The Daily Press



A worker keeps Main Street clean during the 74th annual Hesperia Days Parade on Saturday, Sept. 16, 2023.

Rene Ray De La Cruz, The Daily Press



The 74th annual Hesperia Days Parade rolled down Main Street to the delight of thousands of parade viewers on Saturday, Sept. 16, 2023.

Rene Ray De La Cruz, The Daily Press



Friends of Lime Street Dog Park

Ric Nagle · 21h · 🌐



New dog park being built @ Palm Park



You and 8 others

5 comments Seen by 61



High Point Concrete Construction

17h · 🌐



It was an Absolute pleasure being a small part of giving back to our equestrian community down at [Hesperia Days Rodeo](#) thank you to everyone at Hesperia park a recs and all your do for our community.





Kahoots Feed and Pet - Hesperia, CA

23h · 🌐



Thank you to everyone who stopped by these past two days! At the Hesperia Rodeo 🐾 we got to meet so many new People & of course got to see our regulars ! ❤️





Friends of Lime Street Dog Park

Virginia Black · 1d · Hesperia · 🌐



Just a FYI  
COMING SOON TO TIMBERLANE PARK!!!

A 🐕 DOG PARK AND A 🛹 SKATE PARK!!! — 🥰 feeling excited at Timberlane Park.





apex\_rental

apex\_rental We had a great time at the @hesperia\_days\_rideo! @hesperiaparks did an awesome job. We appreciate all they do. 2d

hesperiaparks Thank you very much for all your help! We always appreciate you. 🙏 2m Reply

♥️ 🔍 📌

Liked by victorious\_auto\_detail and 28 others  
2 DAYS AGO

🗨️ Add a comment... Post



**HESPERIA RECREATION AND PARK DISTRICT  
INTER-OFFICE MEMO**

**DATE:** August 15, 2023

**PHONE:** (760) 244-5488

**FROM:** *l.s.* LUKE SARTI, RECREATION PROGRAM COORDINATOR  
Hesperia Recreation and Park District

**TO:** KYLE WOOLLEY, GENERAL MANAGER  
Hesperia Recreation and Park District

**SUBJECT:** AQUATICS UPDATE FOR AUGUST 2023

**Lime Street Park Pool - Open Swim, August 1st - August 31<sup>st</sup>**

- 597 participants (-1,831 from last month, -74 from previous year)

**Lime Street Park Pool - Kids Kamp, August 1<sup>st</sup> - August 9<sup>th</sup>**

- 160 participants (-306 previous month, -397 previous year)

**Lime Street Park Pool - Rock'n Our Disabilities, August 1<sup>st</sup> - August 9<sup>th</sup>**

- 0 participants (+390 from previous month, 0 from previous year)

**Learn to Swim Program - Session 3 ( Saturday August 5<sup>th</sup> - 20<sup>th</sup>)**

- 30 participants (+3 from previous year )

**Intro to Swim Program - No class offered**

**Pool Rentals - Augugst**

- 1 rental (+7 from previous month, +3 from previous year)
- 30 participants (- 344 from previous month, -314 from previous year)

**Youth Sports Agreement, Desert Aquatics Pool Use -** Desert Aquatics partners with the District to utilize Lime Street Pool to condition and train swim team participants in the High Desert. Desert Aquatics uses the facility six times a week, Monday through Saturday, from approximately 7:45 - 11:45 a.m. and has, on average, 65 youth in the pool daily.

**HESPERIA RECREATION AND PARK DISTRICT  
INTER-OFFICE MEMO**

**DATE:** *ls* September 13, 2023

**PHONE:** (760) 244-5488

**FROM:** LUKE SARTI, RECREATION PROGRAM COORDINATOR  
Hesperia Recreation and Park District

**TO:** KYLE WOOLLEY, GENERAL MANAGER  
Hesperia Recreation and Park District

**SUBJECT:** RECREATION UPDATE FOR AUGUST 2023

**KIDS KAMP**

- 206 Registered participants (+9 from previous year)
- 134 Total monthly participation (same as previous year)

**HESPERIA RECREATION AND PARK DISTRICT  
INTER-OFFICE MEMO**

**DATE:** September 15, 2023

**PHONE:** (760) 244-5488

**FROM:** *SH* SARAH HAUSER, RECREATION MANAGER  
Hesperia Recreation and Park District

**TO:** KYLE WOOLLEY, GENERAL MANAGER  
Hesperia Recreation and Park District

**SUBJECT:** HESPERIA LAKE REPORT FOR AUGUST 2023

**HESPERIA LAKE**

- Anglers - Total: 1,854 (-485 from previous month, +322 from last year)
  - Day: 812 (-330 from previous month, -388 from last year)
  - Night: 669 (-19 from previous month, No night fishing last year)
  - Child Night: 32 (-9 from previous month, No night fishing last year)
  - Child: 161 (-102 from previous month, -25 from last year)
  - Senior: 109 (+16 from previous month, +47 from last year)
  - Military discount: 66 (-42 from previous month, -18 from last year)
  - Passes redeemed: 5 (+3 from previous month, -3 from last year)
  - Punch cards sold: 0 (-2 from previous month, Same as last year)
- Fish caught - Total: 1,248 (+185 from previous month, +556 from last year)
  - Catfish: 1,216 (+215 from previous month, +695 from last year)
  - Trout: 0 (same as last month, same as last year)
  - Tilapia: 32 (-30 from previous month, -147 from last year)
    - \*First Catfish Stock of the season was April 14, 2023
    - \*First Tilapia Stock of the season was April 21, 2023
- Group picnic rentals: 2 (-6 from previous month, -10 from last year)
- Picnic participants: 100 (-450 from previous month, -800 from last year)
- Campsites rented: 301 (+88 from previous month, +65 from last year)
- Campers: 396 (+2 from previous month, +133 from last year)
- Equestrian campsites rented: 0 (same as previous month, -4 from last year)
- Equestrian campers: 0 (same as previous month, -8 from last year)
- Group campsites: 1 (same as previous last month, -2 from last year)
- Group campers: 11 (-7 from last month, -12 from last year)
- Store transactions: 11,595 (-2,598 from previous month, +1,129 from last year)

**HESPERIA WRANGLERS**

- 08/12/2023 – Gymkhana: 50 participants and 100 spectators

SH/ar

**HESPERIA RECREATION AND PARK DISTRICT  
INTER-OFFICE MEMO**

**DATE:** September 12, 2023 **PHONE:** (760) 244-5488

**FROM:** JUDY TRENHOLM, EXECUTIVE ASSISTANT AGM  
Hesperia Recreation and Park District

**TO:** KYLE WOOLLEY, GENERAL MANAGER  
Hesperia Recreation and Park District

**SUBJECT:** FACILITY RENTAL UPDATE FOR AUGUST 2023

Percy Bakker Community Center: 5 rentals (-8 from previous month, -3 from last year)  
Total Participation: 560

Lime Street Community Center: 5 rentals (+1 from previous month, +1 from last year)  
Total Participation: 580

Rick Novack Community Center: 3 rentals (same as previous month, +3 from last year)  
Total Participation: 220

John Swisher Community Center: 3 rentals (-2 from previous month, -2 from last year)  
Total Participation: 275

<b>Active Participant Numbers - FY 2023-2024</b>				
	<b>July 2023</b>	<b>August 2023</b>	<b>YTD Average</b>	<b>YTD Totals</b>
<b>Aquatics</b>				
Open Swim, Patrons	2,428	597	1,513	3,025
Swimming Lessons	187	30	109	217
Pool Party Rental Participants	374	30	202	404
Desert Aquatics	65	65	65	130
<b>Programs</b>				
Kids Kamp	206	134	170	340
<b>Hesperia BMX</b>				
Number of Participants	140	-	140	140
Full Memberships Purchased	-	-	-	-
One Day Free-Trial Membership	-	-	-	-
<b>Epicentre</b>				
A2R Basketball Performance (5-6)	4	-	4	4
A2R Basketball Performance (7-9)	60	-	60	60
A2R Basketball Performance (10-12)	40	-	40	40
A2R Basketball Performance (13-17)	16	-	16	16
Open Center	-	-	-	-
Hip-Hop	64	-	64	64
Parent & Me Ballet	68	-	68	68
<b>Harrison Exhibit Hall</b>				
Visitors	7	8	8	15
<b>Hesperia Lake Park</b>				
Fishing	2,339	1,854	2,097	4,193
Picnic Participants	550	100	325	650
Number of Campers	394	396	395	790
Group Campers	18	11	15	29
EQ Campers	0	0	0	0

Not in session/season indicated by -

Does not include "Passive" participants such as spectators, patrons enjoying the parks, etc.

<b>Active Participant Numbers - FY 2023-2024</b>				
	<b>July 2023</b>	<b>August 2023</b>	<b>YTD Average</b>	<b>YTD Totals</b>
<b>Percy Bakker Community Center</b>				
Senior Nutrition	745	-	745	745
Pinochle	12	-	12	12
Fitness and Fun Monthly	-	-	-	-
Fitness and Fun (Walk-in)	90	-	90	90
Pool	223	-	223	223
Garden Club	56	-	56	56
Quilters	144	-	144	144
Line Dancing	-	-	-	-
S.W.I.M./Senior With Inquiring Minds	142	-	142	142
<b>Power Play Center</b>				
Pickleball	170	-	170	170
Admission	425	-	425	425
Power Play Rental Attendance	413	-	413	413
Ukulele Lessons	8	-	8	8
Roller Skating Lessons, Beginning	40	-	40	40
Roller Skating Lessons, Intermediate	0	-	0	0
<b>Lime Street Park Community Center</b>				
Child Self-Defense	96	-	96	96
Self-Defense	0	-	0	0

Not in session/season indicated by -

Does not include "Passive" participants such as spectators, patrons enjoying the parks, etc.

<b>Active Participant Numbers - FY 2023-2024</b>				
	<b>July 2023</b>	<b>August 2023</b>	<b>YTD Average</b>	<b>YTD Totals</b>
<b>Rick Novack Community Center</b>				
Adult Hip-Hop	-	-	-	-
A/Y Open Gym (VB)	-	-	-	-
Adult Open Gym (B)	-	-	-	-
Ballet/Tap Dance	-	-	-	-
Belly Dance, Beginning	-	-	-	-
Belly Dance, Intermediate	-	-	-	-
Emerge Elite Basketball	-	-	-	-
Girls Volleyball	-	-	-	-
Jazz/Ballet	48	-	48	48
Karate, Beginning/Intermediate	88	-	88	88
Karate, Advanced	-	-	-	-
Karate, Mini Tigers	64	-	64	64
Let's Dance!	-	-	-	-
Let's Dance! Private Lesson	8	-	8	8
Volleyball Training (1 day)	-	-	-	-
Volleyball Training (2 days)	-	-	-	-
Youth Basketball	348	-	348	348
Youth Open Gym (B)	-	-	-	-
<b>Therapeutic Programs (ROD)</b>				
Community Relief Supplies	1,406	-	1,406	1,406
Fun in the Sun at Lime Street Pool	390	-	390	390
Saturday Camp	138	-	138	138
Special Events	494	-	494	494
Sports	109	-	109	109
<b>Hesperia Community Park</b>				
Adult Softball Teams (Coed)	96	-	96	96
Adult Softball Teams (Mens)	288	-	288	288
Youth Flag Football	-	-	-	-

Not in session/ season indicated by -

Does not include "Passive" participants such as spectators, patrons enjoying the parks, etc.

<b>Active Participant Numbers - FY 2023-2024</b>				
	<b>July 2023</b>	<b>August 2023</b>	<b>YTD Average</b>	<b>YTD Totals</b>
<b>Timberlane Park</b>				
Best Friends	-	-	-	-
Itty Bits	-	-	-	-
Kinder Kids M/W	-	-	-	-
Tiny Tots M/W	-	-	-	-
Tiny Tots T/Th	-	-	-	-
<b>Facility Rental Guests</b>				
Percy Bakker Community Center	1,895	560	1,228	2,455
Lime Street Park Community Center	470	580	525	1,050
Rick Novack Community Center	110	220	165	330
John Swisher Community Center	590	275	433	865
Field Rentals	1,330	-	1,330	1,330
<b>Field/Facility User Participants</b>				
HYFL/Hesperia Trojans	143	-	143	143
National Little League	-	-	-	-
American Little League	-	-	-	-
AYSO Soccer	-	-	-	-
Hesperia Wranglers	75	-	75	75
<b>Special Events</b>				
Movies in the Park	2,350	-	2,350	2,350
National Night Out	-	-	-	-
Bobcat's Summer Concert Series	-	-	-	-
<b>TOTAL ACTIVE PARTICIPANTS</b>	<b>19,964</b>	<b>4,860</b>	<b>2,069</b>	<b>24,824</b>

Not in session/season indicated by -

Does not include "Passive" participants such as spectators, patrons enjoying the parks, etc.

**HESPERIA RECREATION AND PARK DISTRICT  
INTER-OFFICE MEMO**

**DATE:** SEPTEMBER 13, 2023

**PHONE:** (760)244-5488

**FROM:** SZ SERGIO ZEPEDA, PARK RANGER  
Hesperia Recreation and Park District

**TO:** KYLE WOOLLEY, GENERAL MANAGER  
Hesperia Recreation and Park District

**SUBJECT:** MONTHLY RANGER REPORT, AUGUST 2023

Activity	Reporting Month Quantity	Previous Month Quantity
<b>Calls for Service</b>	4	1
<b>Community Contacts</b>	1,000 (Approx.)	500 (approx.)
<i>After Hours Contacts</i>	168	108
<i>Juvenile Contacts</i>	256	360
<b>Assist Local Agency</b>	2	2
<b>Administrative Citation</b>	5	12
<b>Special Event(s)</b>	5	5

Monthly Ranger Hours	221.75
Park Ranger Training Officer Hours	17
<i>Total Program Hours</i>	238.75

Additional Information: -

08/1/2023, Hesperia Civic Plaza Park, 16:00-22:00 - National Night Out.

08/3/2023, Lime Street Park, 18:45 - Park Ranger observed an unoccupied vehicle parked in a handicap parking spot without a handicap placard displayed. Citation was issued and placed on the vehicle.

08/3/2023, Hesperia Lake Park, 19:13 - Park Ranger received a call regarding a vehicle parked in a campsite without a permit. Vehicle was unoccupied and did not have a permit displayed. Citation was issued and placed on the vehicle.

08/4/2023, Hesperia Civic Plaza Park, 16:00-22:00 - Bobcat's Summer Concert Series.

08/5/2023, Hesperia Lake Park, 16:40 - Park Ranger observed three vehicles parked in the fire lane. Park Rangers made contact with the owners and they advised them to move their vehicles.

08/5/2023, Hesperia Lake Park, 16:40 - Park Ranger was flagged down by a park patron regarding two individuals fighting on the soccer field. Upon arrival both parties had separated and left the area.

08/5/2023, Hesperia Lake Park, 17:30 - Park Ranger received a call from staff. They advised that a fisherman's family members called the store concerned about his well-being and requested a welfare check. Park Rangers located the individual; he was incoherent and had slurred speech so medical was requested. He was transported by fire to a local hospital. The reporting party was also updated.

08/6/2023, Rick Novack Community Center, 19:35 - Park Rangers observed a disabled vehicle. Rangers assisted by pushing his vehicle onto the shoulder of the roadway.

08/11/2023, Timberlane Park, 15:18 - Park Ranger made contact with an individual smoking near a walkway. They were advised of park rules and issued a citation.

08/11/2023, Hesperia Civic Plaza Park, 17:00-22:00 - Bobcat's Summer Concert Series.

08/12/2023, Hesperia Lake Park, 15:25 - Park Ranger observed an unoccupied vehicle parked in a handicap parking spot without a handicap placard displayed. Citation was issued and placed on the vehicle.

08/12/2023, Lime Street Park, 16:02 - Park Rangers observed new graffiti on the north restrooms. Pictures were taken but we are unable to obtain video footage due to the restrooms being out of frame.

08/13/2023, Hesperia Civic Plaza Park, 15:00 - Park Ranger was dispatched to the park regarding an individual with no shirt chasing a child with a knife. Park Ranger along with Sheriffs located the suspect near the stadium. The individual did have several makeshift knives and surrendered them to law enforcement. After interviewing the victim and witnesses, the call was unfounded.

08/13/2023, Hesperia Lake Park, 17:40 - Park Rangers assisted the Sheriff's Department on a hit and run with injuries. Vehicle in question was located by Park Rangers on Rock Springs Road. Rangers assisted by translating and transporting the suspect to the Hesperia Sheriff's Station.

08/13/2023, Lime Street Park, 20:15 - Park Ranger made contact with two homeless individuals sleeping inside of a tent on District property. Advised them of park rules; they complied and left the area.

08/16/2023, Hesperia Lake Park, 20:00 - Park Ranger made contact with an individual parked on the east side of the lake. The individual was under the influence and advised to contact a sober licensed driver and secure the vehicle.

08/17/2023, Maple Park, 20:15 - Park Ranger observed a vehicle parked in a handicap parking spot. Citation was issued.

08/18/2023, Hesperia Civic Plaza Park, 16:00-22:00 - Bobcat's Summer Concert Series.

08/19/2023, Rick Novack Community Center, 12:50 - Park Ranger was advised of a welfare check. The reporting party that rented the facility was concerned about the employee because the building was closed. The employee was ok and just running late.

08/19/2023, Hesperia Lake Park, 17:00 - Staff advised of a camp site that was supposed to check out before noon. Park Ranger made contact with the campers and they stated they had a tow truck on the way to remove their camper from the property.

08/19/2023, Hesperia Lake Park, 17:15 - Park Ranger was flagged down by a park patron that wanted to report three juveniles wearing all black that were jumping on the roof of the E.C.H Terrain Horse building. Upon arrival, the park ranger made contact with three juveniles walking away from the building. They stated they were on the roof but would not do it again.

08/19/2023, Hesperia Lake Park, 21:45 - Park Rangers assisted Sheriff's deputies attempting to locate a missing/runaway juvenile. Juvenile was last seen at Hesperia Lake Park. Deputies located the juvenile on Arrowhead Lake Road and Calpella Road.

08/20/2023, Power Play Center, 13:07 - Park Ranger assisted with party rental until staff arrived.

08/20/2023, District Patrol, 15:15 - Park Rangers locked up District properties early due to heavy rain and flooding.

08/24/2023, Power Play Center, 18:30 - Park Ranger was flagged down by an individual who stated his car battery was dead. Ranger assisted by jump starting their vehicle.

08/25/2023, Hesperia Civic Plaza Park, 17:00-22:00 - Bobcat's Summer Concert Series.

08/26/2023, Flyers Gas Station, 21:15 - Park Ranger was flagged down by a possible hit and run victim. They stated their vehicle was struck by another vehicle that fled from the scene on Main Street and 'C' Avenue. Information was relayed over the air and Rangers stood by until Sheriff deputies were on scene.

08/30/2023, Hesperia Lake Park, 14:00 - Park Ranger was flagged down regarding an injured red tailed hawk. Rangers stood by until animal control responded and retrieved the injured hawk.

08/30/2023, Malibu Park, 18:45 - Park Ranger was flagged down by a park patron. She stated every day from 18:00-20:00 hours, there are approximately 5-8 juveniles that lock themselves in the bathroom, smoke marijuana and play loud vulgar music. She just wanted to bring it to our attention so we could possibly lock the restrooms earlier and/or increase patrols around that time.

08/31/2023, Rick Novack Community Center, 19:25 - Park Ranger observed a vehicle parked in a handicap parking spot without a handicap placard displayed. Citation was issued.

**HESPERIA RECREATION AND PARK DISTRICT  
INTER-OFFICE MEMO**

**DATE:** September 1, 2023 **PHONE:** (760) 244-5488  
**FROM:** *Kg* KARABETH GARCIA, EXECUTIVE DISTRICT CLERK  
Hesperia Recreation and Park District  
**TO:** KYLE WOOLLEY, GENERAL MANAGER  
Hesperia Recreation and Park District  
**SUBJECT:** DISTRICT MARKETING UPDATE FOR AUGUST 2023

**Listed below is a brief overview of marketing-related items.**

**Website** – The District’s website was visited 14,727 times (-3,238 from previous month, -8,653 from last year) during the month with a total of 14,514 unique people (-470 from previous month). A total of 12,120 website visits were conducted on mobile devices or tablets (-3,332 from previous month), which equates to 82% (-4% from last month) of our website traffic being conducted on mobile devices.

We can also track which city our website visitors are coming from:

1. Los Angeles	3,366 visits	6. Apple Valley	527 visits
2. Hesperia	1,857 visits	7. Las Vegas	189 visits
3. Victorville	1,392 visits	8. Phelan	153 visits
4. San Diego	904 visits	9. Quincy	145 visits
5. Location Unknown*	539 visits	10. Barstow	110 visits

\*Location data was not captured due to visitors using a browser that doesn’t allow for analytics to determine its IP address.

The top five (5) webpages visited on the website were:

1. Homepage	6,337 pageviews
2. Hesperia Lake Park	5,065 pageviews
3. HUSD Calendar	3,523 pageviews
4. Calendar of Events	2,583 pageviews
5. Youth/Adult Sports	2,243 pageviews

**RecMail/Constant Contact** – Staff continues to send out flyers/announcements via RecMail. Our number of RecMail registrants consists of 4,798 people (+15 from previous month).

**News Releases** – Staff continues to send out news releases to promote District programs and events. News Releases are available to view online at any time at <https://www.hesperiaparks.com/press-releases>.

**Facebook** – Staff continues to monitor the District’s Facebook account, posting flyers and information.

- @HesperiaParks, the District’s page, had 11,465 “followers” (+122 from previous month) from the top cities of Hesperia, Victorville, Apple Valley, Adelanto, and Oak Hills. 78.5% of our Facebook fans are female and 45% are in the 25-44 age range.
- @HesperiaLakePark, Hesperia Lake Park’s page, had 14,680 “followers” (+107 from previous month) from the top cities of Hesperia, Victorville, Apple Valley, Los Angeles, and San Bernardino. 53% are female and 28% are in the 25-44 age range.

**Instagram** – The following numbers were captured at the end of the month:

- @HesperiaParks Instagram page had a total of 3,386 followers (+158 from previous month) from the top cities of Hesperia, Victorville, Apple Valley, Oak Hills, and Adelanto. 70% of the followers were female and 52% were in the 25-44 age range.
- @TheRealHesperiaLakePark Instagram page had a total of 5,500 followers (+211 from previous month) from the top cities of Hesperia, Victorville, Apple Valley, Los Angeles, and San Bernardino. 72% of the followers were male and 51% were in the 25-44 age range.



**HESPERIAPARKS.com**

**HESPERIA RECREATION AND PARK DISTRICT  
BOARD OF DIRECTORS  
DEVELOPMENT COMMITTEE MEETING  
Friday, September 8, 2023 - 3:00 p.m.  
Lime Street Park Community Center  
16292 Lime Street, Hesperia, CA 92345**

**MINUTES**

**Call to Order**

Meeting was called to order at 3:00 p.m. by Vice President Roberts.

**A. Attendance**

Board Committee Members: Roberts, Gregg

District Staff: Woolley, Garcia, Varner, Chavez, Hauser, Trenholm

Guests: None

**Flag Salute**

The Flag Salute was led by Vice President Roberts.

**Message to the Public/Public Comment**

- No public comment was made.

**Discussion Items**

**A. Permits and Building Codes**

- The Committee discussed required permitting for fencing.

**Item D. was addressed at this time.**

**Item C. was addressed at this time.**

**B. Current Project Update**

- Mr. Woolley highlighted: Hercules Center roof, Timberlane Park, Palm Street Park, and SitelogIQ project.
- The Committee requested a white board with projects and timelines displayed.

**C. Global USA Property**

- Discussion included options for potential property purchase.

**D. Silverwood Project Update**

- The Committee discussed the Community Facilities District formation timeline.

**Adjournment** - Meeting was adjourned at 4:44 p.m.

# October 2023

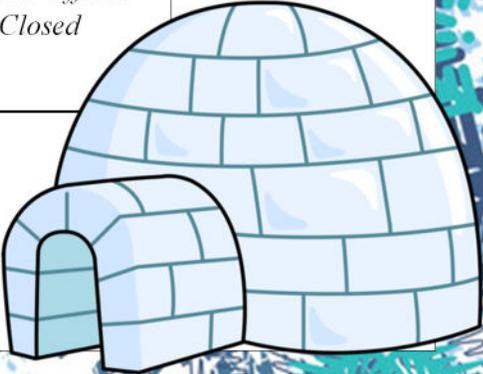
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 	3	4	5	6	7
8 	9 Columbus Day <i>District Offices Closed</i>	10	11 6:00 pm District Board Meeting	12	13	14
15	16 5:30 pm Event Ad Hoc Committee	17	18 5:15 pm Personnel Committee	19 3:30 pm Safety, Security, & Maintenance Meeting	20 3:30 pm Historical Preservation Committee Meeting	21 
22	23 6:00 pm ASBCSD The Old Spaghetti Factory <i>Rancho Cucamonga</i>	24	25 6:00 pm District Board Meeting	26 6:00 pm Foundation Meeting	27	28 2:00 pm Hesperia Fall Festival & Car Show <i>Hesperia Lake Park</i>
29	30	31 Halloween 				

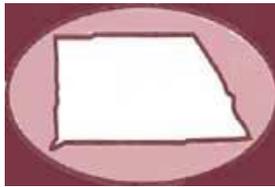
# November 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4 
5	6	7	8 6:00 pm District Board Meeting	9	10 Veterans Day Observed <i>District Offices Closed</i>	11 11:00 am Veterans Day Ceremony <i>Hesperia Lake Park</i>
12	13	14	15	16 3:30 pm Safety, Security, & Maintenance Meeting  6:00 pm Foundation Meeting	17 3:30 pm Historical Preservation Committee Meeting	18
19	20 6:00 pm ASBCSD	21	22	23 Thanksgiving <i>District Offices Closed</i> 	24 Thanksgiving Holiday <i>District Offices Closed</i>	25
26	27	28	29 6:00 pm District Board Meeting	30 		



# December 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
3	4	5	6	7 5:00 pm Christmas Tree Lighting Ceremony <i>Hesperia Civic Plaza Park</i>	1/8	2/9 
10	11	12	13 6:00 pm District Board Meeting	14	15	16
17 	18	19	20	21 3:30 pm Safety, Security, & Maintenance Meeting	22 3:30 pm Historical Preservation Committee Meeting	23
24 Christmas Eve	25 Christmas Day <i>District Offices Closed</i>	26 Winter Kids Kamp Christmas Eve Observed <i>Administrative District Office Closed</i>	27 Winter Kids Kamp <i>Administrative District Offices Closed</i>	28 Winter Kids Kamp <i>Administrative District Offices Closed</i>	29 Winter Kids Kamp <i>Administrative District Offices Closed</i>	30
31 New Years Eve						



**Association of The  
San Bernardino County  
Special Districts**



**Best, Best, & Krieger LLP**  
will be hosting the October 23, 2023 Membership Meeting at:

**The Old Spaghetti Factory  
11896 Foothill Blvd.  
Rancho Cucamonga, CA 91730**

**6:00p.m. – Registration & Social Hour  
6:30p.m. – Call to Order**

**Menu**

**Entrée Choices: Spaghetti with Marinara Sauce (gluten free available upon request), Fettuccini Alfredo, or Chicken Parmigiana.**

All Entrees include Green Salad with Creamy Pesto Dressing, Fresh Hot Bread, and Spumoni Ice Cream.

Also includes Soft Drinks, Hot Tea, Iced Tea, and Water

No host bar will be available in the restaurant

**Cost: \$38.00 per person**

**Topic:**

**Replenish Big Bear**

***Presented by: David Lawrence, General Manager of the Bear Area Regional Wastewater Agency.***

**RSVP with your entrée choice by Friday, October 13, 2023 to:  
Karabeth Garcia at [kgarcia@hesperiaparks.com](mailto:kgarcia@hesperiaparks.com) or  
760-244-5488 ext. 139**

**District/Associate Attendee**

- ✓ Payment Due – October, 31, 2023
- ✓ Make checks payable to: ASBCSD, mail checks to ASBCSD, Attention: Natalie Barnard, 11081 Muirfield Drive, Rancho Cucamonga, CA 91730
- ✓ Include the name(s) of your attendee(s) with your payment.
- ✓ Credit Card payment visit our ASBCSD website and click on the Purchase tab.
- ✓ You will be billed for the dinner if your cancellation is not received by the deadline.
- ✓ A \$2.00 surcharge will be applied if payment is not received within 30 days of the *meeting*.

**[asbcsd.specialdistrict.org](http://asbcsd.specialdistrict.org)**

**ASBCSD  
433-9448**

**11081 Muirfield Dr.**

**Rancho Cucamonga, CA 91730**

**562-**

**President - T. Milford Harrison, Vice-President – Kelly J. Gregg, Secretary/Treasurer – Randall J. Reed,  
Director – Ronald L. Coats, Director – Rebecca Kujawa, Director – Melody McDonald, Director Kati Parker**