

Agenda

County of Inyo Board of Supervisors

224 N. Edwards
Independence, CA 93526

All members of the public are encouraged to participate in the discussion of any items on the Agenda. Anyone wishing to speak, please obtain a card from the Board Clerk and indicate each item you would like to discuss. Return the completed card to the Board Clerk before the Board considers the item (s) upon which you wish to speak. You will be allowed to speak about each item before the Board takes action on it.

Any member of the public may also make comments during the scheduled "Public Comment" period on this agenda concerning any subject related to the Board of Supervisors or County government. No card needs to be submitted in order to speak during the "Public Comment" period.

ADDENDUM

to
Inyo County Board of Supervisors
Regular Meeting
8:30 a.m.
December 17, 2013

ADDITION

DEPARTMENTAL

- 24A. **COUNTY ADMINISTRATOR – Parks & Recreation** – Request Board A) authorize the purchase of four automated payment system pay stations for use at four County Campgrounds and B) authorize the County Administrator to execute all related purchase documents including Inyo County Standard Contract No. 116, contingent upon the appropriate signatures being obtained.



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER

24A

- Consent Departmental Correspondence Action Public Hearing
 Scheduled Time for Closed Session Informational

FROM: Pam Hennarty, Senior Deputy County Administrator

FOR THE BOARD MEETING OF: January 7, 2014

SUBJECT: Approve the purchase of four (4) Automated Payment System Pay Stations for use at four (4) County Campgrounds

DEPARTMENTAL RECOMMENDATION:

That your Board (1) Authorize the purchase of four (4) automated payment system pay stations for use at four County Campgrounds; and (2) Authorize the County Administrator to execute all related purchase documents including Inyo County standard contract No. 116 contingent upon all signatures being obtained.

SUMMARY DISCUSSION:

Inyo County Parks and Recreation operates six (6) campgrounds between Lone Pine and Bishop generating approximately \$150,000 per year in revenue. These campgrounds host nearly 19,000 vehicles per year. Through a thorough analysis of machine costs and revenues generated at campgrounds it has been determined economically beneficial to install automated payment system pay stations at four County campgrounds including: Pleasant Valley, Baker Creek, Tinnemaha, and Taboose Campgrounds.

The current payment system includes a cash only system, through an envelope and a slotted tube. There have been several instances of theft of the campground funds throughout the years resulting in unaccountable losses for the County. Additionally, campers often lose or misplace their receipt thereby creating a potentially tense situation between the Park Ranger and the camper with regard to whether they have or have not paid their camping fees.

The installation of automated pay stations will create a system at the campgrounds where campers pay their camping fees through an automatic payment machine, which can then be posted at the campsite. In the event that the receipt is lost, the park employees can utilize data from the machine to ensure payment. Additionally, this system will allow the campground rental data to be electronically transmitted to the Park's and Treasurer's offices for easier accounting and tracking campground use.

In September 2013, Inyo County Parks and Recreation received one response from a Request for Proposal for Campground Paystations from VenTek International. VekTek International Pay Stations are used in many National Park Campground, including Death Valley, as well as many other jurisdictions including Santa Clara County, Orange County, and Sonoma County.

The total cost of each pay station is \$10,970 for a total cost for four (4) machines being \$43,880. There is also an annual fee of \$1,407 per pay station that includes wireless service, transaction processing, and data hosting.

ALTERNATIVES:

Your Board could consider not purchasing the pay stations and continuing to operate the County campgrounds via pay tubes as has been historically done, thereby maintaining staff time in collecting and counting cash, as well as the occasional theft that occurs through this system.

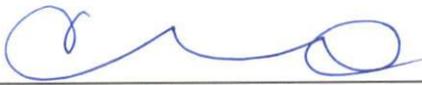
OTHER AGENCY INVOLVEMENT:

None

FINANCING:

The 2013-2014 Parks and Recreation Budget 076998 included funding for purchase and installation of up to six (6) automated payment system pay stations in the 5650 – Equipment object code.

APPROVALS

COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS (Must be reviewed and approved by county counsel prior to submission to the board clerk.) Approved: _____ Date _____
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.)  Approved: <u>Yes</u> Date <u>12/13/2013</u>
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS (Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.) Approved: _____ Date _____

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)



Date: 12/13/13