



Tehachapi Valley

Recreation & Park District

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

**REGULAR BOARD MEETING
TUESDAY, FEBRUARY 20, 2018, 5:30 P.M.**

BOARD OF DIRECTORS

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

A G E N D A

1. FLAG SALUTE

2. ROLL CALL

3. PUBLIC COMMENTS

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

4. CONSENT CALENDAR

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

- A. Clerk Declaration of Posting of Agenda 72 Hours in Advance of Meeting (Page 3).
- B. Approval of Minutes from the Regular Board Meeting held January 16, 2018 (Pages 4-7).
- C. Approval of the Preliminary Financial Reports for December 2017 –
Discussion/Approval (Pages 8-17).

5. RECREATION SUPERVISOR REPORT

6. OPERATIONS MANAGER REPORT

7. DISTRICT MANAGER REPORT

8. AGENDA ITEMS

- A. Recognition of Tehachapi Valley Recreation and Park District Recreation Staff – Discussion/Presentation.
- B. Approving Staff to Purchase RMS Hospitality Cloud Service for Brite Lake – Discussion/Approval, (Pages 18-38).

9. CLOSED SESSION

- a. Public Employee Performance Evaluation – General Manager Government Code Section 54957 (b)(1)

10. AGENDA ITEMS CONT.

- C. District Manager Employment Agreement – Discussion/Approval, (Pages 39-49).

11. BOARD OF DIRECTORS' TIME

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

12. ADJOURNMENT

Adjourn to the next Regular Meeting of the Board of Directors of the Tehachapi Valley Recreation and Park District scheduled on March 20, 2018.



Tehachapi Valley

Recreation & Park District

CERTIFICATE OF POSTING AGENDA

I, the Clerk of the Tehachapi Valley Recreation and Park District Board of Directors hereby certify that a copy of the February 20, 2018, Regular Board Meeting Agenda was posted at the following public places within the District on Friday, February 16, 2018, at 12:00 P.M. approximately:

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

The agenda and related documents were also provided to the Tehachapi Valley Recreation and Park District Board of Directors on the 16th day of February 2018.

Dated this 16th day of February 2018.

Carrie Champlin

Carrie Champlin

Clerk of the Board of Directors

**MINUTES OF THE REGULAR BOARD MEETING
OF THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT
490 WEST D STREET, TEHACHAPI, CALIFORNIA 93561
TUESDAY JANUARY 16, 2018, 5:30 P.M.**

CALL TO ORDER: Board Meeting Convened By Chairperson Wyatt at 5:30 P.M.

BOARD MEMBERS

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

ALSO PRESENT

Michelle Vance, District Manager
Corey Torres, Recreation Supervisor
Bill Fisher, Operations Manager
Carrie Champlin, Business Manager/Clerk of the Board
David Shaw, GHCSO Board Member
Steve Shaw, Golden Hills Preserve
Michael McKenzie

1. FLAG SALUTE: Corey Torres led the flag salute.

2. ROLL CALL: All present.

3. PUBLIC COMMENTS: Mr. Michael McKenzie addressed the Board and suggested starting a senior and junior soccer league. Mr. McKenzie also stated that AYSO Soccer registration is too expensive.

4. CONSENT CALENDAR

A. Secretary Declaration of Posting of Agenda 72 hours in Advance of Meeting Held

Declaration by the Clerk of the Board of Directors that the agenda was posted at least 72 hours in advance of meeting. BOARD APPROVED SECRETARY DECLARATION.

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

Noes: None. Motion carried.

Absent: None.

B. Approval of Minutes from the Regular Board Meeting held November 28, 2017.

BOARD APPROVES THE MINUTES FROM THE REGULAR BOARD MEETING HELD ON NOVEMBER 28, 2017.

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

Noes: None. Motion carried.

Absent: None.

C. Approval of Tehachapi Valley Recreation and Park District's Board of Directors 2018 Meeting Schedule.

BOARD APPROVES THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT'S BOARD OF DIRECTORS 2018 MEETING SCHEDULE.

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

Noes: None. Motion carried.

Absent: None.

5. RECREATION COORDINATOR REPORT

Recreation Supervisor Corey Torres gave the report.

- Youth Basketball has 360 participants registered and the program is underway. Torres thanked TUSD for the use of the Monroe and JMS gymnasiums.
- New Event: Christmas Bazaar was held the first weekend of December and was a great success. TVRPD partnered with The Greater Tehachapi Chamber of Commerce in presenting the VIP luncheon. The luncheon sold out with 70 participants.
- TVRPD 2018 Brochure: The brochure will be distributed next week. Torres thanked TVRPD Recreation Coordinator Ashley Krempien for her work in marketing and helping to prepare the yearly brochure.
- TVRPD added seven new programs in 2018. Be sure to check them out in the 2018 brochure. New programs will include music lessons, self-defense classes, senior kick boxing, meditation, and birthing classes.
- Upcoming events for April and May include the Fishing Derby, Easter Egg Hunt, and the Run and Ride with the Wind events. The pool will reopen in April.

6. OPERATIONS MANAGER REPORT

Operations Manager Bill Fisher gave the report.

- ABIAC: The installation of rain gutter at ABIAC is scheduled to be completed by the end of January.
- District Office: Refurbishment of both restrooms, and new flooring installed throughout the building.
- Tehachapi Little League: In preparation for Tehachapi Little Leagues upcoming season, staff met with TLL President Clete Heckathorn and went over the requirements included in the 2018 contract between TLL and TVRPD.
- Winterization work continues at all properties.
- Meadowbrook: Gopher abatement continues.

7. DISTRICT MANAGER REPORT

District Manager Vance gave the report.

- District Manager Vance reported that the picnic table refurbishment project at Brite Lake is complete and thanked volunteers Dusty McCauley and Steve Shaw for their work on the project.
- District Manager Vance reported that she attended the Greater Tehachapi Chamber of Commerce luncheon where the City of Tehachapi presented their yearend report.
- District Manager Vance met with the CEO of Barker Rinker Secat.
- Brite Lake: Researching online reservation services. Revision of the agreement between TVRPD and TCCWD is in process. Leveling of camp sites is scheduled for

this spring. District Manager Vance thanked the California Conservation Corps for their work at Brite Lake in removing the dead shrubs in front of the restroom facility.

- District Manager Vance reported that she is now a board member for CPRS District 15. District 15 will host a maintenance training course in Bakersfield. TVRPD maintenance staff and District Manager Vance will attend the training course.
- District Manager Vance gave a report on her first six months with TVRPD. The highlights include: Revamp of marketing procedures with recreation staff that has produced \$40,000.00 dollars in sponsorship funds, hiring Bill Fisher for the position of Operations Manager, working with community agencies to build strong partnerships, District Office refurbishment project, Brite Lake refurbishment and planning, and TVRPD.org marketing banners.

8. FINANCIAL REPORT

Business Manager Carrie Champlin gave the report. It was the consensus of the Board to move the financial reports to the consent calendar starting in February.

9. AGENDA ITEMS

A. Approval of the Preliminary Financial Reports for November 2017.

BOARD APPROVES THE PRELIMINARY FINANCIAL REPORTS FOR NOVEMBER 2017.

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

Noes: None. Motion carried.

Absent: None.

B. Recognition of Tehachapi Valley Recreation and Park District Recreation Staff.

Recreation Supervisor Corey Torres recognized TVRPD's Tehachapi Tots instructor Kelli Gilbert and presented her with a certificate of recognition for her service to the District.

C. Election of Officers for the Tehachapi Valley Recreation and Park District's Board of Directors.

Director Kaleb Judy nominated Laura Lynne Wyatt for Chairperson.

Chairperson Laura Lynne Wyatt nominated Ian Steele for Vice-Chairperson.

BOARD ELECTS LAURA LYNNE WYATT CHAIRPERSON OF THE BOARD OF DIRECTORS OF THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT.

BOARD ELECTS IAN STEELE VICE-CHAIRPERSON OF THE BOARD OF DIRECTORS OF THE TEHACHAPI VALLEY RECREATION AND PARK DISTRICT.

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

Noes: None. Motion carried.

Absent: None.

10. CLOSED SESSION:

- a. Public Employee Performance Evaluation – General Manager
Government Code Section 54957 (b)(1)

MOTION TO ADJOURN TO CLOSED SESSION AT 6:15 P.M.

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

Noes: None. Motion carried.

Absent: None.

MOTION TO RECONVENE FROM CLOSED SESSION AT 6:50 P.M.

Steele – Corpus-Zamudio: Ayes: Wyatt; Corpus-Zamudio; Judy; Steele; Backes
Noes: None. Motion carried.
Absent: None.

Report on Closed Session: No action taken.

10. BOARD OF DIRECTORS TIME: Director Steele stated that he will set up a meeting with District Manager Vance to discuss partnering with private organizations, discuss football field day, and the Fourth of July. Director Backes stated that he will also set up a meeting with District Manager Vance. Chairperson Wyatt complimented the staff and stated that she is happy with the progress that is being made at TVRPD.

11. ADJOURNMENT

Having no further business the meeting was adjourned at 6:52 P.M. to the Regular Board meeting of the Directors of Tehachapi Valley Recreation and Park District scheduled on February 20, 2018.

Judy - Backes: Ayes: Wyatt; Corpus-Zamudio; Judy; Steele; Backes
Noes: None. Motion carried.
Absent: None.

Respectfully Submitted,

Carrie Champlin
Carrie Champlin, Clerk of the Board



Tehachapi Valley Recreation and Park District

BALANCE SHEET

As of December 31, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash in County Treasury General Fund	523,265.82
1004 Check BOTS 4470	92,340.12
1005 County Treasury Capital Projects Fund	21,390.71
1007 Square Inc-Brite Lake	171.16
1051 Change Fund	850.00
1100 Petty Cash Fund	400.00
Total Bank Accounts	\$638,417.81
Accounts Receivable	
1200 Accounts Receivable	33,420.00
Total Accounts Receivable	\$33,420.00
Other Current Assets	
1092 Credit Card Receivables	799.00
1210 Inventory Asset	4,730.95
Total Other Current Assets	\$5,529.95
Total Current Assets	\$677,367.76
Fixed Assets	
1150 Land	166,734.76
1161 Building	540,391.52
1162 Improvements	3,038,666.76
1163 Equipment	1,046,083.14
1163.1 Equipment Not Placed In Service	50,043.59
1166 Furniture & Fixtures	24,895.98
1167 Machinery	47,089.00
1170 Accumulated Depreciation	-2,681,915.00
1180 Fleet Vehicles and Equipment	170,165.22
Total Fixed Assets	\$2,402,154.97
Other Assets	
1901 DOR-Employee Contribution after MD	32,998.00
1903 DOR-Difference in Properties	13,059.00
1904 DOR-Difference in Experience	1,444.00
Total Other Assets	\$47,501.00
TOTAL ASSETS	\$3,127,023.73
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable-General Fund	8,836.78
Total Accounts Payable	\$8,836.78
Credit Cards	

	TOTAL
2010 Cardmember Services Payable	2,186.28
2014 Home Depot Payable	1,822.09
Total Credit Cards	\$4,008.37
Other Current Liabilities	
2024 Accrued Vacation, Sick, & Comp Time	31,081.76
2207 Sales tax payable	361.19
2208 Kern County Loan Payable	60,000.00
2210 Payroll Liabilities	1,902.37
2270 Refundable Deposits	1,000.00
Total Other Current Liabilities	\$94,345.32
Total Current Liabilities	\$107,190.47
Long-Term Liabilities	
2310 Loan Payable 2016	541,380.00
2900 Net Pension Liability	75,553.00
2901 DIR-Earning on Plan Investments	6,844.00
2902 DIR-Difference in Contributions	26,248.00
2903 DIR-Difference in Proportion	73,239.00
2905 DIR-Changes in Assumption	13,654.00
Total Long-Term Liabilities	\$736,918.00
Total Liabilities	\$844,108.47
Equity	
3010 Net Investment In Capital Assets	2,580,724.25
3020 Restricted Funds	245,739.74
3030 Unrestricted Funds	-940,013.80
3110 Retained Earnings	236,824.90
Net Income	159,640.17
Total Equity	\$2,282,915.26
TOTAL LIABILITIES AND EQUITY	\$3,127,023.73



Tehachapi Valley Recreation and Park District

PROFIT AND LOSS

December 2017

	TOTAL		
	DEC 2017	JUL - DEC, 2017 (YTD)	% OF INCOME
Income			
4010 Property Taxes	372,138.38	491,253.48	89.53 %
4020 Interest Income	-584.34	390.16	-0.14 %
4020.1 Interest Income Cap Proj Fund		25.21	
4030 Adult Program Revenues	592.00	11,113.05	0.14 %
4050 Facility Revenue	7,986.25	66,191.32	1.92 %
4100 Advertising Revenues	750.00	2,500.00	0.18 %
4200 Contracted Classes Revenues	3,690.00	16,225.37	0.89 %
4210 Events Revenues	725.00	17,231.08	0.17 %
4213 Operational Grants	21,500.00	48,843.12	5.17 %
4216 Scholarship Donations		85.00	
4300 Youth Program Revenues	9,095.00	49,590.70	2.19 %
4610 Billable Expense Income		5,880.35	
4650 Discounts given	-226.25	-1,924.75	-0.05 %
4704 Sales		858.48	
Total Income	\$415,666.04	\$708,262.57	100.00 %
Cost of Goods Sold			
5001 Adult Program Costs	5.08	1,475.32	0.00 %
5004 Contracted Classes Costs	4,740.00	15,960.70	1.14 %
5005 Events Costs	3,792.30	25,534.98	0.91 %
5008 Youth Program Costs	1,164.97	3,371.38	0.28 %
5110 Scholarship Fund Expense	600.00	1,260.87	0.14 %
5704 Purchases for Resale		454.63	
Total Cost of Goods Sold	\$10,302.35	\$48,057.88	2.48 %
GROSS PROFIT	\$405,363.69	\$660,204.69	97.52 %
Expenses			
6000 Employee Costs	52,428.10	314,737.20	12.61 %
7010 Advertising & Marketing	1,515.03	10,071.94	0.36 %
7020 Bank Service Charges	902.91	5,057.86	0.22 %
7026 Charitable Contribution	695.43	1,100.79	0.17 %
7030 Dues & Subscriptions	245.00	4,110.00	0.06 %
7035 Equipment Rents & Leases	319.35	1,922.16	0.08 %
7050 Insurance	2,131.35	12,678.00	0.51 %
7056 Interest Expense	9,052.57	10,580.55	2.18 %
7060 Licenses & Fees	466.86	4,260.33	0.11 %
7070 Maintenance	14,254.67	58,824.00	3.43 %
7084 Meals & Entertainment	592.40	2,167.58	0.14 %
7090 Office Supplies	1,887.70	9,661.31	0.45 %
7120 Professional Development		5,668.94	
7150 Professional Fees	3,265.00	27,862.14	0.79 %
7180 Security	179.96	1,379.76	0.04 %
7210 Telephone	1,022.43	6,147.97	0.25 %

	TOTAL		
	DEC 2017	JUL - DEC, 2017 (YTD)	% OF INCOME
7230 Uniforms & Apparel		2,201.75	
7250 Utilities	4,645.85	33,928.40	1.12 %
Total Expenses	\$93,604.61	\$512,360.68	22.52 %
NET OPERATING INCOME	\$311,759.08	\$147,844.01	75.00 %
Other Income			
8040 TVRPD Development Fee Revenues	2,137.00	14,965.33	0.51 %
Total Other Income	\$2,137.00	\$14,965.33	0.51 %
Other Expenses			
8505 Quimby Expense		3,169.17	
Total Other Expenses	\$0.00	\$3,169.17	0.00%
NET OTHER INCOME	\$2,137.00	\$11,796.16	0.51 %
NET INCOME	\$313,896.08	\$159,640.17	75.52 %



Tehachapi Valley Recreation and Park District

PROFIT & LOSS PRIOR YEAR COMPARISON

December 2017

	TOTAL			
	DEC 2017	DEC 2016 (PY)	CHANGE	% CHANGE
Income				
4010 Property Taxes	372,138.38	356,869.79	15,268.59	4.28 %
4020 Interest Income	-584.34	-507.91	-76.43	-15.05 %
4030 Adult Program Revenues	592.00		592.00	
4050 Facility Revenue	7,986.25	3,216.45	4,769.80	148.29 %
4100 Advertising Revenues	750.00		750.00	
4200 Contracted Classes Revenues	3,690.00	3,200.50	489.50	15.29 %
4210 Events Revenues	725.00	1,535.00	-810.00	-52.77 %
4213 Operational Grants	21,500.00		21,500.00	
4215 Capital Grants		3,000.00	-3,000.00	-100.00 %
4300 Youth Program Revenues	9,095.00	10,808.10	-1,713.10	-15.85 %
4650 Discounts given	-226.25	-370.00	143.75	38.85 %
Total Income	\$415,666.04	\$377,751.93	\$37,914.11	10.04 %
Cost of Goods Sold				
5001 Adult Program Costs	5.08		5.08	
5004 Contracted Classes Costs	4,740.00	4,220.01	519.99	12.32 %
5005 Events Costs	3,792.30		3,792.30	
5008 Youth Program Costs	1,164.97	4,990.03	-3,825.06	-76.65 %
5110 Scholarship Fund Expense	600.00	411.50	188.50	45.81 %
Total Cost of Goods Sold	\$10,302.35	\$9,621.54	\$680.81	7.08 %
GROSS PROFIT	\$405,363.69	\$368,130.39	\$37,233.30	10.11 %
Expenses				
6000 Employee Costs	52,428.10	42,690.55	9,737.55	22.81 %
7010 Advertising & Marketing	1,515.03	400.05	1,114.98	278.71 %
7020 Bank Service Charges	902.91	914.28	-11.37	-1.24 %
7026 Charitable Contribution	695.43		695.43	
7030 Dues & Subscriptions	245.00	4,996.00	-4,751.00	-95.10 %
7035 Equipment Rents & Leases	319.35	500.28	-180.93	-36.17 %
7050 Insurance	2,131.35	1,694.12	437.23	25.81 %
7056 Interest Expense	9,052.57	8,730.67	321.90	3.69 %
7060 Licenses & Fees	466.86	320.11	146.75	45.84 %
7070 Maintenance	14,254.67	2,351.82	11,902.85	506.11 %
7084 Meals & Entertainment	592.40	428.50	163.90	38.25 %
7090 Office Supplies	1,887.70	833.44	1,054.26	126.50 %
7150 Professional Fees	3,265.00	658.35	2,606.65	395.94 %
7180 Security	179.96	179.96	0.00	0.00 %
7210 Telephone	1,022.43	1,297.61	-275.18	-21.21 %
7250 Utilities	4,645.85	4,263.11	382.74	8.98 %
Total Expenses	\$93,604.61	\$70,258.85	\$23,345.76	33.23 %
NET OPERATING INCOME	\$311,759.08	\$297,871.54	\$13,887.54	4.66 %
Other Income				
8040 TVRPD Development Fee Revenues	2,137.00	2,137.00	0.00	0.00 %

	TOTAL			
	DEC 2017	DEC 2016 (PY)	CHANGE	% CHANGE
Total Other Income	\$2,137.00	\$2,137.00	\$0.00	0.00 %
Other Expenses				
8501 Fixed Asset Purchases		2,389.56	-2,389.56	-100.00 %
8502 Capital Improvements		24,369.45	-24,369.45	-100.00 %
Total Other Expenses	\$0.00	\$26,759.01	\$ -26,759.01	-100.00 %
NET OTHER INCOME	\$2,137.00	\$ -24,622.01	\$26,759.01	108.68 %
NET INCOME	\$313,896.08	\$273,249.53	\$40,646.55	14.88 %



Tehachapi Valley Recreation and Park District

STATEMENT OF CASH FLOWS

December 2017

	TOTAL
OPERATING ACTIVITIES	
Net Income	313,896.08
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	-8,250.00
1070 Prepaid Expenses	2,607.32
1092 Credit Card Receivables	-5,416.00
2000 Accounts Payable-General Fund	8,787.65
2010 Cardmember Services Payable	-8,254.90
2014 Home Depot Payable	203.85
2021 Accrued Salaries & Wages	-17,079.30
2022 Accrued Employer PR Taxes	-1,526.63
2207 Sales tax payable	37.68
2208 Kern County Loan Payable	-140,000.00
2211 Payroll Liabilities:CalPERS Payable	707.99
2231 Payroll Liabilities:Health Plan Payable	-2,731.79
2241 Payroll Liabilities:AFLAC Payable	266.34
2250 Payroll Liabilities:Payroll Tax Liabilities	-737.85
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	-171,385.64
Net cash provided by operating activities	\$142,510.44
INVESTING ACTIVITIES	
1162 Improvements	-5,000.00
Net cash provided by investing activities	\$ -5,000.00
FINANCING ACTIVITIES	
2310 Loan Payable 2016	-15,934.00
3022 Restricted Funds:Capital Projects	2,084.27
3028 Restricted Funds:Site Lease Funds	-8,577.82
3030 Unrestricted Funds	6,493.55
Net cash provided by financing activities	\$ -15,934.00
NET CASH INCREASE FOR PERIOD	\$121,576.44
Cash at beginning of period	516,841.37
CASH AT END OF PERIOD	\$638,417.81

Tehachapi Valley Recreation and Park District

BUDGET VS. ACTUALS: TVRPD CLASS BUDGET 2017-2018 - FY18 P&L CLASSES

July - December, 2017

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Income				
4010 Property Taxes	491,253.48	436,825.02	-54,428.46	-12.46 %
4020 Interest Income	390.16	1,249.98	859.82	68.79 %
4020.1 Interest Income Cap Proj Fund	25.21		-25.21	
4030 Adult Program Revenues	11,113.05	15,825.00	4,711.95	29.78 %
4050 Facility Revenue	66,191.32	60,005.66	-6,185.66	-10.31 %
4100 Advertising Revenues	2,500.00		-2,500.00	
4200 Contracted Classes Revenues	16,225.37	19,325.52	3,100.15	16.04 %
4210 Events Revenues	17,231.08	15,811.97	-1,419.11	-8.97 %
4213 Operational Grants	48,843.12	17,500.02	-31,343.10	-179.10 %
4215 Capital Grants		9,499.98	9,499.98	100.00 %
4216 Scholarship Donations	85.00		-85.00	
4300 Youth Program Revenues	49,590.70	51,675.00	2,084.30	4.03 %
4610 Billable Expense Income	5,880.35	7,500.00	1,619.65	21.60 %
4650 Discounts given	-1,924.75	-1,750.02	174.73	-9.98 %
4704 Sales				
4701 Beer Sales-Taxable		349.98	349.98	100.00 %
4703 Food Sales-Taxable	240.56		-240.56	
4705 Food Sales Non Taxable	523.75	229.98	-293.77	-127.74 %
4709 Soda Sales-Taxable	94.17	99.96	5.79	5.79 %
Total 4704 Sales	858.48	679.92	-178.56	-26.26 %
Total Income	\$708,262.57	\$634,148.05	\$ -74,114.52	-11.69 %
Cost of Goods Sold				
5001 Adult Program Costs	1,475.32	1,724.94	249.62	14.47 %
5002 Fish Stocking		4,999.98	4,999.98	100.00 %
5004 Contracted Classes Costs	15,960.70	18,157.56	2,196.86	12.10 %
5005 Events Costs	25,534.98	22,588.98	-2,946.00	-13.04 %
5008 Youth Program Costs	3,371.38	15,385.02	12,013.64	78.09 %
5110 Scholarship Fund Expense	80.00		-80.00	
5115 Chavez Scholarship Fund	543.37	1,250.10	706.73	56.53 %
5117 Walter Dye Scholarship Fund	637.50	1,250.10	612.60	49.00 %
Total 5110 Scholarship Fund Expense	1,260.87	2,500.20	1,239.33	49.57 %
5704 Purchases for Resale				
5701 Beer Purchases		225.00	225.00	100.00 %
5703 Food Purchases	324.50	197.46	-127.04	-64.34 %
5709 Soda Purchases	130.13	50.04	-80.09	-160.05 %
Total 5704 Purchases for Resale	454.63	472.50	17.87	3.78 %
Total Cost of Goods Sold	\$48,057.88	\$65,829.18	\$17,771.30	27.00 %
GROSS PROFIT	\$660,204.69	\$568,318.87	\$ -91,885.82	-16.17 %
Expenses				
6000 Employee Costs				
6010 Wages & Salaries	240,656.18	236,907.48	-3,748.70	-1.58 %

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6020 Employee Taxable Allowances	3,992.62	4,599.96	607.34	13.20 %
6050 Benefits	-111.96		111.96	
6051 Employee MedDentalVisLife	17,302.72	27,000.00	9,697.28	35.92 %
6055 Employee Retirement CalPERS	15,318.79	16,932.96	1,614.17	9.53 %
6058 Employer Taxes	21,826.85	24,500.04	2,673.19	10.91 %
6060 Reimbursed Employee Expenses		500.04	500.04	100.00 %
6070 Vacation, Sick, & Admin Leave		750.00	750.00	100.00 %
6090 Worker's Compensation Insurance	15,752.00	14,376.96	-1,375.04	-9.56 %
6099 Pension GASB 68		4,127.52	4,127.52	100.00 %
Total 6050 Benefits	70,088.40	88,187.52	18,099.12	20.52 %
Total 6000 Employee Costs	314,737.20	329,694.96	14,957.76	4.54 %
7010 Advertising & Marketing	10,071.94	10,000.02	-71.92	-0.72 %
7020 Bank Service Charges	5,057.86	4,500.00	-557.86	-12.40 %
7026 Charitable Contribution	1,100.79	1,000.02	-100.77	-10.08 %
7030 Dues & Subscriptions	4,110.00	4,474.98	364.98	8.16 %
7035 Equipment Rents & Leases				
7036 Maintenance Equipment Rental	292.32	3,000.00	2,707.68	90.26 %
7037 Office Equipment Rental	1,629.84	600.00	-1,029.84	-171.64 %
Total 7035 Equipment Rents & Leases	1,922.16	3,600.00	1,677.84	46.61 %
7050 Insurance				
7051 Auto Insurance	2,392.98	2,250.00	-142.98	-6.35 %
7052 HUB Insurance	336.50	49.98	-286.52	-573.27 %
7053 Property Insurance	6,092.52	5,250.00	-842.52	-16.05 %
7055 Liability Insurance	3,856.00	4,000.02	144.02	3.60 %
Total 7050 Insurance	12,678.00	11,550.00	-1,128.00	-9.77 %
7056 Interest Expense	10,580.55	9,042.48	-1,538.07	-17.01 %
7060 Licenses & Fees	4,260.33	4,249.98	-10.35	-0.24 %
7070 Maintenance				
7071 Pool Chemicals	3,979.30	3,000.00	-979.30	-32.64 %
7072 Building & Park Maintenance	20,416.47	13,050.06	-7,366.41	-56.45 %
7073 Accessibility Upgrades		49.98	49.98	100.00 %
7074 Equipment Maintenance	6,319.91	8,799.96	2,480.05	28.18 %
7075 Fuel	5,074.45	4,500.00	-574.45	-12.77 %
7076 Janitorial Supplies	5,765.31	4,750.02	-1,015.29	-21.37 %
7077 Small Tools & Equipment	1,277.74	250.02	-1,027.72	-411.06 %
7078 Materials & Supplies	12,088.07	13,450.02	1,361.95	10.13 %
7079 Fleet Maintenance	3,902.75	1,999.98	-1,902.77	-95.14 %
Total 7070 Maintenance	58,824.00	49,850.04	-8,973.96	-18.00 %
7084 Meals & Entertainment	2,167.58	1,000.02	-1,167.56	-116.75 %
7090 Office Supplies	9,661.31	6,750.00	-2,911.31	-43.13 %
7120 Professional Development	5,668.94	4,750.02	-918.92	-19.35 %
7150 Professional Fees	25.00		-25.00	
7151 Annual Audit	10,200.00	5,500.02	-4,699.98	-85.45 %
7152 Bookkeeping & Payroll	12,010.63	10,999.98	-1,010.65	-9.19 %
7153 Information Technology	3,507.26	4,249.98	742.72	17.48 %
7155 Legal	2,119.25	4,000.02	1,880.77	47.02 %
Total 7150 Professional Fees	27,862.14	24,750.00	-3,112.14	-12.57 %
7160 Property Tax Collection Fee		7,000.02	7,000.02	100.00 %

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
7180 Security	1,379.76	2,070.06	690.30	33.35 %
7210 Telephone	6,147.97	5,550.00	-597.97	-10.77 %
7230 Uniforms & Apparel	2,201.75	1,249.98	-951.77	-76.14 %
7250 Utilities				
7252 Electric Service	19,773.87	18,074.94	-1,698.93	-9.40 %
7254 Gas Service	3,593.58	6,274.98	2,681.40	42.73 %
7256 Sanitation Services	4,495.18	7,017.96	2,522.78	35.95 %
7258 Water Service	6,065.77	5,053.53	-1,012.24	-20.03 %
Total 7250 Utilities	33,928.40	36,421.41	2,493.01	6.84 %
Total Expenses	\$512,360.68	\$517,503.99	\$5,143.31	0.99 %
NET OPERATING INCOME	\$147,844.01	\$50,814.88	\$ -97,029.13	-190.95 %
Other Income				
8040 TVRPD Development Fee Revenues	14,965.33	12,822.00	-2,143.33	-16.72 %
Total Other Income	\$14,965.33	\$12,822.00	\$ -2,143.33	-16.72 %
Other Expenses				
8505 Quimby Expense	3,169.17		-3,169.17	
Total Other Expenses	\$3,169.17	\$0.00	\$ -3,169.17	0.00%
NET OTHER INCOME	\$11,796.16	\$12,822.00	\$1,025.84	8.00 %
NET INCOME	\$159,640.17	\$63,636.88	\$ -96,003.29	-150.86 %



RMS

The Hospitality Cloud

for Parks

Prepared for: Brite Lake Campground

By: Chuck Dunaj



Proposal Summary

Thank you for considering the RMS Hospitality Cloud as the total management solution for your park. This page contains the summary of the RMS proposal.

When you're ready to get underway, simply Sign, Date, and Submit the Proposal to RMS. That's it!

You will have the opportunity to choose additional options further in this proposal.

To see more of what RMS has to offer, scroll past the signature area for videos and more details.

Item	Details	Cost
SaaS PMS Subscription (Unlimited Users)	Everything you need to manage guests, reservations, reporting and more.	\$120.00
The RMS Book Now Button	\$1 per online reservation	\$1.00
RMS Channel Management	Connect directly to a range of Online Travel Agents	Included
One Time Fees	Setup, Data Migration, optional features, etc.	\$1,295.00
SaaS POS Subscription	RMS ePOS software to run a retail outlet, a restaurant or a bar environment.	\$0.00
SaaS POS Hardware	Hardware required for ePOS environment.	\$0.00

PMS Monthly Pricing Detail

Item	Price	Qty	Discount	Subtotal
Property Management System				
<input checked="" type="checkbox"/> SaaS Monthly Subscription – Transient Everything you need to manage guests, reservations, and reporting for your transient sites. Online bookings additional. Unlimited User Seats	\$2.00	60	0%	\$120.00
<input type="checkbox"/> SaaS Monthly Subscription – Seasonal Everything you need to manage guests, reservations, and reporting for your non-transient sites. Online bookings additional. Unlimited User Seats. Seasonal sites <= 2 bookings/year.	\$0.50	0	0%	\$0.00
<input type="checkbox"/> SaaS Monthly Subscription - Storage RV storage or other storage areas that are entered into the system	\$0.50	0	0%	\$0.00
<input type="checkbox"/> SaaS Monthly Subscription - Activity Activities include golf cart, paddle boards, or other activity rentals that are entered into the system. reservable online and inventory can be tracked	\$0.25	0	0%	\$0.00
Online Bookings				
<input checked="" type="checkbox"/> RMS Book Now Button Automated online bookings from your property website and a range of Online Travel Agents (OTA's) <ul style="list-style-type: none"> \$1 per reservation \$15 Minimum/month and No Maximum 	\$1.00	0	0%	\$0.00
<input type="checkbox"/> Channel Management Included - Unlimited 2-way Interface to all 50+ online travel agents	\$0.00	0	0%	\$0.00
Point of Sale - Lite with Inventory				
Limited Functionality: (Gift shop, General Store)				
<input type="checkbox"/> RMS POS Lite with Inventory Full Stock control, reorder points & reporting. 1st Terminal, Unlimited Users	\$39.00	0	0%	\$0.00
<input type="checkbox"/> Additional Terminal Monthly Subscription \$/Additional terminal: Unlimited Users	\$10.00	0	0%	\$0.00

3rd Party Guest Service Systems

<input type="checkbox"/> Interface Monthly Subscriptions	\$35.00	0	0%	\$0.00
----------------------------------------------------------	---------	---	----	--------

Pricing per Interface:

- PBX/PABX
- Electronic Room Keys
- 3rd Party Point of Sale Systems
- In-Room Movies

Financial Interface and API Interface

<input type="checkbox"/> QuickBooks Interface	\$35.00	0	0%	\$0.00
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Quickbooks Online version support
(Accrual accounting only)

<input type="checkbox"/> Multifunction Interface	\$35.00	0	0%	\$0.00
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API Access for other 3rd party software systems

Optional Monthly Modules

<input type="checkbox"/> SMS Text Messaging - Monthly Fee	\$5.00	1	0%	\$5.00
-----------------------------------------------------------	--------	---	----	--------

\$5 monthly fee: Text Message Number

Provisioning

All US and Canadian Carriers: International not included.

<input type="checkbox"/> SMS Text Messaging - Per Outgoing Message	\$0.05	0	0%	\$0.00
--------------------------------------------------------------------	--------	---	----	--------

\$0.05/msg sent.

Includes outgoing messaging capability only

<input type="checkbox"/> Owner Accounting	\$100.00	0	0%	\$0.00
-------------------------------------------	----------	---	----	--------

Owner Accounting & Reporting Module

<input type="checkbox"/> Tour Desk	\$50.00	0	0%	\$0.00
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Special Event Ticketing, Booking and Commission Module

<input type="checkbox"/> Gate Access Control	\$35.00	0	0%	\$0.00
----------------------------------------------	---------	---	----	--------

Connection to Property Entry Gate or Parking Gate System

Email Marketing Manager

<input type="checkbox"/> Email Marketing Manager - Monthly Fee	\$29.00	1	0%	\$29.00
----------------------------------------------------------------	---------	---	----	---------

0 to 2 500 Guest Records

- Unlimited Email Campaigns
- Ability to create rich email marketing campaigns within RMS
- Track open and click through rates

<input type="checkbox"/> Email Marketing Manager - Monthly Fee	\$49.00	0	0%	\$0.00
----------------------------------------------------------------	---------	---	----	--------

2 500 to 5 000 Guest Records

- Unlimited Email Campaigns
- Ability to create rich email marketing campaigns within RMS
- Track open and click through rates

<input type="checkbox"/> Email Marketing Manager - Monthly Fee	\$69.00	0	0%	\$0.00
----------------------------------------------------------------	---------	---	----	--------

Greater than 5 000 Guest Records

- Unlimited Email Campaigns
- Ability to create rich email marketing campaigns within RMS
- Track open and click through rates

HR & Training (Post Setup & Implementation)

<input type="checkbox"/> RMS University Monthly Subscription Free 90 Day Trial	\$20.00	1	100%	\$0.00
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- New Hire Pre-screening
- School of Front Desk Operations
- School of Advanced Operations
- 1 Year Minimum Subscription Required

Subtotal \$120.00

Total \$120.00

One-Time Pricing Detail

Name	Price	Qty	Discount	Subtotal
RMS Setup & Training Options				
<input checked="" type="checkbox"/> PMS Installation, Setup & Training - 8 hours <small>RMS University School of Implementation & Configuration Included Includes Channel Mgmt and POS Lite</small>	\$695.00	1	0%	\$695.00
<input type="checkbox"/> POS Installation, Setup & Training - 8 hours <small>Setup and training of retail and inventory management software.</small>	\$695.00	0	0%	\$0.00
<input type="checkbox"/> Additional Hours for Setup & Training <small>Billable at \$125 per hour.</small>	\$125.00	0	0%	\$0.00
<input type="checkbox"/> In-Office Setup & Training @ RMS Facility <small>\$800 per 6 hour day.</small>	\$800.00	0	0%	\$0.00
<input type="checkbox"/> Onsite Setup & Training <small>\$1000 per day plus expenses</small>	\$1,000.00	0	0%	\$0.00
RMS Data Migration Options				
<input type="checkbox"/> Guest Data Migration - First 5,000 records <small>Guest Profile Data from your PMS to RMS Importing of Guest Data only in required RMS file format. *Client will provide and validate data</small>	\$300.00	0	0%	\$0.00
<input type="checkbox"/> Guest Data Migration - Additional records <small>\$20.00 per each additional 1,000 records.</small>	\$20.00	0	0%	\$0.00
<input type="checkbox"/> Reservation Data Migration <small>Dependent upon your data and the amount of records</small>	\$0.00	0	0%	\$0.00
RMS Interactive Site Map				
<input type="checkbox"/> RMS Interactive Map for Staff Use <small>Map Internal to RMS • Includes first 100 sites</small>	\$600.00	0	0%	\$0.00
<input type="checkbox"/> RMS Staff Map - Additional Sites <small>\$1.75 per site after first 100 sites.</small>	\$1.75	0	0%	\$0.00
<input checked="" type="checkbox"/> RMS Online Bookings Interactive Map <small>Map available in Booking Engine • Guests can book sites online from map</small>	\$600.00	1	0%	\$600.00

Subtotal	\$1,295.00
Total	\$1,295.00

ePOS Monthly Pricing Detail

Name	Price	Qty	Discount	Subtotal
<input type="checkbox"/> ePOS Starter Bundle License for *1 front touch terminal(Unlimited users) and *1 Back Office User. • POS Touch Software including Table Designer and Floor Plans, EFTPOS Interface and Kitchen Video. • Back office Stock, Suppliers, Sales Reporting, Vouchers & Products.	\$79.00	0	0%	\$0.00
<input type="checkbox"/> ePOS - Touch Software Each Additional License per Terminal(Unlimited Users) ePOS Touch Software including Table Designer and Floor Plans, EFTPOS Interface and Kitchen Video. (Price per POS for Touch/Tablet)	\$39.00	0	0%	\$0.00
<input type="checkbox"/> ePOS -Back Office Users Additional PC Client Access License (Per concurrent Back Office user)	\$19.00	0	0%	\$0.00
<input type="checkbox"/> ePOS Membership, Loyalty & Card Printing Module Back Office Membership, Loyalty & Card Printing Module	\$39.00	0	0%	\$0.00
<input type="checkbox"/> RMS ePOS Menu Board Menu Board Professional (per active Menu Board)	\$29.00	0	0%	\$0.00
<input type="checkbox"/> RMS ePOS Online Web Store Online Web Store (price per installed POS and additional POS)	\$19.00	0	0%	\$0.00
<input type="checkbox"/> RMS ePOS - Waiter POS Waiter POS for Tablets (excludes Tender functions, Table Charge only)	\$29.00	0	0%	\$0.00
Subtotal				\$0.00
Total				\$0.00

RMS ePOS Hardware

Name	Price	Qty	SKU	Subtotal
<input type="checkbox"/> ePOS Terminal - Yuno Black w/ Windows OS <small>YUNO standard includes: 2+ GHz Intel Bay Trail J1900 Quad Core CPU, 4 GB RAM, 64 GB SSD, PCT (Projected Capacitive Touch) with Windows OS</small>	\$1,595.00	0	YUNO-PCT-64-01-Blk WIN7OEM	\$0.00
<input type="checkbox"/> ePOS Terminal - Yuno White w/ Windows OS <small>YUNO standard includes: 2+ GHz intel Bay Trail J1900 Quad Core CPU, 4 GB RAM, 64 GB SSD, PCT (Projected Capacitive Touch) with Windows OS</small>	\$1,595.00	0	YUNO-PCT-64-01-Wht WIN7OEM	\$0.00
<input type="checkbox"/> ePOS Cash Drawer - Black	\$119.00	0	RMS-02142	\$0.00
<input type="checkbox"/> ePOS Cash Drawer - White	\$119.00	0	RMS-03353	\$0.00
<input type="checkbox"/> ePOS Thermal Printer - Black	\$299.00	0	RMS-02890	\$0.00
<input type="checkbox"/> ePOS Thermal Printer - White	\$299.00	0	RMS-02980	\$0.00
<input type="checkbox"/> ePOS Bar Code Scanner - Black <small>Standalone 1D Barcode Scanner, specify USB or RS232</small>	\$169.00	0	RMS-03172	\$0.00
<input type="checkbox"/> ePOS Bar Code Scanner - White <small>Standalone 1D Barcode Scanner, specify USB or RS232</small>	\$169.00	0	RMS-02588	\$0.00
<input type="checkbox"/> ePOS Magnetic Card Reader <small>3-Track Magnetic Stripe Reader - Black</small>	\$129.00	0		\$0.00
Taxes for Hardware <small>Taxes are exclusive for hardware and are to be calculated at the prevailing local rates</small>	\$0.00	0		\$0.00
Subtotal				\$0.00
Tax 1 (0%)				\$0.00
Total				\$0.00

Acceptance

Please complete the following fields and click the submit button. Once this agreement is received you will be contacted by RMS to commence your implementation process.

Authorized Representative	
Property Name: Brite Lake Campground	Contact: Michelle Vance
Contact Email: m.vance@tvrpd.org	Contact Phone: 661.822.3228
Contact Address: TBD	Contact City: TBD
Contact State: CA	Contact Zip Code: TBD

Payment Information	
Financial Contact: Michelle Vance	Financial Email: m.vance@tvrpd.org
System Type: Standard	Database Type: Single
Subscription Go Live Date: 2018-03-15	Subscription Payment Commencement Date: 2018-04-01
Online Go Live Date: 2018-03-15	Online Payment Commencement Date: 2018-04-01
Payment Frequency: Monthly	Payment Method: Credit Card

Signature:



Date: 16/01/2018

02/08/2018

GM

I accept the above terms and conditions: ☐

*Setup and Installation fees are due upon signing

*Setup and Training fees include eight 1-hour training sessions. Any additional sessions can be requested at \$125 per hour.

*Payment commencement dates are fixed and are not dependent on an account's Go Live date.

*Credit card processing and gateway fees are not included in this quote and are handled by a 3rd party vendor.

*RMS will conduct annual audits on reservations per site to determine transient vs. seasonal and reserves the right to adjust system pricing accordingly.

*Service cancellations must be received in writing and require a minimum 30-day notice.



Property Management

Everything you need to manage guests, reservations, communications, maintenance, housekeeping, reporting and analysis.



Book now Button

Get bookings directly from your website or anywhere else you can add the book Now button such as Facebook and Trip Advisor.



Channel Management

Connect directly to all of the popular Online Travel Agents with our built in Channel Management system. Save money and increase efficiency with one supplier.

Proposal Summary

PMS Monthly Pricing Detail

One-Time Pricing Detail

ePOS Monthly Pricing Detail

RMS ePOS Hardware

Acceptance

Overview

Making Reservations

The RMS Book Now Button

Channel Management

Highlights

Mobility

Curb Side Check In

Digital Registration Card

Features

Cloud-Based Solutions

Correspondence & Document Management

Multi-Park Management

Dynamic Pricing

PCI Compliance

Reporting

Business Intelligence

Guest Management

Interoperability

Owner Accounting - Optional

Interactive Maps

Implementation and Training

RMS University:

HR, Training, Reporting, Certification

Implementation & Training Options

Support
Self-Help Library

Overview

Take a few minutes to watch some videos that provide a great overview into the flexibility, power and ease of use of the RMS Hospitality Cloud. Please click the link below to access our YouTube page.

- [YouTube Channel](#)

Making Reservations

Reservations are the fundamental element of any accommodation provider. Without them there is nothing to manage. Therefore, the system must be quick to learn and easy-to-use. By the use of advanced programming tools, RMS can display more information on a single screen. Single screen capability reduces the need to navigate through the system so that all users can soon master making and editing reservations.

The RMS Book Now Button

In today's commercial environment, an effective online booking strategy is king. Watch this video to see how to bring the power of the RMS Book Now button to your website.

We supply a booking engine that will:

1. Easily link to your website following a simple setup process.
2. Automatically upload and maintain your rates and availability.
3. Constantly monitor RMS for changes to rates, business rules, and inclusions with automatic updates.
4. Allow visitors to easily book their preferred dates.

RMS Book Now collects secure deposits to the value you have set based on the type of booking being made. Once the booking has been made, a confirmation is emailed to you and the client. The booking then appears in RMS, automatically blocking out that room. If you make a booking at the property, the change of availability is instantly uploaded to RMS Online.

Channel Management

Built-in Channel Management = Better Channel Management

Channels			
RMS Book Now Button	Flipkey Coming Soon	TripAdvisor	Inntopia Coming Soon
TripConnect New	Hooroo	TXA	Orbitz New
AA (NZ)	Hotels.com New	Trivago	ParityRate Coming Soon
AAA Tourism	iHotelier	TravelClick (GDS)	RatesToGo Coming Soon
Agoda	Lido	Travelocity (US and Canada)	NeedItNow Coming Soon
BookDirect2Save	Pitchup (UK)	Turu	Hoseasons
Booking.com	Qantas	UseROSS	HomeAway Coming Soon
Bookeasy	Quickbeds	Yatra	Wotif
CheckIn.com	ReserveGroup (NZ)	Holiday-Lettings	
Expedia	Roamfree	Coming Soon	
Flipkey Coming Soon	Stay 247	Inntopia Coming Soon	
Golden Chain	TOP 10	Orbitz New	
Jetstar	Priceline	ParityRate Coming Soon	
		RatesToGo Coming Soon	



Highlights

Mobility

RMS Mobile is a range of features and functions crafted specifically for mobile devices. They include guest search, housekeeping tasks, meter reading, and the snapshot reports. New features will continue to be released over time. RMS Mobile will run on any device that can display an HTML5 browser such as Internet Explorer, Safari, Chrome or Firefox.

Curb Side Check In

Bypass reception altogether and meet your guests at the curb or the front door. Full reservations search and check-in capability from a portable device.

Digital Registration Card

Go green and eliminate paper usage when guests register by signing a mobile tablet device at the front desk. Record their signature, photo, and license details in one process. Store the signed document within the guest's profile.

Features

Cloud-Based Solutions

All RMS modules are delivered as web-based applications.

The advantages include:

- Not reliant on complex and expensive IT infrastructure
- Mobile - use it anywhere you have an internet connection
- Manages backups, disaster recovery, and security
- Reduces the need for IT support at the property
- [See Backup Policy](#)
- [Read the RMS Cloud Security Statement](#)



Correspondence & Document Management

- Full email creation & correspondence suite
- [Text messaging](#)
- Scheduled message delivery ([Triggered Correspondence](#))
- Historic client correspondence storage
- Data mining capability
- Instant text messaging & mobile marketing to guests



Multi-Park Management

For owners of more than one hotel, RMS has true multi-property abilities allowing:

- Individual property names
- Separate banking with unique logos and invoice layouts
- Switch between properties within same log in
- Business rules that apply to specific properties
- [More](#)



Dynamic Pricing

Increase occupancy and improve yield by harnessing the forces of supply and demand with RMS Dynamic Pricing. This easy-to-use module allows for the configuration of rates which apply to predetermined occupancy levels. The rate will automatically be pushed out to the front desk, the property website, and any affiliated Online Travel Agents as the occupancy level changes.



- [More](#)

PCI Compliance

The tokenization method used by RMS means that credit card details are never stored, transmitted or processed in RMS rendering the property owner completely out of scope of PCI. Keeping you out of scope can assist in simplifying your PCI compliance administration.

- [More](#)
- [Certificate](#)



Reporting

The RMS reporting suite gives you the data to make informed decisions every time.

- Digital dashboard - monitor performance in real-time
- Full suite of reports
- Drill down by line item in most reports
- Schedule and distribute reports automatically



Business Intelligence

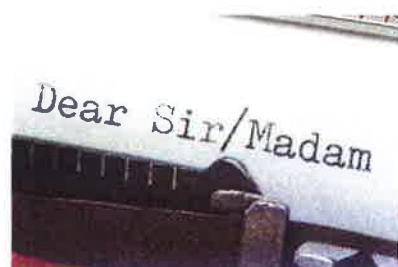
Gain more insight into your business and make better decisions with the aid of tools that help you analyze your data. Organize information from all areas of your property to engineer and predict the outcomes you want to achieve. From the live digital dashboard to the highly customizable report writer, RMS helps you to keep your finger on the pulse.



Guest Management

Constant contact with guests prior to, during, and after the stay is imperative. RMS has a suite of communication tools including:

- Automated correspondence
- Post-stay survey delivery and analysis
- Marketing module



Interoperability

RMS Interfaces with a broad range of complementary systems and devices including:

- PABX (Call Accounting)
- Internet Billing
- Point of Sale
- Door Locking Systems
- [See the full list](#)



Owner Accounting - Optional

We know that, as manager, you have two masters: the owners and the guests. It is important that your property management system meets the needs of owners without compromising the service provided to guests.

The end-of-month process is simple and accurate, allowing you to generate statements and pay owners with minimum fuss.



Interactive Maps

The RMS Interactive Map is like having a plan of your park embedded into RMS. At a glance, you can see the real-time availability of each of your sites and accommodation. See which sites are booked and those that are free. By hovering over a site, you can view the details of the guest and the reservation including, name, arrival/departure dates, number of guests, and account status.

- [More](#)



Implementation and Training

RMS University:

When you first commence using RMS, you will need assistance configuring the system and learning how to use it. There may also be times when additional training is required such as, when business circumstances change or when you introduce new staff.

HR, Training, Reporting, Certification

RMS University is an interactive online learning platform for anyone involved in the hotel industry. Learning is made easy

with a series of videos that walk you through a broad range of topics. Each video is followed by a short quiz to test the learners understanding and retention of the subject matter.



There are multiple schools to assist you along the way:

- **School of Implementation & Configuration (Included in Set-up Fees)**
- **School of Front Desk Operations - (Training)**
- **School of Advanced Operations - (Training)**
- **New Employee Pre-screen - (HR)**

Each property has their own Admin site to assign employees to different schools, see their progress, and their scores on the different modules.

Implementation & Training Options

Remote Training:

- RMS University's School of Implementation & Configuration
- **Cost: Included in set-up fees**

In-Office Training:

- San Diego Office - San Diego, CA (10 minutes from Airport) – up to 6 people

Onsite Training:

Our Customer Success expert will visit your site, assist with implementation, conduct training, and review your RMS operation.

Support

RMS Help Desk Hours of Operation:

- 24/7 Global, In-house Customer Support.
- All North American Questions: 6:00 am until 6:00 pm PST Monday to Friday, excluding U.S. public holidays.
- Emergencies: All other times.

Premium, Dedicated Customer Support: (Optional)

- Direct connection with dedicated support expert for your properties.
- Please contact sales for details and pricing.

Response Times:

Requests for assistance are categorized into three levels of severity:

- Emergency (The RMS system or a mission critical component is non-functional) - Contact

will be made within 15 minutes.

- Urgent - Contact will be made within 3 working hours.
- Requiring Advice - Contact will be made within 2 working days

Self-Help Library

- Free Live Webinars and [recordings of previous events](#)
- Online [Knowledge Base](#)
- [YouTube Channel](#)
- [User Group](#)
- Regional Workshops
- In-application Help
 - Tool Tips
 - Content sensitive help files
 - [More](#)



Please complete the following required fields and click the submit button. Once this agreement is received you will be contacted by RMS to commence the implementation.

EMPLOYMENT AGREEMENT

This agreement (hereinafter referred to as the "Agreement") is entered into as of February 20, 2018 by and between the Tehachapi Valley Recreation and Park District, acting through its Board of Directors, (hereinafter referred to as the "District") and Michelle L Vance (hereinafter referred to as the "Employee").

1. Term of Employment

- A. Subject to the conditions set forth in this Agreement, the Employee shall serve in the position of District Manager for a 41-month period continuing from February 20, 2018 through July 30, 2021.
- B. The Term may be extended at any time prior to the expiration of the Agreement by the mutual consent of the District and the Employee. Such consent must be evidenced by a written amendment signed by the District and the Employee.

2. Duties and Responsibilities

- A. The District retains Employee to perform the duties of the District Manager as set forth in the District Policy Handbook, the Employee Job Description (**Attachment 1**) and any other duties as may be required by the Board of Directors which are not inconsistent with the provisions of this Agreement or the Law.
- B. The Employee shall be subject to all District rules, regulations and policies applicable to employees and management and to any subsequently adopted rules, regulations and policies which do not conflict with this Agreement or the law.
- C. The Employee shall, subject to the direction and control of the District Board of Directors, exercise administrative supervision over the District and its employees so that the statutory and other legal duties of District are fully satisfied.
- D. The Employee shall serve District diligently and to the best of her abilities in all respects and shall always act in District's best interest in fulfilling its legal responsibilities as a California independent special district and a recreation and park district.
- E. The Employee agrees to remain in the exclusive employment of the District during the term of this Agreement. However, the Agreement shall not be construed to prevent the Employee from contracted work, provided that such services shall not impair Employee's ability to fully perform her duties for the District.

3. Salary

- A. The District shall pay the Employee an annual salary Eighty-Five Thousand Dollars (\$85,000), subject to annual performance evaluation adjustments. The Employee's salary shall be paid bi-weekly for twenty six (26) pay periods per year.

- B. Any future increase in salary will be at the sole discretion of the District Board of Directors following the annual performance evaluation or at such other time as determined by the Board of Directors. Any future decrease in the salary of Employee will be made by the Board of Directors only in the event that a decrease is made in the salaries of all District employees. In such event, the decrease in the salary of Employee shall be no more than the average percentage decrease of all other District employees.
- C. The District Board shall conduct an annual performance evaluation of Employee which shall be completed by August 1 of each year of the Term.

4. Benefits

In addition to Employee's salary, the Employee shall receive the following benefits:

- A. All provisions of the District's rules and regulations relating to retirement and pension system contributions, holidays, and other fringe benefits as they now exist, or hereafter may be amended, also shall apply to the Employee. In addition, there shall be the specific benefits for the Employee as enumerated or modified in **Attachment 2**, which is incorporated herein as though fully set forth.
- B. **District Vehicle.** Employee will be assigned a take home vehicle, and will be able to use the assigned district vehicle for miscellaneous personal use, excluding out of town trips of more than one hundred miles. Employee may make a request to the Board if there is a desire to change the benefit to a paid car allowance, using Kern County guidelines and amounts per Administrative Bulletin No. 20.
- C. The District reserves the absolute right to change, discontinue, modify, revise or suspend any and all benefits at any time with or without notice to or recourse to Employee, so long as the action is taken generally with respect to other employees of the District and does not single out Employee.

5. Termination and Severance Pay

- A. **Right to Terminate Employment.** The Employee is an "at-will" employee. The Board may terminate the services of the Employee at any time with or without cause subject only to the provisions of Section 5.
- B. **For Cause.** In the event the Employee is terminated for any of the following causes, the District shall have no obligation to pay Severance Pay to the Employee as provided in subsection C below:
 - i. Insubordination, dishonesty, misappropriation of public funds, or falsifying District records;

- ii. Repeated and continued unexcused absences from the District's office resulting in a failure to perform her normal duties;
- iii. Conviction of any misdemeanor concerning an act amounting to improper conduct as a District Manager or involving moral turpitude;
- iv. Habitual intoxication while on duty, or the continued abuse and use of drugs and/or alcohol; or
- v. Conviction of, or plea of guilty to, or plea nolo contendere, to a felony.
- vi. Significant Violations of District Policy.
- vii. Employee materially breaches the Agreement.
- viii. Employee fails, refuses or neglects to substantially perform her duties, obligations and/or responsibilities under this Agreement (other than by reason of physical or mental impairment) or to implement directives of the District and/or the Board of Directors.

In the event of termination "for cause," Employee shall be entitled only to any accrued but unpaid Salary and any amounts accrued and payable under the terms of any District benefit plan, but in no event will Employee be entitled to any severance pay.

C. Without Cause In the event the Employee is terminated by the Board or requested to resign due to a reason not related to any cause in subsection 5(B) above, during such time that the Employee is willing and able to perform the duties under this Agreement, the District agrees to provide the Employee with either subsection 5(C)(i) or 5(C)(ii) below, such selection made at Board's discretion:

- i. Two hundred seventy days (270) days' advanced written notice of said termination; or,
- ii. "Severance Pay" in the amount of a cash payment equal to six months' after one year of service with the District in any capacity, seven months after two years, eight months after three years and nine months for service greater than four years of the District Manager's then aggregate annual salary pursuant to Government Code Sections 53260 – 53264, and the amount equal to his unused aggregate and accumulated vacation hours at the Employees then prevailing hourly salary rate.

Said Severance Pay may be paid at the option of Employee, in:

- 1. A lump sum upon date of termination;
- 2. A lump sum on January 1 of the year following termination;

3. Continued payments under the District's normal payroll cycle over a nine (9) month period; or,
4. Any combination of the above three options as directed by the Employee.

If terminated without cause, the Employee may agree to submit a resignation or process her retirement in lieu of an announcement of a formal termination by the Board. In event of any type of termination, resignation or retirement, the Employee shall not be paid for any unused sick leave, but such unused sick leave shall be applied to her PERS service credits to the extent permitted under the PERS rules and regulations.

- D. De Facto Termination Without Cause. In the event the District, at any time during this agreement, reduces the salary or other benefits of the Employee in a greater percentage than applicable to an across-the-board reduction for District employees and the Board refuses to cure that action following a fifteen (15) day written Notice to Cure from the Employee the Board's non-action (i.e. failure to re-instate any salary or benefit reduction) may then be deemed by the Employee, at her option, a "termination" of the Employee on the 16th day following the date of delivery of the written Notice to Cure and triggers the Employee's right to receive the Severance Pay set forth at Section 5(C) above.
- E. Voluntary Resignation. The Employee may voluntarily resign her position with the District at any time and in the event the Employee shall provide District at least sixty (60) days' written notice in advance. In the event of a voluntary resignation by Employee, Employee shall be entitled only to any accrued but unpaid Salary and any amounts accrued and payable under the terms of any District benefit plan, but in no event will Employee be entitled to any severance pay.
- F. Full Compensation for Termination. The District and the Employee agree that the 270 day advanced written notice or payment of the Severance Pay set forth in Section 5(C) above is intended to fully compensate the Employee for any and all losses, harm and damages, such as but not limited to, the loss of the opportunity of transition into other employment, the loss of securing any alternative employment opportunity, the loss of income, the loss of opportunities for retraining or further education, the loss or erosion of personal investments and savings, the loss or reduction of retirement benefits, the loss of a residence, the loss of medical insurance and other insurance and any resulting emotional distress to the Employee or to the Employee's family.

Severance pay under section 5(C) is only intended to compensate Employee for termination without cause, and the parties do not intend that any severance pay be made for termination for cause or for voluntary resignation.

6. Professional Development

The District shall budget and pay for:

- A. The professional dues and subscriptions of the Employee that are necessary for the Employee's continuation and full participation in the national, state, regional and local associations and organizations necessary (or desirable, if approved by the Board) for the Employee's continued professional participation, growth and advancement (i.e. NRPA, CPRS, CARPD, CSDA, NAYS).
- B. Travel and District's normal *per diem* expenses of the District Manager for professional and official meetings, conferences and other events necessary to continue the professional development of the Employee and to adequately pursue the official functions of the District, including but not limited to the California Special Districts Association, California Park and Recreation Society, California Association of Recreation and Park Districts, National Recreation and Park Association.

7. Hours of Work

The Employee has no set hours of work and is an exempt employee. The Employee is expected to engage in the hours of work as are necessary to fulfill the obligations of the District Manager position. It is recognized that the Employee must devote time outside normal office hours to the business of the District, and to that end, the Employee may adjust her work hours as she deems appropriate during normal office hours. The District supports and encourages work-life balance – especially participation in activities consistent with community benefit and recreation and parks movement. To that end, the Employee may volunteer in sports, cultural, therapeutics, naturalist outdoor and community service organizations.

8. Non-Interference with Administrative Service

The Board and Employee acknowledge District's long-standing support of the District- Manager form of Special District governance. The Board sets the overall District policy and adopts the budget, while the Employee has the executive and administrative authority and the independence to faithfully implement the Board's direction. Neither the Board nor any member shall interfere with the execution by the Employee of her administrative powers and duties.

Neither the Board nor individual Board members shall give orders to any subordinate or District Manager either privately or publicly.

The Employee shall take her orders and instructions from the Board only when it is sitting in a lawfully held meeting. The District Board Chair may meet periodically with the Employee to discuss issues and develop action plans pertinent to District operations and issues.

9. Indemnification and Bonding

The District grants the Employee the defense and indemnity benefits provided by California Government code section 825. District shall bear the full cost of any fidelity or other bonds required of Employee under any law or ordinance.

10. Notices

Notices pursuant to this Agreement shall be given by deposit of such in the custody of the United States Postal Service, postage prepaid and addressed to the Employee and Board members at their home addresses. Alternately, notices required pursuant to the Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed delivered and given as of the date of personal service or as of the date of deposit with the USPS.

11. Carry Forward Accruals and Years of Service

District shall carry forward the Employee's various leave accruals (i.e., vacation, sick) and years of service then existing as of the date of this agreement.

12. General Provisions

- A. All of the Employee's writings, e-mails, electronic data, reports and other documentation generated as part of her day-to-day duties during her employment with District are the property of the District.
- B. This Agreement is for professional services that are personal to District, and the Agreement is not assignable by the Employee.
- C. The provisions of this Agreement shall be construed as a whole according to its common meaning or purpose of providing a public benefit and not strictly for or against any party. It shall be construed consistent with the provisions hereof, in order to achieve the objectives and purposes of the parties. Wherever required by the context, the singular shall include the plural and vice versa, and the feminine gender shall include the masculine or neutral genders and vice versa.
- D. The Agreement and the rights and obligations of the parties shall be governed and interpreted in accordance with the laws of the State of California.
- E. The text herein shall constitute the entire Agreement between the parties and supersedes any other agreements, either oral or in writing, between the parties hereto with respect to rendering these services, compensation matters, or benefits.

The captions or headings in the Agreement are for convenience only and in no way define, limit or describe the scope or intent of any provision or section of this Agreement. Any modifications of this Agreement shall be effective only if they are in writing and signed by both parties.

- F. This Agreement shall inure to the benefit of the heirs at law and executor(s) of the Employee.
- G. If any provisions, or any portion thereof, contained in this agreement are held unconstitutional, invalid, or unenforceable by a Court, the remainder of the Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.
- H. Each party of this Agreement acknowledges that no representations, inducements, promises, or agreements, oral or otherwise, have been made by any party, or anyone acting on behalf of any party, which is not embodied herein, and that no other agreement, statement, or promise not contained in the Agreement shall be valid or binding on either party.
- I. This agreement and any amendment to this Agreement shall be voted upon in an open session of the Board of the District, its governing body, which action shall be reflected in the Board's minutes.
- J. Attorney fees provision: Allows recovery of attorney by the "prevailing party" in the event of litigation to interpret this Agreement.
- K. Venue provision: Any litigation arising out of the Agreement must be initiated in Kern County Superior Court.
- L. Copies of this Agreement shall be available to the public upon request.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first set forth above.

DISTRICT:

EMPLOYEE:

Laura Lynne Wyatt, Chairperson
Tehachapi Valley Recreation and Park District

Michelle L Vance, District Manager

ATTEST:

Carrie Champlin, Business Manager

ATTACHMENT 1

Tehachapi Valley Recreation and Park District

DISTRICT MANAGER JOB DESCRIPTION

SALARY RANGE

\$72,509 - \$98,530 Annually

POSITION: DISTRICT MANAGER
REPORTS TO: BOARD OF DIRECTORS
SUPERVISES: DISTRICT STAFF

CATEGORY: FULLTIME
FLSA STATUS: EXEMPT

This job description is established by the Tehachapi Valley Recreation & Park District (District) to outline the basic requirements, duties and general responsibilities of the position of District Manager. This position is "at will", which means the District may terminate the employment relationship at any time and for any or no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for any or no reason.

POSITION SUMMARY

The District Manager is hired by and acts under the direction of the Board. As the Chief Executive Officer (CEO) of the District, the District Manager is responsible for all aspects of the efficient and cost-effective operation and administration of the District, including all District employees, volunteers, independent contractors, and consultants. The District Manager shall have the power and authority to organize, manage and control all activities necessary or appropriate for the efficient operation and administration of the District, in accordance with the policies and procedures established by the Board from time to time, in its sole discretion. The District Manager advises the Board on all matters relating to the planning, development, administration and operation of the District's departments. The District Manager performs a variety of complex executive work in planning, directing, and coordinating management of the District, including planning and implementing programming and recreational amenities, parks and facility operations, parks administration, public relations, marketing and special events. The District Manager works closely with the Board to develop and implement capital improvements, programming goals, and annual budgets.

ESSENTIAL JOB FUNCTIONS

The following duties are an overview of the primary duties and responsibilities of the District Manager and do not constitute an all-inclusive list.

- Consistently promote a positive, professional image of the District and provide excellent customer service at all times;
- Efficiently and effectively administer and conduct the ordinary and usual business and affairs of the District in a reasonable, prudent and professional manner;
- Exercise supervision and control over all District departments, programs and activities, including the District's diverse, year-round recreation, park, and leisure programs, and the management and safe operation of the District's facilities, including but not limited to, the recreation center, ball fields, and parks;

- Annually evaluate and update as necessary short-and long-range plans for programming, capital improvements, facility construction/renovation, staffing, and grant writing; implement the plans as appropriate;
- Make recommendations to the Board regarding the establishment, consolidation, modification or elimination of any department, program or activity the District Manager believes is necessary or appropriate for the efficient and effective administration and operation of the District;
- Comply with the District Policy Handbook, and establish appropriate and effective practices and procedures for implementing and administering the District Policy Handbook, as the Board may amend from time to time;
- Responsible for the efficient and effective administration, management and supervision of the District's workforce, including but not limiting to, hiring/appointment, promotion, demotion, layoffs, transfers, discipline, training. Establish and administer compensation and benefits within parameters established by the Board. Organize, direct, coordinate and review work prepared by regularly employed staff.
- Develop and administer agreements with contract services providers. Determine work procedures, prepare work schedules, and expedite workflow. Plan and organize workloads and staff assignments. Promote harmony among workers and help resolve grievances. Review progress and direct changes as needed;
- Ensure proper human resources functions, including benefits and record-keeping. Oversee human resource functions of subordinate staff through management, including seasonal, temporary, and youth employees and volunteers. Coordinate and evaluate District employee benefit programs, and make recommendations to the Board on plan changes and updates;
- Promote District functions, programs and activities to continually improve public knowledge, understanding, confidence and support. Maintain and oversee effective, comprehensive public information efforts using telephone, email, newspaper, website, mailings or other media;
- Assure coordination of the District's programs with other community organizations, such as the school district and various community agencies. Represent the District's interests effectively and professionally in public meetings and in the community, and through verbal, paper and electronic communications with governmental agencies and private entities, the community and the District's citizens;
- Attend all study sessions, and all regular and special meetings, of the Board, and participate in discussions with the Board in an advisory capacity;
- Support Board functions by working with the Administrative Assistant to prepare and post agendas, prepare meeting minutes and Board packets, meeting regularly with the Board Chairman, and ensuring legal compliance;
- Prepare requests for proposals to provide for improvements to the District's parks and recreation facilities; oversee construction projects and facility improvements;
- Maintain, review, develop and implement administrative procedures and standards for efficient, safe, and effective operation of the District's recreation programs and parks. Enforce compliance with applicable laws, policies and procedures established by the Board, and industry best practices;
- Plan, organize, direct and control the financial activities of the District, including the accounting, revenue collection, investment, purchasing, and payroll functions, and management of the approved budget (and any amendments). Serve as the District's annual Budget Officer, ensuring the timely development and submission of a proposed budget each year in compliance with all statutory requirements and deadlines;
- Assure that all departments stay within the approved budget (and any approved amendments); perform cost control activities and internal financial mechanisms; monitor all revenues and expenditures to assure sound fiscal control; assure effective and efficient use of budgeted funds, personnel, materials, facilities, and time;
- Keep the Board advised of the financial condition and future needs of the District and make such recommendations as the District Manager determines are necessary or appropriate for sound financial management of the District, including but not limited to, periodically evaluating and recommending improvements to the District's administrative and financial internal control systems and procedures, and ensuring annual audit compliance;
- Direct the preparation of financial reports as required by law; prepare financial reports and analysis requested by the Board;

- Maintain the District's historical records, including Board activities, budgets, audits, capital projects, legal issues, and employment records; and,
- Establish and maintain positive working relationships with the Board, District employees/volunteers, and partnering agencies;
- Provide consistent high-quality service to the community; and,
- Perform such other duties as may be assigned by the Board, in its sole discretion, from time to time.

MANDATORY QUALIFICATIONS

1. Possess a Bachelor's degree in Recreation and Park Administration or closely related field from a nationally accredited educational institution, *and* a minimum of five (5) years' experience in recreation programs and facility operations that include experience in coordinating, supervising and administering multi-program operations, *or* any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for excellent job performance;
2. Certified Park and Recreation Professional, or ability to obtain certification within one (1) year of appointment;
3. Possess and maintain a valid Driver's License with good driving record;
4. Possess a positive attitude, and be a self-starter; and,
5. Ability to read, write, speak and understand the English language at a level adequate to perform the job.

PREFERRED QUALIFICATIONS

1. Master's degree in Recreation and Park Administration, Public Administration or closely related field.
2. Ability to read, write, speak and understand the Spanish language.

PHYSICAL DEMANDS & WORKING CONDITIONS

- Ability to lift 55 pounds.
- Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing; reading and communicating with others in writing and orally.
- Work environments include:
 - Indoor pool environment; and
 - Outdoor environmental conditions
- Required to work nights, weekends, holidays, and multiple shifts when needed.
- Possess personal qualifications including emotional maturity, willingness to cooperate with various organizations, respect for children and adults from various cultures and backgrounds, flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities.
- Use of protective equipment per OSHA/CalOSHA regulations is required.
- Possible exposure to communicable diseases.

ATTACHEMENT 2
District Manager Benefits
Tehachapi Valley Recreation and Park District

The District Manager is entitled to all benefits including, but not limited to: health and dental insurance plans, PERS retirement plan, holidays and leave accruals as the Board may amend from time to time, with the additional benefits provided below:

Community Service Allowance:

District Manager shall receive \$100 per month (\$46.15 biweekly) for participation in a community service organization of her choosing.

Cell Phone Allowance: \$70 per month (\$32.30 biweekly)

Additional Vacation:

District Manager shall receive an additional 40 hours per-calendar year of vacation time, not to be taken all at once, including the regular time allotted in the District Policy Manual.