



Board of Directors AGENDA

PLEASANT HILL RECREATION & PARK DISTRICT

MISSION STATEMENT

In order to serve the diverse recreational needs of individuals and families and to enrich the quality of life for all residents, the Pleasant Hill Recreation & Park District is committed to providing park facilities, open space, and programs and activities for all ages.

**ADMINISTRATION OFFICE
147 GREGORY LANE, PLEASANT HILL
CONFERENCE ROOM**

**Budget & Finance Committee Meeting
Tuesday, May 1, 2018
5:00 P.M.**

Chair: Sandra Bonato
Member: Andrew Pierce

1. Call to Order
2. Roll Call
3. Public Comment
Five minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter. The public may speak regarding agenda items at the time the matter is taken up. Non-agenda items can be addressed under Public Comment.
4. Review and Discussion Regarding Capital Improvement Program 2017/18 – 2022/23 (Attachment A)
5. Items for future discussion

Documents that are disclosable public records required to be made available under California Government Code Section 54957.5 (b) (1) and (2) are available to the public for inspection at no charge during business hours at our administrative office located at 147 Gregory Lane, Pleasant Hill, California.

The Pleasant Hill Recreation & Park District will provide reasonable disability-related modification or accommodations to a person who requires such in order to participate in the meeting of the Board of Directors. Please contact Susie Kubota (925) 682-0896 at least 48 hours before the meeting.

STAFF REPORT



Date: May 1, 2018
To: Budget & Finance Committee
From: Michelle Lacy, General Manager
Re: Review and Discussion Regarding 2017/18-2022/23 Capital Improvement Program

BACKGROUND:

In July 2017, the Pleasant Hill Recreation and Park District (District) adopted a five-year Capital Improvement Program (CIP). At that time the Board of Directors (Board) approved the 2017/18 CIP projects and budgeted expenditures. On an annual basis the Board shall amend the current fiscal year CIP based upon actual expenditures, adjust the following fiscal year CIP budget and add an additional year onto the CIP document. It is intended the District maintain a five-year CIP document to assist with prudent fiscal management of assets.

Attached as Exhibit 1 are the proposed amendments for the 2017/18 and 2018/19 CIP. Since Capital Projects typically span multiple years it is not unusual for expenditures to be shifted from one year to the next. Below is a summary of the status for each of the proposed projects and highlights of changes if recommended.

HIGHLIGHTS OF CHANGES:

The front page of Exhibit 1 is the Capital Improvement Program Fund projected balance based upon the recommended changes. At the end of Fiscal Year 2016/17 the balance in the CIP fund was \$1,354,086. The Fund summary page includes the anticipated revenue from Park in-lieu fees and ADA and Facility Fees. It does not include any projected additional transfers from the General Fund due to anticipated surplus at the end of Fiscal Year 2017/18.

Projects to be completed by June 30, 2018:

- Shade Structure at Community Center Playground
- Kidstop HVAC Replacement
- Purchase of 40' Trailing Boom Lift
- Pavement Repair of Hawthorne Dr.
- Purchase and installation of picnic tables at Rodgers-Smith Park
- Purchase and installation of CivicRec Registration Software and CivicPlus website

ATTACHMENT A

Status and changes of projects for 2017/18 and 2018/19

| Project | Status | Update/Changes |
|---|---------------|--|
| Master Plan Update | In Progress | Project will span two fiscal years. Updated based upon projected actual expenditures |
| Community Center Lobby Wall Repair | New | Add wainscot to lobby wall in Community Center to repair wall damage and increase durability of the area. |
| Frank Salfinger Park Walking Paths | In Design | Complete design in 2017/18. Moved construction funds to 2018/19 |
| Kidstop Roof Repairs | Not Started | Upon assessment of roof staff recommends repairs and not replace |
| Vehicle Replacements | No Started | Move vehicle replacement for parks to FY2020 |
| Purchase Cart for Train Engine | New | Replacement for train is needed to add train cars. Cart can be used for train and in Park Maintenance. Recommend purchasing in FY2018 in order to have for 4 th of July |
| Playground/Shade Pleasant Oaks Park | In Design | Contracted with Landscape Architect to provide options for including accessible play equipment. Recommend moving construction funds to FY2019 |
| Refurbish Restroom at Rodgers-Smith Park | Not Started | On hold awaiting finalization of Master Plan. |
| Senior Center Computer Lab | Not Started | Reduce request for funds based upon useful life of current computers. Funds will be used to increase RAM of all computers to increase speed and functionality. |
| Senior Center Bottle Filler Conversion | New | Convert two drinking fountains at Senior Center to add bottle fillers. Have received commitment from a donor for \$5,000 toward cost. |
| Senior Center HVAC | New | 2018/19- Retrofit HVAC for Kitchen area 2019/20 – Design fix for rest of senior center HVAC zone issues |
| Teen Center Replacement of blinds with shades | In Progress | Due to actual costs being under the \$5,000 capital threshold this expenditure was moved to the operating budget |
| CivicRec & CivicPlus | Completed | Both of these projects were approved in 2016/17, but some expenditures were made in 2017/18 |
| Public Service Center Roof Repairs | New | During this rainy season leaks have been detected. Need to patch and repair the roof prior to the next rainy season. |
| Park Monument Signs | In Progress | Bids have been much higher than expected. Staff is trying to obtain additional bids and would like to install two signs in FY19 |

EXHIBITS:

Exhibit 1: 2017/18-2022/23 Capital Improvement Program

Capital Improvement Program Fund

Fiscal Years Ending June 30, 2017-2023

| | FY 2017 | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 | FY 2023 |
|--------------------------|--------------------|--------------------|------------------|------------------|------------------|------------------|------------------|
| | Final | Amended | Amended | Estimated | Estimated | Estimated | Estimated |
| CIP Fund Balance from | | | | | | | |
| 1 Previous Fiscal Year | | (1,354,086) | (1,269,258) | (824,268) | (466,608) | (312,794) | (594,436) |
| 2 Park In-Lieu Fees Fund | | (55,614) | (50,000) | (50,000) | (50,000) | (250,000) | (50,000) |
| 3 ADA Facility + Rec | | | | | | | |
| Facilities Fee | | (113,000) | (118,000) | (121,540) | (125,186) | (128,942) | (132,810) |
| 4 Project Expenses | | 253,442 | 612,990 | 529,200 | 329,000 | 97,300 | 61,000 |
| 5 Total Balance | (1,354,086) | (1,269,258) | (824,268) | (466,608) | (312,794) | (594,436) | (716,246) |

EXHIBIT 1

