

Board of Directors Special Meeting Minutes July 20, 2011



**Pleasant Hill
Recreation & Park District**

People, Parks, and Programs Since 1951

The July 20, 2011 Special Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Sandra Bonato at 6:35 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Board Member Cecile Shepard led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Bonato, Donaghu, Glover, Shepard, Sterrett

STAFF PRESENT: Berggren, Blair, Hunn, Luke, Spatz, Young

PUBLIC COMMENT

There was no public comment.

DISCUSSION ON DISTRICT'S BUDGET FOR FISCAL YEAR 2011 – 2012

The Board reviewed the changes from the preliminary budget to the final budget recommended by staff. There were many meetings to discuss District priorities and the Board of Directors decided on the priorities as: 1) employees, 2) increased efforts in marketing promotions including the website, 3) establishment of the Land and Facility fund, 4) complete long range planning and update the Master Plan. The General Manager reviewed the budget and the changes that were marked in red from the preliminary budget. He said that the furlough days create about .75% salary reduction. However, with the 1% salary increases, there would actually be a net of only .25%.

He continued to review the increase of efforts in marketing promotions, including the website. He stated that he is in the process of reorganizing staff, reorganization of responsibilities and duties, and requested the Board to allow him to complete his plan of action by the end of September.

The General Manager pointed out the budget changes for the Land and Facility Fund where there is a \$20,000 addition to the \$30,000 that was in the preliminary budget. He commented that the repair estimate for the Winslow Center is at \$24,000 and is in the budget, but will have the final determination of those funds by the Board's approval of the repairs at the Winslow Center. If the Board did not decide on the repairs, there would then be an additional \$24,000 for other usage.

The General Manager said that the long range planning and update of the Master Plan has \$25,000 budgeted. Board Member Shepard asked if the District will request for proposal for the update of the Master Plan and the General Manager answered yes.

Other budget items were discussed such as fundraising activities, Rodgers Ranch, Teen Center, salary and benefit adjustments, property tax and more. Board Member Shepard had a question on the salaries of the fundraising consultant and the campaign coordinator. The General Manager brought up the expenses for Rodgers Ranch and how park maintenance staff labor and expenses are not included. Board Chair Bonato suggested collaboration the Friends of Rodgers Ranch Board and also with those who get the rental fees for the site. With the Teen

Center, the General Manager said that Athletic and Youth Sports is separated from the teen budget, which used to be one department. He has allocated 9% for administration expenses for Athletics and 2% for Teens.

In regards to salary and benefit adjustments, the General Manager pointed out that they are reflected in the budget with PERS, health accounts and salaries. He said that there is \$15,000 reduction in the budget from the elimination of chemical expenses for College Park High School pool. The General Manager brought up the question of how the property tax increase of \$60,000 was determined. He explained that he figured it at an assessment value at 2.13% based on last year's figures, but they have been adjusted to 1.88% and he also mentioned there are other District residents that are outside of Pleasant Hill and their property taxes decreased only .7%. He said he tries to be conservative with these figures.

The General Manager continued to review other budget items. The sports maintenance position is also reflected in the budget and he is trying to delay this position to save expenses. It will depend on what the Board decides. He said that the budget of \$150,000 revenue for project funding for the bocce ball courts is on page 5 and the expenses are on page 37 under Capital. He mentioned the two tiered benefit program for new hires after July 1, 2011 and recommends the Board approve a two tiered benefit program. He also recommends the two years additional service credit for PERS for eligible employees. They have 90 days to offer this to eligible employees once the Board approves a resolution to offer the program. He pointed out that one of the stipulations of the program is the District must drop one employee, which he did not put in the budget, so it would be new funds if any employee accepts the offer. He thanked staff for their hard work on the budget and for the Board's efforts.

Board Chair Bonato suggested to add class/rental fees and to add an administration fee to class registration and 5% for facility rentals to be used for the land and facility fund. Board Members Glover and Sterrett disagreed with this suggestion. Board Members Donaghu, Shepard agreed with Bonato's suggestion of a class fee. She was fine with charging \$1 for any class registrations.

In regards to the full time sports maintenance position, Board Chair Bonato remarked that she felt it should be two part time employees who can do the jobs and not a full time employee. Board Member Shepard agreed that it could be two part time employees that could handle the responsibilities. Board Member Sterrett expressed to have a full time employee hired now, which Board Members Donaghu and Glover agreed maintenance staff knows the responsibilities that are required of the position and feel that it would be consistent to have a full time employee.

With the suggested marketing increase of efforts, it includes the new website and the Board expressed their thoughts on this item. Board Chair Bonato wants more money for publicity not only through a new website, but would like to see more pages in the Spotlight and more editions. Board Member Sterrett said she would like to see a different type of format. Board Member Glover is fine with the General Manager's recommendation to have reorganization and handle marketing in-house. The Board continued discussion on the budget. Board Chair Bonato thanked the General Manager.

TO CONSIDER SUPPORT OF NEIGHBORS APPEAL OF CITY OF PLEASANT HILL PLANNING COMMISSION'S APPROVAL OF AT&T CELL TOWER SITE ADJACENT TO PASO NOGAL PARK (ACTION)

Board Chair Bonato spoke about the neighbors in the surrounding area near the cell tower site adjacent to Paso Nogal Park is proposed to be installed, and how they have agreed to appeal the

City's Planning Commission's approval of the use permit to AT&T for the installation of the cell tower. She explained how it is such a visible site to where the park is and so close to the Paso Nogal open space trail. Board Member Glover expressed his concern as well. Board Chair Bonato decided to continue to follow the appeal. Bonato said the City's ordinance said there cannot be a tower that is visible from a park. There are no other site locations being reviewed, but there may be other possible site locations, the concerned neighbors will pursue other possible site locations. Board Member Sterrett commented that we have to pick and choose our battles and there will be many issues that will need to be presented to the City, especially in regards to our bond projects. She requested to really think about how we want to express the District's concerns. Some further discussion followed.

Upon motion of Glover/Donaghu, the Board unanimously approved to support the neighbors appeal of City of Pleasant Hill Planning Commission's approval of AT&T Cell Tower Site adjacent to Paso Nogal Park.

ADJOURNMENT

Board Chair Bonato adjourned the meeting at 8:35 p.m.

Robert B. Berggren, Clerk of the Board