



## **MEMORANDUM**

TO: Board of Directors

FROM: General Manager

DATE: January 17, 2013

RE: Agenda Item #4 – January 24, 2013 Board Meeting

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### **FUNDRAISING UPDATE**

Attached to your packet are the current fundraising totals. These totals include both the revenue and expenses. The General Manager will cover and answer questions regarding the reports.

**a. Consider Naming Opportunity from Pleasant Hill Baseball Association (PHBA) for Pleasant Oaks Park Field (ACTION)**

We are pleased to announce that the PHBA has agreed to name a field at Pleasant Oaks Park for \$10,000. The General Manager is recommending approval of the naming opportunity for field #1 at Pleasant Oaks Park from the Baseball Association for \$10,000.

Expenses	Senior Center	Committed	Teen Center	Committed	Comm. Center	Committed
<u>Consultants</u>						
Fundraisers	\$ 35,324.00	X	\$ 12,838.00	X	\$ 39,837.00	X
Beverly Morris	\$ 25,440.00	X	\$ 11,490.00	X		
TeeCom	\$ 8,795.00	X	\$ 4,200.00	X		
GNU	\$ 5,000.00	X	\$ 3,000.00	X	\$ 5,100.00	X
Future Fundraising	\$ 22,500.00		\$ 10,000.00		\$ 30,000.00	X
Dahlin Group					\$ 20,000.00	X
CSI	\$ 5,000.00	X	\$ 1,500.00	X	\$ 2,000.00	X
Kitchen	\$ 31,320.00	X	\$ 13,600.00	X	\$ 26,685.00	X
AV	\$ 22,000.00	X	\$ 15,000.00	X	\$ 20,000.00	X
Furniture Total	\$ 310,661.00	X	\$ 69,614.00	X	\$ 350,000.00	
Security	\$ 2,000.00	X	\$ 2,000.00	X	\$ 2,000.00	
Engraved Bricks/Tiles	\$ 3,506.59	X	\$ 2,000.00		\$ 5,000.00	
Recognition Signage	\$ 13,500.00	X	\$ 7,000.00	X	\$ 13,000.00	X
Custodial Equipment	\$ 9,845.00	X	\$ 2,645.00	X	\$ 8,770.00	X
Computers/Network	\$ 60,000.00		\$ 14,000.00		\$ 22,000.00	
Office Equipment	\$ 6,130.00		\$ 460.00		\$ 11,850.00	
Garbage Cans/Recycled	\$ 5,260.00	X	\$ 360.00	X	\$ 6,000.00	X
Storage/Shelves			\$ 5,000.00			
Other/Contingency	\$ 10,000.00		\$ 5,000.00		\$ 15,000.00	
<b>Total \$</b>	<b>576,281.59</b>	<b>\$ 477,651.59</b>	<b>\$ 179,707.00</b>	<b>\$ 143,247.00</b>	<b>\$ 577,242.00</b>	<b>\$ 141,392.00</b>

Total Expenses for FF & E  
 Total FF&E Expenses \$ 1,333,230.59  
 Total FF&E Committed \$ 762,290.59

Revenue Source	Senior Center	Teen Center	Community Center	General/POP	Total
Amount Collected	\$ 293,788.82	\$ 69,790.00	\$ 76,047.11	\$ 16,327.91	\$ 455,953.84
Pledges Committed/Unpaid	\$ 7,400.00	\$ 68,170.00	\$ 151,400.00	\$ 6,801.00	\$ 233,771.00
Sub Total	\$ 301,188.82	\$ 137,960.00	\$ 227,447.11	\$ 23,128.91	\$ 689,724.84
CSDA Loan*	\$ 102,000.00	\$ 9,000.00	\$ 189,000.00		\$ 300,000.00
District Specialized Funds	\$ 68,000.00	\$ 6,000.00	\$ 126,000.00		\$ 200,000.00
Sub total	\$ 471,188.82	\$ 152,960.00	\$ 542,447.11	\$ 23,128.91	\$ 1,189,724.84
Expenses	\$ 576,281.59	\$ 179,707.00	\$ 577,242.00		\$ 1,333,230.59
Remainder to Fundraise	\$ (105,092.77)	\$ (26,747.00)	\$ (34,794.89)		\$ (166,634.66)
Sale of Little House	\$ 130,000.00	\$ 30,000.00	\$ 90,000.00		\$ 250,000.00
	\$ 24,907.23	\$ 3,253.00	\$ 55,205.11	Deficit/Surplus	\$ 83,365.34

\*Loan Payment \$50,500 for 7 yrs.



## MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: January 17, 2013

RE: Agenda Item #5 – January 24, 2013 Board Meeting

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### **Update on Bond Projects**

- **Senior Center**
- **Teen Center**
- **Community Center**
- **Pleasant Oaks Park**

The General Manager and District staff will give an update on the various bond projects.



## **MEMORANDUM**

TO: Board of Directors

FROM: General Manager

DATE: January 17, 2013

RE: Agenda Item #8 – January 24, 2013 Board Meeting

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### **Consent Calendar (ACTION)**

- a. To Approve Bills to be Paid**
- b. To Approve Minutes of December 5, 2012**

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
17855	01/24/2013	Alliance	Alliance Welding	10.23	000000
17856	01/24/2013	AllWast	Allied Waste Services #210	1,190.85	000000
17857	01/24/2013	AmFidAs	American Fidelity Assurance	169.28	000000
17858	01/24/2013	Antai	Antai Solutions LLC	6,000.00	000000
17859	01/24/2013	ATT3	ATT CALNET 2	681.22	000000
17860	01/24/2013	BillAce	Bill's Ace Hardware	157.81	000000
17861	01/24/2013	CaliBan	California Bank of Commerce	10,278.74	000000
17862	01/24/2013	Capri	CAPRI	47,332.00	000000
17863	01/24/2013	Carland	Carland	55.00	000000
17864	01/24/2013	CaSt	California State Disbursement	297.00	000000
17865	01/24/2013	CCCOofEd	Contra Costa County Office of	75.00	000000
17866	01/24/2013	CCPhon	Contra Costa Phone Service	130.00	000000
17867	01/24/2013	CCWat	Contra Costa Water District	208.70	000000
17868	01/24/2013	CenCon	Central Contra Costa Sanitary	1,351.72	000000
17869	01/24/2013	Cleansou	Cleansource	4,557.06	000000
17870	01/24/2013	Cole	Cole Supply Co., Inc.	54.22	000000
17871	01/24/2013	CommPool	Commercial Pool Systems, Inc.	1,948.50	000000
17872	01/24/2013	Cresco	Cresco Equipment Rentals	869.29	000000
17873	01/24/2013	Critical	Critical Solutions, Inc	73,991.50	000000
17874	01/24/2013	DelDen	PBIA	4,233.72	000000
17875	01/24/2013	Denelect	Denalect Alarm Company	138.00	000000
17876	01/24/2013	DLFalk	DL Falk	195,296.02	000000
17877	01/24/2013	Eames	Eames Hardware & Supply	418.67	000000
17878	01/24/2013	EBMUD	East Bay Mud	71.46	000000
17879	01/24/2013	Elavon	Elavon	112.45	000000
17880	01/24/2013	FranTx	Franchise Tax Board	90.00	000000
17881	01/24/2013	Furber	Furber Saw, Inc.	35.60	000000
17882	01/24/2013	HamTree	Hamilton Tree Service	10,950.00	000000
17883	01/24/2013	Harriman	Harriman Kinyon Architects Inc	6,994.12	000000
17884	01/24/2013	HydeP	Hyde Printing & Graphics	701.44	000000
17885	01/24/2013	IdealSer	Ideal Service Company, Inc.	192.00	000000
17886	01/24/2013	Javis,Fa	Javis Fay Doporto & Gibson LLP	649.97	000000
17887	01/24/2013	KaisFou	File #73029 Kaiser Foundation Health Plan	33,547.59	000000
17888	01/24/2013	Legal S	Legal Shield	79.75	000000
17889	01/24/2013	Leslie	Leslie's Pool Supplies Inc.	114.14	000000
17890	01/24/2013	LiebCas	Liebert Cassidy Whitmore	2,074.00	000000
17891	01/24/2013	LukeDes	Luke Design Associates	625.00	000000
17892	01/24/2013	Matrisc	Matriscope Engineering Labs	13,286.41	000000
17893	01/24/2013	McInerne	McInerney & Dillon	8,662.50	000000
17894	01/24/2013	MJStudio	Bruce Jackson MJ Studios	203.00	000000
17895	01/24/2013	MobiMod	Mobile Modular Mngmnt Corp	303.10	000000
17896	01/24/2013	MtDiablo	Mt Diablo Landscape Centers	285.47	000000
17897	01/24/2013	OneWork	One WorkPlace	102,275.56	000000
17898	01/24/2013	PaciGen	Pacific General Engineering	33,981.13	000000
17899	01/24/2013	PageMor	Page & Moris	386.00	000000
17900	01/24/2013	Parker C	Parker Communications	180.00	000000
17901	01/24/2013	PERS	PERS	13,895.47	000000
17902	01/24/2013	PG&E	Pacific Gas & Electric Co	3,650.94	000000
17903	01/24/2013	PhCit	Pleasant Hill, City of	6,046.06	000000
17904	01/24/2013	PlayWel	Play-Well Teknologies/ Timothy	630.00	000000
17905	01/24/2013	PleaHill	Pleasant Hill Rec & Park Distr	79,127.59	000000
17906	01/24/2013	Pruden	Prudential Municipal Pool/	1,252.47	000000
17907	01/24/2013	PurcPow	Purchase Power	1,519.99	000000
17908	01/24/2013	PurcRh	PRA Group	2,655.00	000000
17909	01/24/2013	RedsBac	Red's Backflow Prevention Serv	585.00	000000
17910	01/24/2013	RJRic	R.J.Ricciardi, Inc	4,252.50	000000

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
17911	01/24/2013	Sandow	Sandow	200.00	000000
17912	01/24/2013	SandSaf	Sanderson Safety Supply Co	315.29	000000
17913	01/24/2013	Spinitar	Spinitar	27,254.48	000000
17914	01/24/2013	StePrint	Steven's Printing	513.11	000000
17915	01/24/2013	TeeCom	TEECOM Design Group	834.55	000000
17916	01/24/2013	Unisourc	Unisource Solutions	1,539.80	000000
17917	01/24/2013	UPS Stor	UPS Store # 3769	45.57	000000
17918	01/24/2013	USBank	U.S. Bank	601.28	000000
17919	01/24/2013	VSP	PBIA	64.05	000000
17920	01/24/2013	WateIrr	Watersavers Irrigation Inc	152.25	000000
17921	01/24/2013	Xerox	Xerox Corporation	206.49	000000

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**CHECK TOTAL:           \$710,587.11**



## **Board of Directors Meeting Minutes December 5, 2012 DRAFT**

The December 5, 2012 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Donaghu at 7:00 p.m. in the Conference Room at the Administration Office.

### **PLEDGE OF ALLEGIANCE**

Board Chair Donaghu led the Pledge of Allegiance.

### **ROLL CALL**

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

**STAFF PRESENT:** Berggren, Lischeske, Kubota, Luke, Hunn, Miller, Young, Spatz

### **PUBLIC COMMENT**

Members from The Friends Abroad group, a District co-sponsored organization, were present. They announced to the Board that after forty years they will be disbanding their group. From their remaining organization funds they have chosen to give a \$4,000 donation to the Community Center project. The remainder of their money will be given to their sister city Chilpancingo in Mexico. Members from the group presented the Board with a check for \$4,000.

The Board thanked the Club for their very generous donation. They also thanked the members for all the work they have done in the Community.

### **EX-OFFICIO MEMBER REPORT, GENESIS CASSIDY – COLLEGE PARK HIGH SCHOOL**

Genesis Cassidy gave the following report:

- College Park will be participating in a canned food drive. The donations will be given to the Contra Costa Food Bank.
- The Teen Council upcoming fundraising activities include a dance and a fashion show at the new Senior Center.

Board member Sterrett asked Cassidy what she is hearing from other teens regarding the new Teen Center. Cassidy stated that all the teens she has talked to are really enjoying it.

### **TO CONSIDER EASEMENT WITH THE CITY OF PLEASANT HILL REGARDING THE COMMUNITY CENTER (ACTION)**

The General Manager stated that part of the Conditions of Approval for the Community Center project with the City of Pleasant Hill is the requirement to provide a grant deed to limit the development along Taylor Boulevard, which the City has deemed a 50 foot scenic corridor. District Council Mark Cornelius worked with the City of Pleasant Hill's attorney Judith Robbins in completing the deed and he was present at the meeting to answer any questions the Board may have regarding the deed. Board member Sterrett wanted to be sure the District was only deeding the easement and not any land. Cornelius assured her that the deed was only for the easement.

Upon motion of Board Members Bonato & Sterrett, the Board approved the grant deed to the City of Pleasant Hill for the scenic corridor.

**TO ADMINISTER OATH OF OFFICE BY COUNTY SUPERVISOR KAREN MITCHOFF TO ELECTED BOARD MEMBERS SHERRY STERRETT AND DENNIS DONAGHU**

Contra Costa County Board Supervisor Karen Mitchoff was present to administer the Oath of Office to elected Board members Sherry Sterrett and Dennis Donaghu.

**RECOGNITION OF NEW BOARD OFFICERS AND INTRODUCTION OF FAMILIES AND GUESTS BY BOARD OF DIRECTORS**

- a. **CHAIR- BOBBY GLOVER**
- b. **VICE CHAIR- SHERRY STERRETT**
- c. **SECRETARY- SANDRA BONATO**

Outgoing Board Chair Dennis Donaghu introduced the new Board Officers and officially passed on the Board Chair duties to new Chair Bobby Glover. All Board members had family present in the audience. Board member Bonato introduced her husband Jim and daughter Emily, Board member Sterrett introduced her husband Mike, Board member Donaghu introduced his wife Faye, and new Board Chair Glover introduced his wife Stacey.

**PRESENTATION TO HONOR BOARD CHAIR DENNIS DONAGHU FOR 2012**

Board Chair Glover presented outgoing Chair Donaghu with a gift from the District and the Board of Directors thanking him for his term as chair of the Board. The General Manager then acknowledged and introduced the District staff who were present.

There was a short break for refreshments.

Board Chair Glover began the remainder of the meeting at 7:50 p.m.

**CONSENT CALENDAR (ACTION)**

- a. **TO APPROVE BILLS TO BE PAID**

Upon motion of Board Members Bonato & Sterrett, the Board approved the Consent Calendar.

**TO CONSIDER NAMING OPPORTUNITY BY REPUBLIC SERVICES FOR MULTIUSE ROOM #3 AT THE COMMUNITY CENTER (ACTION)**

The General Manager announced that Republic Services (Allied Waste) has agreed to a naming opportunity at the Community Center. They have selected the Multiuse Room #3 for a naming opportunity in the amount of \$25,000 over a five year payment plan. The General Manger stated that they have paid \$5,000 of the first \$25,000.

Upon motion of Board Members Donaghu & Bonato, the Board approved the Republic Services naming opportunity for the Community Center's Multiuse Room #3 in the amount of \$25,000 over a five year period.

## **BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF**

**Sterrett** made the following announcements/questions:

- She handed out the highlights of 2012 from the California Special Districts Association.
- She would like an update from Supervisor Katrina Hunn on the Breakfast with Santa plans regarding the Lion's Club participation in the event.

**Bonato** made the following announcements/questions:

- She asked about pricing for rentals at the Senior Center. She has been approached by the Pleasant Hill Garden Study Club about using a space in the new facility for their meetings. Staff explained that the Garden Study Club was using the Parkside Room at the Community Center for \$50 a meeting, which they had twice a month. Bonato will find out what the club is paying for their current meeting place. Acting Recreation Superintendent Tina Young stated that she will be looking into a regular use rate for the District's clubs and organizations. Bonato would like staff to reach out to the co-sponsored groups again to see if they would like to conduct meetings at the District's facilities again. She would like a list of co-sponsored groups that met at the Community Center on a regular basis. Young said she would like to wait until the new Community Center is on line before contacting the groups.
- She asked about any updated plans there may be regarding the landscaping of the back of the Senior Center. The General Manager explained how the shrubs would be planted around the building. Bonato would like the General Manager to contact the neighbors on Patricia Drive with an update.
- She noted that she appreciated the fact that the Hospice Tree of Lights has been on.
- She asked if there will be more than a summary from RJM Strategic Designs at the Board Study Session tomorrow night. The General Manager explained that the final report has not been completed yet by the group. Bonato would like to see the final report when it is available.

**Donaghu** made the following announcements/questions:

- He asked about the timeline for the completion of the Monument Signs. The General Manager explained that the timing is dependent on the weather, but once the concrete pour is completed the sign will be up very quickly.

## **STAFF ANNOUNCEMENTS**

The General Manager made the following announcements:

- He discussed the process for the Board vacancy. The District can proceed to announce the vacancy, but if the Board wants to call for a Special Election that would need to be an agenda item. Glover asked if staff could do a press release announcing the vacancy and announcing that the Board will be discussing the process on the December 19, 2012 Board meeting. The General Manager said that staff will announce the vacancy.
- He announced that in the newsletter from CAPRI/CARPD there was an announcement that the annual conference will be in Tahoe May 16<sup>th</sup>-18<sup>th</sup>.

## **ADJOURNMENT**

Board Chair Glover adjourned the meeting at 8:28 p.m.

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Robert B. Berggren, Clerk of the Board



## **MEMORANDUM**

TO: Board of Directors

FROM: General Manager

DATE: January 17, 2013

RE: Agenda Item #9 – January 24, 2013 Board Meeting

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### **To Review Training Requirements for Board of Directors**

Enclosed in your packet is the training matrix that indicates the dates and requirements of training for Board Members. Also, attached is the process to get into the training for workplace harassment on line through Target Solutions.

**Pleasant Hill Recreation & Park District  
Board Member Clerk Trainings/Filings**

<b>Trainings/Filings</b>	<b>Bob Berggren</b>	<b>Sandra Bonato</b>	<b>Dennis Donaghu</b>	<b>Bobby Glover</b>	<b>Sherry Sterrett</b>	<b>New Board Member</b>
AB 1234 Compliance	March 24, 2011	March 21, 2011	March 24, 2011	March 24, 2011	August 7, 2012	
Workplace Harassment	Sept 2010	Due	Due	Due	Due	
Governance Foundation		March 17, 2009	March 17, 2009	Due	April 8, 2003	
Form 470 – Campaign Statement	July 2012	July 2012	July 2012	July 2012	July 2012	
Form 700 – Conflicts of Interest	March 2012	March 2012	March 2012	March 2012	March 2012	
Up for Election	N/A					



## **MEMORANDUM**

TO: Board of Directors

FROM: General Manager

DATE: January 17, 2013

RE: Agenda Item #10 – January 24, 2013 Board Meeting

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### **Request for Items to be Discussed at Board Study Session**

The annual Board Study Session has been set for February 11, 2013 meeting at 9:00 a.m. If there are items that the Board of Directors that like to be covered, this is an opportunity to communicate those. We will be reviewing Accomplishments of 2012 and Goals for 2013 and also the Business Strategic Plan. John Courtney with RJM will be in attendance that day.