



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: March 5, 2014

RE: Closed Session – March 13, 2014 Board Meeting at 5:30 p.m.

The Board of Directors will be meeting in **closed session starting at 5:30 p.m.**

Two Items:

1. Property adjacent to Paso Nogal Park for sale.
2. Update on Anticipated Litigation – Attorney Bill McInerney will be in attendance to update the Board.

At 5:30 p.m., we will try and have some light snacks for the Board Members.

Also, Board Member Zac Shess has communicated with me that he will be on a business trip and will not be at the March 13 Board Meeting.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: March 5, 2014

RE: Agenda Item #4 – March 13, 2014 Board Meeting

To Consider Resolution 2014-03-13A, Notice of Completion for the Community Center Project (ACTION)

This item was tabled from the last meeting. For your information, I have discussed this matter with Attorney Bill McInerney and he did request additional items to be completed. At this point, we feel that we have all the required documents in place. We recommend that the Board pass the Notice of Completion for the Community Center Project. As indicated earlier, Attorney Bill McInerney will be on hand if the Board would like to ask him further questions.



Board of Directors Resolution

PLEASANT HILL RECREATION & PARK DISTRICT
COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA
BOARD OF DIRECTORS

IN THE MATTER OF
PLEASANT HILL COMMUNITY CENTER PROJECT

RESOLUTION 2014-03-13A

THE PLEASANT HILL RECREATION & PARK DISTRICT BOARD OF DIRECTORS DOES FIND:

THAT the Pleasant Hill Recreation & Park District did enter into an agreement with D.L. Falk Construction, Inc. for the completion of the Pleasant Hill Community Center at 320 Civic Drive, Pleasant Hill, California 94523 in the amount of \$8,766,582.

THAT the work has been inspected by the Project and Construction Managers from Critical Solutions, Incorporated, architects from Dahlin Group, and the staff of the Pleasant Hill Recreation & Park District and has been completed.

THEREFORE, BE IT RESOLVED THAT the Pleasant Hill Recreation & Park District Board of Directors does hereby accept the Pleasant Hill Community Center Project. Staff has been authorized and directed in accordance with applicable law to file the notice of completion.

PASSED AND ADOPTED on March 13, 2014, by the following vote:

AYES:
NOES:
ABSENT:

Sherry M. Sterrett, Chair

I hereby certify that the foregoing resolution was approved by the vote indicated herein above at the regular meeting of the Board of Directors on March 13, 2014.

Robert B. Berggren, Clerk of the Board



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: March 5, 2014
RE: Agenda Item #5 – March 13, 2014 Board Meeting

Update on Bond Projects

- **Community Center**
- **Pleasant Oaks Park**

The General Manager and staff will give updates on the Community Center and Pleasant Oaks Park bond projects.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: March 5, 2014

RE: Agenda Item #8 – March 13, 2014 Board Meeting

Consent Calendar (ACTION)

a. To Approve Bills to be Paid

b. To Approve Minutes of January 9, 2014

c. To Approve Resolution, 2014-03-13B, Honoring Attorney Mark Cornelius

The Board should have received an email invitation to Mark Cornelius' retirement party on Sunday, March 23 at the Senior Center. We would like to present him a resolution and a plaque of appreciation. He has worked with the District since 1988.

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
19585	03/13/2014	AEC	Architectural Energy Corporati	1,750.00	000000
19586	03/13/2014	Aflac	Aflac	88.40	000000
19587	03/13/2014	AmerSta	American Stage Tours	3,287.00	000000
19588	03/13/2014	AmFid	American Fidelity	2,413.28	000000
19589	03/13/2014	Antai	Antai Solutions LLC	7,609.00	000000
19590	03/13/2014	AshLum	Ashby Lumber Company, Inc.	89.90	000000
19591	03/13/2014	ATT CC	AT & T	139.07	000000
19592	03/13/2014	BayAlar	Bay Alarm Company	672.13	000000
19593	03/13/2014	BayAreA	Bay Area Barricade Service Inc	370.49	000000
19594	03/13/2014	BerBob	Robert B. Berggren	350.00	000000
19595	03/13/2014	BillAce	Bill's Ace Hardware	1,555.56	000000
19596	03/13/2014	BonaSan	Sandra Bonato	200.00	000000
19597	03/13/2014	BPI	BPI Printing	1,573.25	000000
19598	03/13/2014	CCHeal	Contra Costa Health Services	3,092.00	000000
19599	03/13/2014	CCWat	Contra Costa Water District	2,579.29	000000
19600	03/13/2014	CintCorp	Cintas Corp # 185	134.32	000000
19601	03/13/2014	Cleansou	Cleansource	699.23	000000
19602	03/13/2014	Cole	Cole Supply Co., Inc.	822.58	000000
19603	03/13/2014	CopySt	Copy Station	51.90	000000
19604	03/13/2014	Critical	Critical Solutions, Inc	23,500.00	000000
19605	03/13/2014	Cyber	Cybercopy	68.89	000000
19606	03/13/2014	DonDen	Dennis A. Donaghu	200.00	000000
19607	03/13/2014	Eames	Eames Hardware & Supply	235.69	000000
19608	03/13/2014	EBMUD	East Bay Mud	602.86	000000
19609	03/13/2014	Ed2go	Education To Go	403.50	000000
19610	03/13/2014	Ewing	Ewing Irrigation	226.03	000000
19611	03/13/2014	FranTx	Franchise Tax Board	195.00	000000
19612	03/13/2014	Furber	Furber Saw, Inc.	665.08	000000
19613	03/13/2014	GasAnd	Andrea Gaspari	520.00	000000
19614	03/13/2014	GlovBob	Bobby Glover	200.00	000000
19615	03/13/2014	Goodland	Goodland Landscape Constr Inc	179,772.42	000000
19616	03/13/2014	Hobart	Hobart Corporation	242.00	000000
19617	03/13/2014	IdealSer	Ideal Service Company, Inc.	175.00	000000
19618	03/13/2014	Jackson	Jackson& Son Plumbing	6,880.67	000000
19619	03/13/2014	LeadingE	Leading Edge Pest Management	360.00	000000
19620	03/13/2014	LincEqu	Lincoln Equipment, Inc.	3,722.42	000000
19621	03/13/2014	LukeDes	Luke Design Associates	152.31	000000
19622	03/13/2014	MPA	MPA	114.28	000000
19623	03/13/2014	MurdDeb	Debbie Murdock	1,318.10	000000
19624	03/13/2014	Nextel	Nextel Communications/Sprint	680.22	000000
19625	03/13/2014	ParkSB	Parker Communications South Ba	3,792.50	000000
19626	03/13/2014	PERS	PERS	16,118.45	000000
19627	03/13/2014	Petaluma	Petaluma Historical Society	210.00	000000
19628	03/13/2014	PG&E	Pacific Gas & Electric Co	4,686.10	000000
19629	03/13/2014	PhCham	Pleasant Hill Chamber Of Comme	585.00	000000
19630	03/13/2014	PhCit	Pleasant Hill, City of	4,706.33	000000
19631	03/13/2014	PitBow	Pitney Bowes	199.17	000000
19632	03/13/2014	PleaHill	Pleasant Hill Rec & Park Distr	109,469.20	000000
19633	03/13/2014	PurcPow	Purchase Power	1,520.99	000000
19634	03/13/2014	PurcRh	PRA Group	1,500.00	000000
19635	03/13/2014	R-Comput	R-Computer	3,514.38	000000
19636	03/13/2014	ShessZac	Zac Shess	200.00	000000
19637	03/13/2014	SiePac	Sierra Pacific Tours	43.75	000000
19638	03/13/2014	Spanish	Spanish 4 Children	1,107.00	000000
19639	03/13/2014	Spinitar	Spinitar	228.36	000000
19640	03/13/2014	StalGle	Glen Staller	378.00	000000

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
19641	03/13/2014	SterSher	Sherry Sterrett	200.00	000000
19642	03/13/2014	TackBob	Bob Tackitt	327.60	000000
19643	03/13/2014	TuttsTr	Tutt's Truck Outfitters, Inc	654.00	000000
19644	03/13/2014	USBank	U.S. Bank	2,131.54	000000
19645	03/13/2014	USBankEq	US Bank Equipment Finance	504.75	000000
19646	03/13/2014	USBankP	U.S. Bank Corporate Payment	25,334.16	000000
19647	03/13/2014	Valic	Valic	1,350.00	000000
19648	03/13/2014	WhitCas	Casey White	320.00	000000

CHECK TOTAL: \$426,793.15



Board of Directors Meeting Minutes

January 9, 2014

DRAFT

The January 9, 2014 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Sterrett at 6:30 p.m. in the Conference Room at the Administration Office. Sterrett reported that the Closed Session will be held after the regular meeting.

PLEDGE OF ALLEGIANCE

Board Member Glover led the Pledge of Allegiance

ROLL CALL

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

STAFF PRESENT: Berggren, Lischeske, Young, Luke, Miller, Spatz, Bradley

PUBLIC COMMENT

None

TO CONSIDER NAMING OPPORTUNITY AT THE COMMUNITY CENTER IN HONOR OF GENERAL MANAGER ROBERT B. BERGGREN (ACTION)

The General Manager excused himself from the meeting for this agenda item.

Recreation Superintendent Tina Young reported that with over 40 years of dedication to the District and this Community, staff feels it would be a great honor if the Board considers placing General Manager Bob Berggren's name in the Lobby/Pre-Function area at the Community Center. The Board agreed that the General Manager's years of service should be honored. The Board and District Staff then decided on the wording of "The Berggren Lobby" for the plaque.

Upon motion of Board Members Donaghu & Shess, the Board approved the naming opportunity of the Lobby/Pre-Function area at the Community Center in honor of General Manager Robert B. Berggren.

REPORT ON PLANS FOR THE COMMUNITY CENTER OPEN HOUSE

Recreation Superintendent Young reported that the planning for both the V.I.P. and public Grand Opening events of the Community Center are moving along very well. She commented that there has been publicity for the public Grand Opening in the Times, the Focus, radio spots, and banners will be up by Friday on poles on Contra Costa Blvd. She reported that the public Grand Opening will include entertainment, food, informational booths and demonstrations from various District programs. She reported that current response is over 100 for the V.I.P. Grand Opening event.

The Board commented that the public Grand Opening event is a wonderful way to bring the community back to the Community Center. They commended staff on all their hard work on both events.

UPDATES ON BOND PROJECTS

The General Manager made the following comments:

COMMUNITY CENTER

- The City inspection will be on January 16th.
- The goal is for the District to get temporary occupancy for January 22nd.
- Both work trailers have been removed from the parking lot.
- There may be items that are not fully completed by the V.I.P. event.

PLEASANT OAKS PARK

- The punch list item work has begun.
- The playground will be inspected tomorrow.
- The street lights will be functional on January 16th.

The General Manager acknowledged Lynn Spatz and all the hard work she has done on the Pleasant Oaks Park bond project. He commented that she has volunteered a lot of her time to the District for this project.

Board Member Bonato asked about the status of change orders for the Pleasant Oaks Park project. Spatz said she is expecting one more small one.

Board Chair Sterrett started the regular meeting at 7:10 p.m.

PUBLIC COMMENT

None

EX-OFFICIO MEMBER REPORT, KEVIN NEYS– COLLEGE PARK HIGH SCHOOL

Ex-Officio Neys was not present to give a report. Board Chair Sterrett commented that she would like to contact Neys regarding the importance of his attendance at the meetings.

CONSENT CALENDAR (ACTION)

a. TO APPROVE BILLS TO BE PAID

Upon motion of Board Members Donaghu & Glover, the Board approved the Consent Calendar.

TO CONSIDER REQUEST FROM COLLEGE PARK HIGH SCHOOL'S "EVERY 15 MINUTES PROGRAM" TO UTILIZE THE COMMUNITY CENTER (ACTION)

The General Manager reported that the District has been involved with College Park's "Every 15 Minutes" program from its conception in the early 2000's. He explained that "Every 15 Minutes" is a two-day program involving high school Juniors and Seniors that encourages them to think about personal safety when alcohol is involved. From the beginning of the program, the Board agreed that the District would sponsor the program by allowing them to utilize the Community Center for the designated "victims" that were taken out of classrooms as part of the exercise to stay in overnight until the "memorial service" the next day.

Denise Getty and Patty Sorenson, representatives of the "Every 15 Minutes" program were present at the meeting. They requested the use of the Perera Pavilion for the program from Tuesday March 25, 2014 at 6:00 AM to Wednesday March 26, 2014 at 9:00 AM. They also invited any Board Members who might be interested to attend the event.

The General Manager commented that according to Rental Coordinator Ryan Herriman and Recreation Superintendent Tina Young, there are only a few classes going on in the Community Center during that time frame. None of which are in the Perera Pavilion.

The Board thanked the representatives of the "Every 15 Minutes" program for attending the meeting and commented how important the program is.

Upon motion of Board Members Glover & Donaghu, the Board approved the request from College Park High School's "Every 15 Minutes" program to utilize the Perera Pavilion at the Community Center on March 25 & 26, 2014.

TO CONSIDER EAST BAY ARTISTS GUILD'S DISPLAY OF ART AT THE SENIOR CENTER (ACTION)

The General Manager reported that Senior Center Supervisor Kendra Luke and Recreation Superintendent Tina Young have been working with members from the East Bay Artists Guild for the past few months on a proposal for an Art Display Plan for the Senior Center.

The General Manager commented that the proposal from East Bay Artists Guild will provide up to \$1,032.80 for the cost of the District approved display system, and the installation of the system will be completed by District staff. He said the East Bay Artists Guild will manage the rotation schedule of the on-going exhibitions and exhibitors. He said either a member of the Senior Center staff or a Senior Club member will be on the exhibit selection committee. The General Manager explained that the art work will be sold on a commission basis with 10% to East Bay Artists Guild and 10% to the Senior Center.

Walter Crew and Glynda Dixson, members of the East Bay Artists Guild, were present at the meeting to answer Board Member questions regarding the proposal.

Board Member Sterrett asked if the art displayed would consist of only wall hangings. Crew and Dixson said it would.

Board Member Bonato asked about the security of the art work. Crew explained that the art will be displayed in very open areas, but he will check on the security aspects of the hanging system.

In regards to the policy statements in the proposal, Board Member Shess commented that he was troubled by the wording in the policy that the East Bay Artists Guild's Board has the authority to choose the art displayed at the Senior Center. He would like to see softer language in the policy statement.

Board Chair Sterrett stated that she would like more concrete information in the policy regarding the relationship between the selection committee and the District. She would like to see more work done on the policy on this item and then have it brought back to the Board. She would like to see a contract in place, which would include an insurance policy from the East Bay Artists Guild group.

Board Member Bonato commented that she does not want the proposal to be too policy driven. She would like the Board to have some influence of the art selected. She said she would be interested in seeing the proposal re-written and re-focused.

In general the Board felt the proposal should be refined to protect both the East Bay Artists Guild and the District more. Bonato asked the members present and Superintendent Young to provide evidence of insurance of the East Bay Artists Guild.

Upon motion of Board Members Donaghu & Bonato, the majority of the Board approved to move forward with the East Bay Artists Guild's display of art at the Senior Center with the details of the policy to be worked out by District staff and presented to the Board at a later date.

Board Chair Sterrett voted no. Sterrett felt that the agreement should be fully completed prior to approval.

UPDATE AND REPORT ON THE RODGERS RANCH BARN PROJECT

Steve Wallace and Denise Koroslev, representatives from the Rodgers Ranch Heritage Center, were present to give an update to the Board on the renovation plans for the Rodgers Ranch Barn. Koroslev commented that plans are being made to begin the project. She explained that since Rodgers Ranch is a historical site, the barn must look exactly like the original barn, but have the necessary interior designs to meet the current building codes. She commented that the plan is for the interior of the barn to be more of a museum.

Board Member Bonato asked about cost estimates for the project. Wallace said the costs are still in the review process. He will bring a full budget back to the Board once it has been completed. He commented that the Rodgers Ranch Heritage Center organization is working on fundraising ideas for the project.

The General Manager asked about the timeline for the project. Wallace said it would largely depend upon funding, but once the project has started he is anticipating 3.5 months for construction of the building. Wallace commented that the group would like to have as much work completed in 2014 as possible.

The Board asked Wallace to present them with estimates of the project with the work phases broken out. Board Chair Sterrett requested that quarterly reports be brought to the Board on the barn project.

The Board thanked Wallace and Koroslev for their presentation and for all their work on the barn project.

TO CONFIRM DATES FOR THE BOARD STUDY SESSION

a. TO REQUEST AGENDA ITEMS FOR THE BOARD STUDY SESSION

The annual Board Study session will be held on February 14, 2014 at 8:30 a.m. The location is yet to be determined. Agenda items to date include: budget and report from the Oversight Working Group.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Donaghu made the following announcements/questions:

- The next Chamber mixer will be January 15, 2014 at Tahoe Joes.
- He publically thanked Martin Nellis for the amount of District representation in the Outlook newsletter.

Bonato made the following announcements/questions:

- She stated that AT&T is scheduled to present their cell tower proposal to the City Council on March 17, 2014.
- She received a report on legislation concerning employee pension reforms. She commented that she has not studied it enough to know if the pension reforms would have any impact on our District.

Shess made the following announcements/questions:

- He attended the New Years Eve fundraising event. He said it went very well, and heard it raised a lot of money.
- He commented that there seem to be some positive signs from the State regarding their budget.

Sterrett made the following announcements/questions:

- She would like an update on the District custodial positions.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- He distributed the Community Service Awards information to the Board.
- He reported that quite a few of the District facilities were showcased in the Community Focus readers favorite awards.

ADJOURNMENT

Board Chair Sterrett adjourned the meeting at 9:15 p.m. to the Closed Session

Robert B. Berggren, Clerk of the Board



Board of Directors Resolution

PLEASANT HILL RECREATION & PARK DISTRICT
COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA
BOARD OF DIRECTORS

IN THE MATTER OF

RESOLUTION 2014-03-13B

HONORING MARK CORNELIUS

THE PLEASANT HILL RECREATION & PARK DISTRICT BOARD OF DIRECTORS DOES FIND:

WHEREAS, Mark graduated from Hastings College of Law in 1984 and was with the Oakland City Attorney's office for his first job, then moved to Contra Costa District Attorney's office, then with several law firms where he focused on general counsel representation of public agencies; and

WHEREAS, He has been representing Pleasant Hill Recreation and Park District since 1988 and has had long tenures with several other special districts such as HARD, Fairfield-Suisun Sewer, Contra Costa Mosquito and Vector Control, Byron Sanitary, Ambrose Recreation and Park, Knightsen Town Community Services and City of Brentwood Parks and Recreation; and

WHEREAS, Mark has been exceptionally professional in his relationship with the Board of Directors and General Manager, and has utilized his legal skills in representing the District in research, recommendations, providing advice, suggesting other alternatives, and overall excellent general counsel; and

WHEREAS, Mark and his wife Sandy have donated to the District's Capital Campaign and have purchased the naming rights to the Arts & Crafts Room at the new Senior Center ; and

WHEREAS, Mark has enjoyed all kinds of music his whole life and has enjoyed performing in musicals and plays in various venues in the Bay Area and now has the pleasure of performing traditional country music in the band Durt Cheap; and

THEREFORE, BE IT RESOLVED THAT the Board of Directors and staff of the Pleasant Hill Recreation & Park District appreciate the efforts of Attorney Mark Cornelius for his years of service to the District and wish him the best in his retirement.

PASSED AND ADOPTED on March 13, 2014, by the following vote:

AYES: Bonato, Donaghu, Glover, Shess, Sterrett

NOES:

Sherry M. Sterrett, Chair

I hereby certify that the foregoing resolution was approved by the vote indicated herein above at the regular meeting of the Board of Directors on March 13, 2014.

Robert B. Berggren, Clerk of the Board



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: March 5, 2014

RE: Agenda Item #9 – March 13, 2014 Board Meeting

Report on American Cancer Society Relay for Life Event on June 7, 2014

Ken Housfeld, Director of the Relay for Life Event for Pleasant Hill, will give a report on the American Cancer Society Relay for Life event which will take place on June 7, 2014. In the past, the District has been supportive of this great event helping with supplies and various other staff assistance.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: March 5, 2014

RE: Agenda Item #10 – March 13, 2014 Board Meeting

Report on East Bay Artists Guild's Display of Art at the Senior Center

In January, the Board of Directors approved the East Bay Artists Guild displaying art at the Senior Center. The Board did request a few items that had not been completed at the time. Recreation Superintendent Tina Young will be on hand to give a report on the progress of the display of art by East Bay Artists Guild at the new Senior Center.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: March 5, 2014

RE: Agenda Item #11 – March 13, 2014 Board Meeting

Report on Strategic Business Plan Committee

The Board has requested that the Strategic Business Plan Committee give occasional reports to the Board of Directors. Board Members Sandy Bonato and Zac Shess have been representing the Board on the Strategic Business Plan Committee. This committee is also referred to as the OWG (Ongoing Working Group). Attached to your packet are some current minutes and agendas of recent meetings. Board Members Bonato and Shess will update the Board of the progress of the Strategic Business Plan Committee.

**Pleasant Hill Recreation & Park District
Strategic Business Plan
March 6, 2014
Agenda
11:00 AM**

Board Members: Sandy Bonato, Zac Shess

Facilitator: Korey Riley

Staff Members: Tina Young, Mark Blair, Carrie Miller, Tom Bradley, Kendra Luke

Minutes: Carrie Miller

1. Review of Minutes from February 22, 2014
2. Review Top 5 Financial Goals
3. Update on Immediate Action Goals & Recreation Service Goals

Next Meeting: March 22, 2014

Item	Financial Goals
1	Identify and evaluate financial resources needed to: a. Rebuild Wheat Barn and operate and maintain Rodgers Ranch; b. Build a new Gymnasium; c. Operate College Park Pool as a third aquatic center; d. Renovate the Old School House and VFW building to be utilized as a small theater; e. Purchase or lease and develop a sports complex at the county owned parcel adjacent to the Pleasant Hill Middle School.
2	Develop budgets for each of the three new facilities, Senior Center, Teen Center and Community Center, which are based on 100% usage. Investigate scenarios for each facility down to the 50% usage level.
3	Evaluate the capital needs for upgrades or replacement to existing facilities and establish a dollar level necessary to budget on an annual basis. Identify revenues to fund this account.
4	Establish a Board policy for the allocation of a reserve fund account equal to the lesser of \$500,000 or 10% of the operating budget.
5	Evaluate District owned properties which could be sold to reduce on-going operational costs and establish a fund for the development of new facilities.
6	Appraise the opportunities to have legislation introduced supporting the District's efforts to have ERAF frozen at 41% with an annual reduction toward 25%.
8	Evaluate and develop a timeline to fully fund the required \$1.3 million in FFE needed for the new facilities.
11	Examine and establish lifecycle maintenance plans for facilities, buildings, and park amenities. Identify the steps necessary to inform the Board to determine yearly capital improvement plans and maintenance reserve fund plans.
12	Establish Board approved revenue generation goals for each program within Recreational Services.
13	Compare Fee Policies of other jurisdictions with the Districts and establish a new policy that supports Board established revenue generation goals for each program taking in consideration equity, cost recovery and consistency.

**Pleasant Hill Recreation and Park District
Strategic Business Plan
Meeting Minutes: Feb. 6, 2014**

Members Present: Blair (MB), Bonato (SB)Riley (KR), Shess (ZS), Young (TY) Luke (KL),
Members Absent: Bradley Miller (CM),

- The minutes from 1/30/14 meeting were approved.

Update on Immediate Action Goals & Recreational Service Goals:

- MB suggested continued recommendation to a 3 tier format. Looking at 2013 budget and taxes, we would be able to subsidize programs up to 23%.
- Discussion by all on what we liked from the target cost recovery levels from Menlo. Nothing firm by committee was decided.
- ZS likes the language of Menlo Park's 3 tier example. Got the most out of their formatting rather than the details.
- SB would like to help staff formulate their budget plans but we need to update the Board as to what we still need to do in the next few months.
- TB got some park maintenance salary and contract feedback from a few agencies and will bring to next meeting.
- KR will send out the financial goals to Committee to prioritize for next meeting.

Next Meeting: 2/20/2014

All meetings are scheduled for 11a.m.

**Pleasant Hill Recreation and Park District
Strategic Business Plan
Meeting Minutes: Jan 30, 2014**

Members Present: Bradley (TB) Blair (MB), Bonato (SB), Luke (KL), Riley (KR), Shess (ZS), Young (TY)
Members Absent: Miller (CM)

- Approved minutes as distributed from January 16, 2014 meeting.

Update Recreation Service Goals/Supervisors Reports for Cost Recovery Pyramid:

- SB would like to break out Park Maintenance and Building Maintenance from the fixed program costs and see what the cost recovery looks like then. Wants to know what it's going to cost to run/maintain the Community Center.
- Katrina Hunn & Pam Lischeske: presented their cost recovery numbers. KH would rather look at the department budgets/cost recovery as a whole instead of looking at individual programs/classes.
- KL: suggested reducing the number of categories from 5 to 3. Would make it easier to categorize and place programs in a level.
- ZS: feels we have become stuck in this one portion and need to make a decision and move on to the other areas of the Strategic Business Plan.
- SB: more comfortable with 3 categories than 5. Would make sense to have the board decide how much each department gets and then have supervisors program how they can within that budget.
- Lance Hurtado presented cost recovery numbers.
- SB: would like everyone to read the Menlo Park information before the next meeting.

Next Meeting: February 6th

All meetings are scheduled for 11a.m.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: March 5, 2014

RE: Agenda Item #12 – March 13, 2014 Board Meeting

Presentation of Budget Schedule

Attached to your packet is the budget schedule for fiscal year 2014 – 15, as well as, updating and amending fiscal year budget 2013 – 14.

B U D G E T S C H E D U L E

DATE: March 3, 2014

TO: Board of Directors

FROM: General Manager

RE: Budget Schedule

CC: Staff

The following is the budget schedule for Fiscal Year 2014 -15. Fiscal Year 2013 - 14 will include the final projections and recommended amendments to the budget.

March 30	February Financial Report Available
April 9	First Draft from Staff to General Manager
April 10 - 25	Review by General Manager
April 28	Budget & Finance Committee Meet with General Manager
April 30	Third Quarter Financial Report Available
April 28	Administrative Staff Review of Budget
May 8	Distribution of Draft Budget to Board of Directors
May 12 – 22	Presentation to Budget & Finance Committee*
May 22	Adopt Preliminary Budget for FY 2013 – 14 & 2014 – 15, and Amend FY 2012-13 Budget by Board of Directors
June 12, 26	Public Hearings on Budget for FY 2012-13
July 10, 24	
June 26	Public Hearings on Assessment Districts Adoption of the Assessment District Budgets
July 24	Adoption of Final FY 2014 -15 Budget

* Budget & Finance Committee – Chair Sandy Bonato, Member Sherry Sterrett. Initial meetings will be set the week of May 12th; additional meetings will be set as necessary.

All dates in **bold** are regularly scheduled Board of Director Meetings.