



## **MEMORANDUM**

TO: Board of Directors

FROM: General Manager

DATE: March 5, 2013

RE: Closed Session – March 14, 2013 Board Meeting at 5:00 p.m.

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The Board of Directors will be meeting in **closed session at 5:00 p.m.** Legal Counsel Bill McInerney will be present.



## **MEMORANDUM**

TO: Board of Directors

FROM: General Manager

DATE: March 5, 2013

RE: Agenda Item #4 – March 14, 2013 Board Meeting

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### **To Consider Mediation Agreement Concerning the Senior Center and Teen Center (ACTION)**

On March 11, the District will be involved in mediation with McFadden Construction regarding the completion of the Senior Center and Teen Center. The Board of Directors will need to consider if an agreement is reached and then the full board needs to approve the conditions of mediation.



## **MEMORANDUM**

TO: Board of Directors

FROM: General Manager

DATE: March 5, 2013

RE: Agenda Item #5 – March 14, 2013 Board Meeting

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### **Report from Land & Facility Development Committee**

Committee Chair Dennis Donahgu and Member Zac Shess, members of the Land & Facility Development Committee, met on March 7<sup>th</sup>, the agenda is attached. Specifically, the meeting was with the Pleasant Hill Baseball Association regarding the storage shed and any other concerns regarding Pleasant Oaks Park prior to going out to bid.



# Board of Directors AGENDA

PLEASANT HILL RECREATION & PARK DISTRICT

147 Gregory Lane  
Pleasant Hill, CA 94523  
(925) 682-0896  
(925) 682-1633 fax  
pleasanthillrec.com

## 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.***

*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 accommodation to a person with a disability who requires a modification or accommodation 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 if you require such modification or accommodation.*

**Pleasant Hill Recreation & Park District  
Board of Directors  
Land and Facility Development Committee  
March 7, 2013  
7:00 p.m.  
Administration Office  
147 Gregory Lane, Pleasant Hill**

Chair: Dennis Donaghu  
Member: Zac Shess

1. Public Comment  
Public comment will be limited to five minutes per person with a maximum time of thirty minutes unless further time is granted by the presiding officer. The public may speak regarding agenda items at the time the matter is taken up. Non-agenda items can be addressed under Public Comment.
2. To Review Request from Pleasant Hill Baseball Association for Storage Facility and Plans for Pleasant Oaks Park



## **MEMORANDUM**

TO: Land and Facility Development Committee

FROM: General Manager

DATE: March 4, 2013

RE: Land and Facility Development Committee Meeting March 7, 2013

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### **To Review Request from Pleasant Hill Baseball Association for Storage Facility and Plans for Pleasant Oaks Park**

Board Members of the Pleasant Hill Baseball Association (PHBA) have been meeting with staff to discuss options for the storage facility for baseball equipment at Pleasant Oaks Park. Currently, PHBA has a number of storage containers throughout different sites storing all their equipment. According to Mark Rolandelli, they have had a number of break in's, stolen equipment and things vandalized because they are located in a variety of sites. PHBA would like to consolidate their storage and include it at Pleasant Oaks Park, for not only security reasons, but also for many other activities and games that are scheduled at Pleasant Oaks Park.

Staff and the architect Phil Abey have some concerns on the location with the storage facility. We have certainly exhausted all options on where the site should be. We are still trying to find the best location. PHBA, at this time, is recommending it to be adjacent to the current snack shack. Some of the staff's concerns about that location are that it is a nice, grass picnic area for people utilizing the snack shack. Also, it's the front entrance to the park. Although in reality, people park all over the site and walk to where the particular game or activity is. There is not really one way that people enter or a "grand entrance" to Pleasant Oaks Park.

The District has all along said that we would consider the storage facility; however, it would not be part of the bid package that is just about ready to go out to bid. There would be too many difficulties for PHBA constructing a storage facility while the contractor for the entire park is completing and installing the various components for Pleasant Oaks Park. We are still recommending that this project take place after the contractor completes the upgrades to Pleasant Oaks Park.

Also attached is a response from Phil Abey from Abey Arnold and Associates, the architect for the Pleasant Oaks Park project, responding to PHBA's concerns regarding the plans for Pleasant Oaks Park.

**Pleasant Hill Baseball Association**

P.O. Box 23321  
Pleasant Hill, CA 94523  
925-933-7950



February 27, 2013

**AAA Comments in Green 2-28-13**

Lynn Spatz  
Pleasant Hill Recreation and Park District  
147 Gregory Lane  
Pleasant Hill, CA 94523

Re: PHBA Review of Pleasant Oak Fields Construction Documents – User Group Set  
PHBA/PHMSA 90% dated February 12, 2013

Dear Lynn:

On behalf of the Pleasant Hill Baseball Association (“PHBA”), I would like to thank you for this opportunity to provide input on the Plans and Specifications known as User Group Set PHBA/PHMSA 90% dated February 12, 2013 (the “Plans”) regarding the new Pleasant Oak Fields, as referenced above. It is the hope of all of the members of the PHBA Board that our input will help the Rec and Park District with its final decisions for construction, and to work hand in hand with you from day one on maintaining usefulness and beauty of the new fields.

As you may recall, several of our Board members have met with members of the Rec and Park District and the Planning Committee, as well as the architect himself, concerning the various versions of the Plans.

We have submitting numerous verbal suggestions in various meetings and it appears there are multiple inconsistencies between decisions discussed in those meetings and the current set of plans we have received at this point. I would like to bring some of these items to your attention. I shall be referring to sheet L1 of the Plans.

1. The fields are to be renumbered to reflect the following: Field 1 shall be the nearest field to the currently-constructed Snack Shack; moving North shall be Field 2, Field 3 shall be at Patterson and Hawthorne, Field 4 shall be in place of PO1; and Field 5 shall be adjacent to Field 4. *This how we have been proceeding.*

**Pleasant Hill Baseball Association**

P.O. Box 23321  
Pleasant Hill, CA 94523  
925-933-7950



2. To provide for the safety of our players and families, the Board requested two crosswalks across Hawthorne to access Fields 3 and 4. The Plans provide for only one crosswalk. *We have been directed by the City of Pleasant Hill to build only one crosswalk at crest of Hawthorne Drive, near mid-block. They did not want our proposed second crosswalk near Hawthorne and Monticello. This is a condition of approval.*
3. Field 1 does not provide a large enough ceiling backstop, the ceiling for which should extend to home plate. It is the Board's concern that foul balls could present a safety issue for the people using the play structure and picnic tables across from Field 1. *The hood overhang is 17' from the backstop toward the pitching mound. We are also keeping the large existing trees between the new play area and field 1 which should also help with blocking foul balls. The new configuration will be very similar to the existing condition and we have not been informed of people in the play area being hit by foul balls.*
4. In order to try to keep people from trampling through any landscape, stairways should be provided access along Santa Barbara Road up to the fields 1 and 2 (where the current batting cages are located). *The plans show steps from the street parking along Monticello (Santa Barbara) to the site between at the backstops to fields 1 and 2 as well as a central set of steps between fields 1 and 2. We are also showing a low, continuous, 42" high chain link fence that is at the top of bank that will direct pedestrians to the 3 sets of steps. This low chain link fence is also intended to keep young children from running up and down the slope to and from the group picnic areas.*
5. The Plans do not reflect sun covers for the dugouts, which sun covers were reflected in the photos shown in the meeting of August 22, 2012. *The equipment list on sheet L-2 identifies 10 dugout covers, one for each dugout.*
6. The planter in front of the garage door in front of the maintenance access should not exceed the length of the building. Further, it would be of great assistance that all access doors be reflected on the Plans. *The access doors will not be block. The planter at the parking lot does not exceed the length of the building. The Planter takes up the grade changed between the building and parking without having to install a wall. This still leaves a 25' wide paving access between the parking lot and building that lines up with the parking drive aisle.*

**Pleasant Hill Baseball Association**

P.O. Box 23321

Pleasant Hill, CA 94523

925-933-7950



7. Field 5: The Plans reflect this field to be less than what is required for PHBA. It was requested that the soccer field be shifted 10 feet to the south to allow for a 70-foot radius ballfield for Field 5. *PHBA did request this but it is our opinion that if we did this, there would not enough 'run-out' space around the perimeter of the single soccer field or if it us used as 2 or 3 soccer fields running north south.*
8. Gate access points should be placed at the Southeast Corner of the soccer field on Santa Barbara Road so people can access the fields from that direction, rather than walking through the entire parking lot. This would create less pedestrian traffic through the parking lot, and therefore present less of a safety issue for children and families. *The plan shows a sidewalk that parallels the parking lot so people do not have to walk within the parking lot.*
9. The Plans reflect no storage units next to the dugouts. PHBA would like those units to be no less than 72" W x 34" D x 54" H. Consideration may be given to either placing these storage units behind the backstops, or along the first base side dugout, so as to not sacrifice sizing of the proposed bullpens. *It was our understanding that PHBA was going to provide the Knack storage boxes by removing existing, painting dark green and reinstall per above.*
10. Batting cage dimensions are incorrect. PHBA requires 70' L x 16' H cages. Further, because the pitching machines are electric, power must be run to the cages. It is also requested that the batting cages have lights similar to the existing batting cage lighting. *We show three 14' wide batting cages which we feel is optimum. This also fits well in the east-west width direction to allow vehicular access between the field and the batting cage. The 65' length is also optimum. We have to be compact in the north south direction accommodate PHBA's proposal of install a future storage building next to the restrooms/snack shack building. Sheet E-1 shows duplex outlets at each end of the batting cages to allow the option to plug the pitching machine at either end. The plan also identifies conduit from the electrical panel to the batting cages for lights and wiring installation by PHBA.*
11. The Plans show water fountains at Fields 4 and 5 only. PHBA respectfully requests that water fountains be added to all 5 fields. *The plans show 4 drinking fountains: one*

**Pleasant Hill Baseball Association**

P.O. Box 23321

Pleasant Hill, CA 94523

925-933-7950



*between the backstops at fields 4 and 5, one behind the first base side bleachers on field 3, one behind the third base side bleachers at field 2 and one behind the third base side dugout at field 1.*

12. The infield water sprinkler should be a ball valve, not a gate valve. *We show a Nibco T-335 angle valve which is intended for easy manual operation (like a hose bibb) and for fine manual adjustment on water flow to water down infield. We can change to a ball valve but it would not be as easy to operate. Let us know if you still would like the ball valve.*
13. The Rec and Park District has preliminarily decided that the maintenance building should not be built at the time the fields are built. We feel that this is a tremendous disservice to both the Rec and Park District and PHBA. To build the fields first, and then put in the maintenance building, would cause damage to the newly-furnished landscape, as well as cause potential damage to the walkways. Consideration should be given to building both the fields and building at the same time. *We confirmed at previous meetings that the PHBA building will be submitted to the City of Pleasant Hill by PHBA for approvals on a parallel track to the park. We cannot wait for approval by PHR&PD Board, Planning Commission and Architectural Review Commission for the storage building prior to breaking ground on the park site.*
14. The Plans reflect the use of decomposed granite for pathways. Granite will break down over time, causing difficulty for pedestrian foot and wheelchair access. There is great concern that the decomposed granite would not be considered ADA compliant. *The plans show a primary path of travel in concrete between the parking lots and to each sports field as well as a perimeter walk around the entire site. The primary location for decomposed granite pathways is along the street parking at Monticello (Santa Barbara). The Architectural Review commission was very specific about saying that there was too much concrete paving in the project and that we need to provide more impervious solutions. Also, the decomposed pathway is on school property so we were trying to minimize construction in this area and allow the school district the option to install concrete paving now and in the future.*

**Pleasant Hill Baseball Association**

P.O. Box 23321  
Pleasant Hill, CA 94523  
925-933-7950



PHBA greatly desires to work with the Rec and Park District, from day 1, on the building and maintenance of these fields. PHBA is a proud member of the Pleasant Hill Recreation and Park District, with a great history.

We look forward to your comments before the completion of the final set of plans.

Sincerely,

Mark Rolandelli  
PHBA President  
P.O. Box 23321  
Pleasant Hill, CA 94523  
(925)933-7950

cc: Phil Abey, Architect  
Lance Hurtato  
Bob Berggen  
Ron Johnson  
Pleasant Hill Recreation and Park District Board





## MEMORANDUM

TO: Board of Directors  
FROM: General Manager  
DATE: March 5, 2013  
RE: Agenda Item #6 – March 14, 2013 Board Meeting

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### To Consider Going Out to Bid for Pleasant Oaks Park (ACTION)

Phil Abey, architect with Abey, Arnold & Associates, is finalizing bid documents along with CSI's Ron Johnson to complete the bidding and general requirements, along with the general specifications. The time schedule is as follows:

- |   |                           |
|---|---------------------------|
| ➤ Bid Period  | March 18 – April 16, 2013 |
| ➤ Pre-bid Conference                                | March 21, 2013            |
| ➤ Review Bids                                       | April 17 – 24, 2013       |
| ➤ Consideration of Board Approval                   | April 25, 2013            |
| ➤ Contractor will submit Insurance and bonds        | April 26 – May 3          |
| ➤ First phase – Notice to proceed                   | May 6, 2013               |
| ➤ Second phase – Notice to proceed for construction | June 3, 2013              |
| ➤ Contractor site work                              | June 4 – October 31, 2013 |
| ➤ Substantial completion                            | November 1, 2013          |

Phil Abey's estimate is attached, which is \$3.2 million and under the budget amount of \$3.4 million. However, there are four alternates that are included in the bid area, which includes:

1. Group picnic area
2. Group picnic area shade structure
3. Play area for preschool ages 3 – 5
4. Play area for school ages 5 – 12

Adding those four alternates, the grand total is \$3.5 million. Following the acceptance of bids, the Board will have to decide on what add alternates will be included in this project.

### RECOMMENDATION

Staff and General Manager are recommending the Board to approve going out to bid for the Pleasant Oaks Park project. This is the last of four major bond projects and we are excited to start the process and get under way with construction of the Pleasant Oaks Park site.



## **MEMORANDUM**

TO: Board of Directors

FROM: General Manager

DATE: March 6, 2013

RE: Agenda Item #7– March 14, 2013 Board Meeting

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### **Updates on Bond Projects**

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

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



## **MEMORANDUM**

TO: Board of Directors

FROM: General Manager

DATE: March 6, 2013

RE: Agenda Item #10 – March 14, 2013 Board Meeting

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

- a. To Approve Bills to be Paid**
- b. To Approve Minutes of January 28, 2013**

# Memo

**To:** Robert B. Berggren  
**From:** Mark Cornelius, Esq.  
**Date:** March 5, 2013  
**Re:** Grant of Easement to Astound

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## **CONFIDENTIAL – ATTORNEY/CLIENT AND/OR WORK PRODUCT PRIVILEGES**

The Pleasant Hill City Engineer had requested that Astound Broadband, LLC (“Astound”) move the conduit that houses the fiber optic cable connecting City Hall to the District Administration Office building. The conduit was previously in the public right-of-way at the northwest corner of Gregory Lane and Cleaveland Road, but is now on District property. This requires an easement in favor of Astound.

It is my understanding that the fiber optic cable is necessary for the District’s operation of its computer systems. The attached Grant of Easement (“Easement”) is the product of negotiations with Astound, and may not include everything the District may want; but it represents reasonable compromise. The Easement includes indemnification and insurance provisions that help protect the District from liability resulting from Astound’s operations.

In summary, granting the attached Easement is needed for ordinary District operations. Further, the negotiated indemnification and additional insured provisions in favor of the District will not be active until the Easement is signed. Accordingly, it would promote the interests of the District to enter into an agreement with Astound as soon as reasonably possible.

Please advise if you need something further on this matter.

**Recorded at the request of and  
when recorded please return to:**

James A. Penney  
WaveDivision Holdings, LLC  
401 Kirkland Parkplace, Suite 500  
Kirkland, WA 98033

### **GRANT OF EASEMENT**

THIS GRANT OF EASEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2013, by and between the PLEASANT HILL RECREATION AND PARK DISTRICT, a California Special District ("**Grantor**") and ASTOUND BROADBAND, LLC, a Limited Liability Company formed under the laws of the state of Washington ("**Grantee**"),

### **WITNESSETH:**

THAT Grantor, for a good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and the faithful performance and observance by Grantee of all of the covenants and agreements herein contained, does hereby grant, subject to all of the terms and conditions hereof, to Grantee a permanent easement for the construction, reconstruction, maintenance, removal and use of underground and above-ground fiber optic and coaxial line and related cable facilities, together with the necessary appurtenances thereto, all hereinafter referred to as the "**Structure**," within the boundaries of that certain real property described in **Exhibit A** and shown on **Exhibit B** attached hereto and made a part hereof (the "**Property**").

The easement above mentioned is granted by Grantor and accepted by Grantee upon the following terms and conditions, and Grantee does hereby covenant with Grantor as follows:

1. Grantee hereby acknowledges the title of Grantor in and to the Property above described and agrees never to assail or to resist said title.
2. The construction, reconstruction, maintenance, removal and use of, and all work upon or in connection with the Structure shall at no time and in no way whatever unreasonably interfere with the operations of Grantor; the location of the Structure, the construction, reconstruction, maintenance and removal thereof and all work in connection therewith shall be done and made under the supervision and to the satisfaction of Grantor, and the construction, reconstruction, maintenance, removal and use of other facilities or improvements of Grantor, present or future, upon the Property shall at all times be paramount to any rights of Grantee under this Grant of Easement.

3. Upon completion of any of its work hereunder, Grantee shall promptly restore as near as reasonably possible the surface of the ground on the Property to the condition in which it was prior to the commencement of said work and leave the Property in a clean and presentable condition, free from waste.

4. Grantee expressly agrees to indemnify, defend and hold harmless Grantor, its directors, officers, and employees from and against any and all third party loss, liability, expense, claims, costs, suits, and damages, including attorneys' fees, arising out of Grantee's negligence or willful misconduct in its operation or performance under this agreement, including all costs, claims, suits and damages (including property and personal injury) arising out of any hazardous substances, hazardous materials or hazardous wastes (including petroleum) within the easement area or on the adjacent Grantor's property caused, uncovered, released or excavated in the construction, reconstruction, maintenance, use, or removal of the Structure.

5. Grantee shall carry during the life of the easement created by this agreement, comprehensive general liability insurance with limits of at least \$2 Million per occurrence and \$4 Million aggregate, which shall fully protect Grantee from all risks for which Grantee is obligated to indemnify Grantor pursuant to Sections 4 and 7. The insurance shall be written by a California admitted carrier reasonably acceptable to Grantor and shall name Grantor as additional insured. Grantee shall deliver to Grantor a certificate evidencing such coverage.

6. Grantee shall be responsible for and shall reimburse Grantor for any damage or loss to Grantor's present and future facilities caused by Grantee's negligent operation or performance under this agreement, including damages caused by the deposit by Grantee of hazardous substances, hazardous materials or hazardous wastes including petroleum or caused by electrical currents flowing from the Structure; and Grantee shall not make any physical connection or bonding whatsoever between said Grantor equipment and the Structure without first having obtained the written permission of Grantor so to do.

7. Grantee agrees to assume all risk of and to indemnify, defend and hold harmless Grantor, its directors, officers, and employees from and against any and all third party loss, liability, expense, claims, costs, suits, and damages, including attorneys' fees arising from damage to the Structure and to any other property of Grantee or any property under the control or custody of Grantee while upon the Property or rights of way of Grantor or in proximity thereto, caused by the construction, reconstruction, operation, maintenance, repair or use of facilities, improvements or roadways of Grantor, present or future.

8. Except in case of ordinary maintenance and emergency repairs, Grantee shall give to Grantor at least ten (10) days' notice in writing before entering upon the Property hereinabove described for the purpose of constructing, reconstructing, repairing or removing the Structure or performing any work on or in connection with the Structure or the operation thereof.

9. All rights herein granted to Grantee are subject to all existing rights, rights of way, reservations and easements by whomsoever held in and to said Property. This easement runs with the land, burdens the Property and will bind each and every owner thereof hereafter all within the contemplation and for the purposes of §1468 of the California Civil Code. This easement and rights granted by this agreement remains in full force and effect so long as (i) Grantee, or its successors or assigns, has a franchise to provide cable communications in the city where the Property is located, or (ii) Grantee is providing telecommunications services within the city where the Property is located.

In the event either or both of the events described in (i) or (ii) above shall occur, upon written request of Grantor, Grantee shall promptly quitclaim the easement created by this document to Grantor.

10. If Grantee shall at any time abandon the Structure or any portion thereof, or fail to use the Structure for the purposes for which this easement is granted, then all rights of Grantee in and to the Property or such portions thereof so abandoned or not so used shall thereupon cease. Upon any termination of the rights of Grantee hereunder, Grantee shall at Grantee's expense, promptly upon request by Grantor so to do, remove the Structure from the Property and restore the Property to its original condition, reasonable wear and tear excepted; upon failure of Grantee so to do, said work may be performed by Grantor at Grantee's expense, which expense Grantee agrees to pay to Grantor promptly upon demand. Further, upon any termination of Grantee's rights, upon written request of Grantor, Grantee shall promptly quitclaim the easement created by this document to Grantor.

11. This agreement shall be binding on and inure to the benefit of the parties hereto and their respective successors and assigns. Notwithstanding the foregoing, the easement created by this document shall not be assigned without the prior written consent of Grantor, which consent shall not be unreasonably withheld, conditioned or delayed. Notwithstanding the foregoing, Grantee may assign this easement, without the consent of Grantor, to any parent, subsidiary or affiliate of Grantee controlling, under the control of or under common control with Grantee or to any entity that purchases all or substantially of of the assets of Grantee in the City of Pleasant Hill, California.

IN WITNESS WHEREOF, the parties hereto have executed this indenture, in duplicate, the day and year first above written.

Grantor

PLEASANT HILL RECREATION AND PARK  
DISTRICT

By: \_\_\_\_\_

Name Printed:

Grantee

ASTOUND BROADBAND, LLC

By: \_\_\_\_\_

Name Printed:

Title:

Title:

**ACKNOWLEDGMENT**

State of California  
County of \_\_\_\_\_ )

On \_\_\_\_\_ before me, \_\_\_\_\_  
(insert name and title of the officer)

personally appeared \_\_\_\_\_ ,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged to me that he/she/they executed the same  
in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument  
the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing  
paragraph is true and correct.

WITNESS my hand and official seal.

---

Signature

(Seal)

State of California  
County of \_\_\_\_\_ )

On \_\_\_\_\_ before me, \_\_\_\_\_  
(insert name and title of the officer)

personally appeared \_\_\_\_\_ ,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged to me that he/she/they executed the same  
in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument  
the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing  
paragraph is true and correct.

WITNESS my hand and official seal.

Signature

(Seal)

## EXHIBIT A

### Legal Description:

#### UTILITY CONDUIT and CABLE INSTALLATION and MAINTENANCE EASEMENT

All that certain real property located in the City of Pleasant Hill, County of Contra Costa, State of California, being a portion of the Lands of the Pleasant Hill Recreation and Park District, also being a portion of Rancho Las Juntas, more particularly described as follows:

Commencing at a standard Contra Costa County Monument located at Engineer's Station 147+74.11 on the centerline of Gregory Lane, as shown on the "Gregory Lane Improvement Plan", Sheet 2 of 3, prepared by Ben H. Ferguson, Consulting Engineers for the City of Pleasant Hill, Contra Costa County, California; thence from said point of commencement North  $00^{\circ}56'28''$  East a distance of 42.00 feet to an angle point in the Northerly Right of Way Line of said Gregory Lane as said Right of Way is described in that certain deed from Pleasant Hill Recreation and Park District to the City of Pleasant Hill, recorded in the Office of the Recorder of Contra Costa County on February 15, 1965 in Book 4804 of Official Records at Page 42; thence Easterly along said Northerly Right of Way Line South  $89^{\circ}27'52''$  East a distance of 340.17 feet to the True Point Of Beginning; thence, from said POINT OF BEGINNING, in a Northerly direction at right angles to the last course, North  $00^{\circ}32'08''$  East a distance of 5.00 feet; thence along a line that is 5.00 feet Northerly of and parallel with the aforementioned Northerly Right of Way Line, South  $89^{\circ}27'52''$  East a distance of 57.11 feet to the beginning of a 5.00 foot radius tangent curve to the left, concave to the Northwest; thence along the arc of said curve through a central angle of  $90^{\circ}09'43''$ , said curve being subtended by a chord that bears North  $45^{\circ}27'17''$  East a distance of 7.08 feet to a point that is 5.00 feet West of the Westerly Right of Way Line of Cleaveland Road; thence along a line that is 5.00 feet Westerly of and parallel with said Westerly Right of Way Line, North  $00^{\circ}22'25''$  East a distance of 42.72 feet; thence Easterly at right angles to the last course South  $89^{\circ}37'35''$  East a distance of 5.00 feet to a point on the aforesaid Westerly Right of Way Line: thence in a Southerly direction along the aforementioned Westerly Right of Way, South  $00^{\circ}22'25''$  West a distance of 42.72 feet to the beginning of a 10.00 foot radius tangent curve to the right, concave to the Northwest; thence along the arc of said curve through a central angle of  $90^{\circ}09'43''$ , said curve being subtended by a chord that bears South  $45^{\circ}27'17''$  West a distance of 14.16 feet to a point on the Northerly Right of Way Line of the aforesaid Gregory Lane; thence along said Northerly Right of Way Line, North  $89^{\circ}27'52''$  West a distance of 57.11 feet to the point of beginning, containing an area of 558 square feet, more or less.

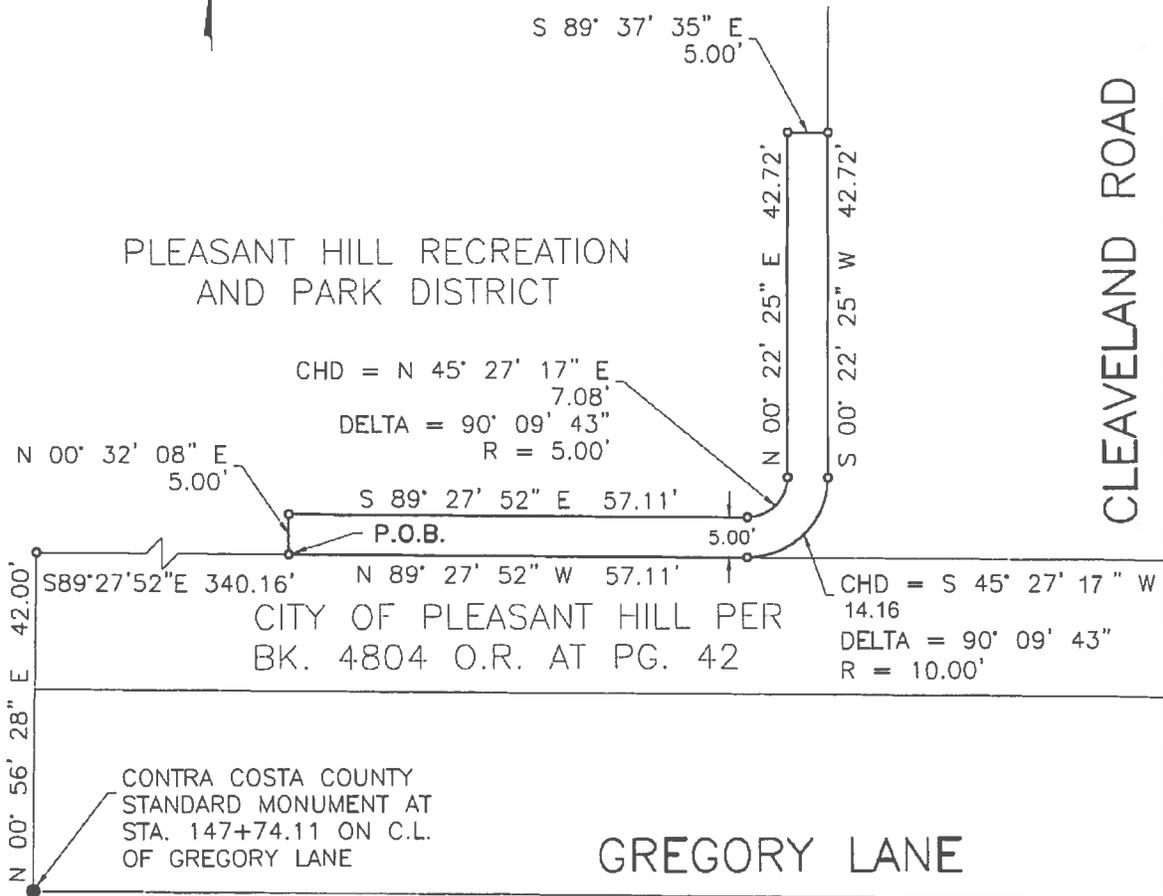
EXHIBIT B

Structure Diagram:

CITY OF PLEASANT HILL, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA,  
 BEING A PORTION OF THE PLEASANT HILL RECREATION AND PARK DISTRICT,  
 ALSO BEING A PORTION OF RANCHO LAS JUNTAS  
 DECEMBER 2012 – SCALE : 1" = 20'  
 PREPARED BY THE MAS GROUP



By: *[Signature]*  
 C J Smith III, P.L.S 5188



<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
18058	03/14/2013	AcmHom	Acme Home Elevator	141.05	000000
18059	03/14/2013	Aflac	Aflac	88.40	000000
18060	03/14/2013	AmFid	American Fidelity	2,442.80	000000
18061	03/14/2013	ATT3	ATT CALNET 2	357.67	000000
18062	03/14/2013	BayAlar	Bay Alarm Company	714.95	000000
18063	03/14/2013	BerBob	Robert B. Berggren	350.00	000000
18064	03/14/2013	Berk	Berkeley, City of	200.00	000000
18065	03/14/2013	BonaSan	Sandra Bonato	200.00	000000
18066	03/14/2013	CaliBan	California Bank of Commerce	22,156.75	000000
18067	03/14/2013	CassGen	Genesis Cassidy	20.00	000000
18068	03/14/2013	CaSt	California State Disbursement	297.00	000000
18069	03/14/2013	CCWat	Contra Costa Water District	594.12	000000
18070	03/14/2013	Celebrat	Celebrations on the Bay	1,608.75	000000
18071	03/14/2013	Cleansou	Cleansource	987.91	000000
18072	03/14/2013	CoreyJ	Judi Corey	316.50	000000
18073	03/14/2013	DesCon	Design Construction	222.43	000000
18074	03/14/2013	DiaPre	Diablo Press	298.38	000000
18075	03/14/2013	DLFalk	DL Falk	420,978.22	000000
18076	03/14/2013	DonDen	Dennis A. Donaghu	200.00	000000
18077	03/14/2013	Eames	Eames Hardware & Supply	136.93	000000
18078	03/14/2013	EBMUD	East Bay Mud	991.62	000000
18079	03/14/2013	Ed2go	Education To Go	201.75	000000
18080	03/14/2013	EDD	Employment Development Dept.	3,084.00	000000
18081	03/14/2013	Ewing	Ewing Irrigation	16.62	000000
18082	03/14/2013	FranTx	Franchise Tax Board	90.00	000000
18083	03/14/2013	GlovBob	Bobby Glover	200.00	000000
18084	03/14/2013	HaagJer	Jerry Haag	4,000.00	000000
18085	03/14/2013	HydeP	Hyde Printing & Graphics	647.06	000000
18086	03/14/2013	Javis,Fa	Javis Fay Doporto & Gibson LLP	131.60	000000
18087	03/14/2013	LawsJod	Jody Lawson	306.92	000000
18088	03/14/2013	LeadingE	Leading Edge Pest Management	200.00	000000
18089	03/14/2013	Leslie	Leslie's Pool Supplies Inc.	96.21	000000
18090	03/14/2013	LincEqu	Lincoln Equipment, Inc.	368.90	000000
18091	03/14/2013	MJStudio	Bruce Jackson MJ Studios	651.70	000000
18092	03/14/2013	MobiMod	Mobile Modular Mngmnt Corp	151.90	000000
18093	03/14/2013	MPA	MPA	113.14	000000
18094	03/14/2013	Nextel	Nextel Communications/Sprint	913.09	000000
18095	03/14/2013	PageMor	Page & Moris	1,750.00	000000
18096	03/14/2013	Parker C	Parker Communications	180.00	000000
18097	03/14/2013	PERS	PERS	13,678.47	000000
18098	03/14/2013	PG&E	Pacific Gas & Electric Co	7,164.42	000000
18099	03/14/2013	PhCit	Pleasant Hill, City of	2,000.00	000000
18100	03/14/2013	PHFOCUS	Community Focus LLC	225.00	000000
18101	03/14/2013	PhSen	Pleasant Hill Seniors Club	2,876.00	000000
18102	03/14/2013	PleaHill	Pleasant Hill Rec & Park Distr	92,333.92	000000
18103	03/14/2013	RJM	RJM	153.60	000000
18104	03/14/2013	ShessZac	Zac Shess	200.00	000000
18105	03/14/2013	ShieCons	Shields Consulting Group, Inc	363.55	000000
18106	03/14/2013	SiePac	Sierra Pacific Tours	105.00	000000
18107	03/14/2013	Spinitar	Spinitar	1,327.49	000000
18108	03/14/2013	StePrint	Steven's Printing	358.06	000000
18109	03/14/2013	SterSher	Sherry Sterrett	200.00	000000
18110	03/14/2013	USBank	U.S. Bank	1,619.65	000000
18111	03/14/2013	USBankP	U.S. Bank Corporate Payment	25,651.83	000000
18112	03/14/2013	Valic	Valic	1,350.00	000000
18113	03/14/2013	VetJoh	Johann Vethavanam	170.40	000000

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
18114	03/14/2013	Xerox	Xerox Corporation	372.09	000000

**CHECK TOTAL:** -----  
**\$616,555.85**



## Board of Directors Meeting Minutes January 28, 2013 DRAFT

The January 28, 2013 Special Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Glover at 6:30 p.m. in the Meeting Room at the Teen Center.

### **PLEDGE OF ALLEGIANCE**

Board Chair Glover led the Pledge of Allegiance.

### **ROLL CALL**

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

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

### **PUBLIC COMMENT**

None

### **INTERVIEWS FOR THE BOARD VACANCY**

Board Chair Glover explained the interview process to the public and the applicants. He stated that the candidates were provided a list of questions ahead of time, and each candidate will be allowed five minutes for their presentations. Once the applicants finish their presentations, the Board will submit two names to move on to the second round of the selection process. Board Chair Glover then asked each applicant to draw a number to determine their speaking order.

#1. **Tim Ernst** – Has been a resident of Pleasant Hill for the last forty years. He is currently retired. He feels he would bring a familiarity of the District to the Board. He feels the major issue facing the District is their financial situation, but does not feel the District will ever go under financially. He was unsure as to whether he would run again in two years.

#2. **John Crawford** – Has lived in Pleasant Hill since 2004. He is currently retired from the IRS. He stated that he was interested in the Board position because Pleasant Hill is such a wonderful place to live. He feels the biggest challenge facing the District is offering programs within the community that the local schools have had to cut. He said he would run again in two years if he can make a contribution to the Board and if he is working well with the current Board.

#3. **Harold Jeffrey** – Has returned to the Pleasant Hill area after living out of state. He is currently retired and a widower. He stated that he is a member of the District's Bond Oversight Committee, he is impressed with the District's financial workings, but like the other candidates feels that finances are the biggest challenge facing the District.

#4. **Matt Rinn** – Is a resident of Pleasant Hill, and his family is very involved in District activities. He has served as the President of the Pleasant Hill Chamber of Commerce, and owns an insurance company in town. He feels that sponsorship is one of the biggest challenges for the District.

#5. **Zac Shess** – Has been a resident of Pleasant Hill for the past twelve years. He feels the District programs have enriched his family's life. He feels that marketing our programs and our facilities is a

concern. He would like to see the District look into marketing beyond the reach of its borders. He would be interested in running in two years.

#6. **Dawn Block** – Is a resident of Pleasant Hill and married to the mayor of Pleasant Hill. She is a large supporter of the District, and is delighted with the changes that are happening. She feels that the biggest challenge facing the District is the financial issue. She would be interested in working on marketing for the District.

#7. **Jim Keck** - Has grown up in Pleasant Hill, and his family uses the District parks on a daily basis. He wanted to apply to the Board because he has ideas for the future of the District. He feels that marketing is a big challenge for the District. He would be interested in running for the Board in two years if he is chosen for the Board.

Board Chair Glover thanked all the applicants for participating in the interview process.

### **TO CONSIDER THE SELECTION OF A NEW BOARD MEMBER (ACTION)**

Each Board Member voted for two applicants on an index card. These votes were read publically by the General Manager. After the vote, the Board members discussed how they made their selections for their individual votes. There was discussion by the Board as to how to proceed with a decision on an applicant.

Board Member Bonato made a motion to appoint applicant John Crawford. There was no second to this motion.

Upon motion of Board Members Donaghu & Sterrett, the Board unanimously appointed Zac Shess as the new Board Member.

### **OATH OF OFFICE ADMINISTERED TO NEWLY APPOINTED BOARD MEMBER**

The General Manager swore in Zac Shess as the newly appointed Board Member of the Pleasant Hill Recreation & Park District.

Board Chair Glover once again thanked everyone for applying, and encouraged all who applied to run in the next election.

### **ADJOURNMENT**

Board Chair Glover adjourned the meeting at 7:43 p.m.

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Robert B. Berggren, Clerk of the Board



## **MEMORANDUM**

TO: Board of Directors

FROM: General Manager

DATE: March 6, 2013

RE: Agenda Item #14 – March 14, 2013 Board Meeting

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### **To Consider District's Refund Policy (Second Reading / ACTION)**

The District's refund policy had the first reading at the February 28 Board of Directors meeting. Staff is now recommending the District's refund policy be approved by the Board of Directors. I would like to point out that there is one change on the section on exceptions: the draft had "adult/senior trips and travel programs"; that has been revised to, "trips and travel programs for all ages".

Again, this is a policy change and it does require four fifths vote of the Board to approve the refund policy.



## **MEMORANDUM**

TO: Board of Directors

FROM: General Manager

DATE: March 6, 2013

RE: Agenda Item #11 – March 14, 2013 Board Meeting

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### **Report on Rodgers Ranch Instructional Garden**

Rodgers Ranch Instructional Garden representatives John Mathesen and Marian Woodward will be on hand to give an update on the progress and upcoming activities at the site. The District appreciates the countless hours and efforts completed by John and Marian. Under their leadership, an amazing amount of work has been completed at the instructional garden.

Rodgers Ranch Urban Farm & Teaching Gardens

# Expo and Plant Sale

Gardening  
Experts & Vendors  
On hand to help

*It's time to get ready for planting!!*

**Heirloom and Rare Tomato Plants**

**Fancy Herbs**

**Other Interesting Vegetables**

>> Locally grown in Pleasant Hill & Concord <<

***Everything you need to plant (except the water)!***

Soil • Premium Compost and Mulch • Tools

## Mini-classes (5 minutes)

- Transplanting
- Composting
- Soil types
- Worm farming

## Classes (30 min)

- Herb spirals
- Chickens, Bees and Other Beneficial Critters
- Biodynamic planting
- Container growing

**\*Free Admission\***



**SAT / APRIL 6  
10AM - 4PM  
RAIN OR SHINE!**

**315 CORTSEN ROAD  
PLEASANT HILL, CA  
RODGERS RANCH**

[www.RodgersRanchUrbanFarm.org](http://www.RodgersRanchUrbanFarm.org)

# The Story of Rodgers Ranch Urban Farm and Teaching Gardens

Rodgers Ranch is located in the residential heart of **Pleasant Hill**, and is listed on the National Register of Historic Places.

Dating back to 1867, Rodgers Ranch has had various lives as a wheat farm, a fruit farm and an almond orchard.

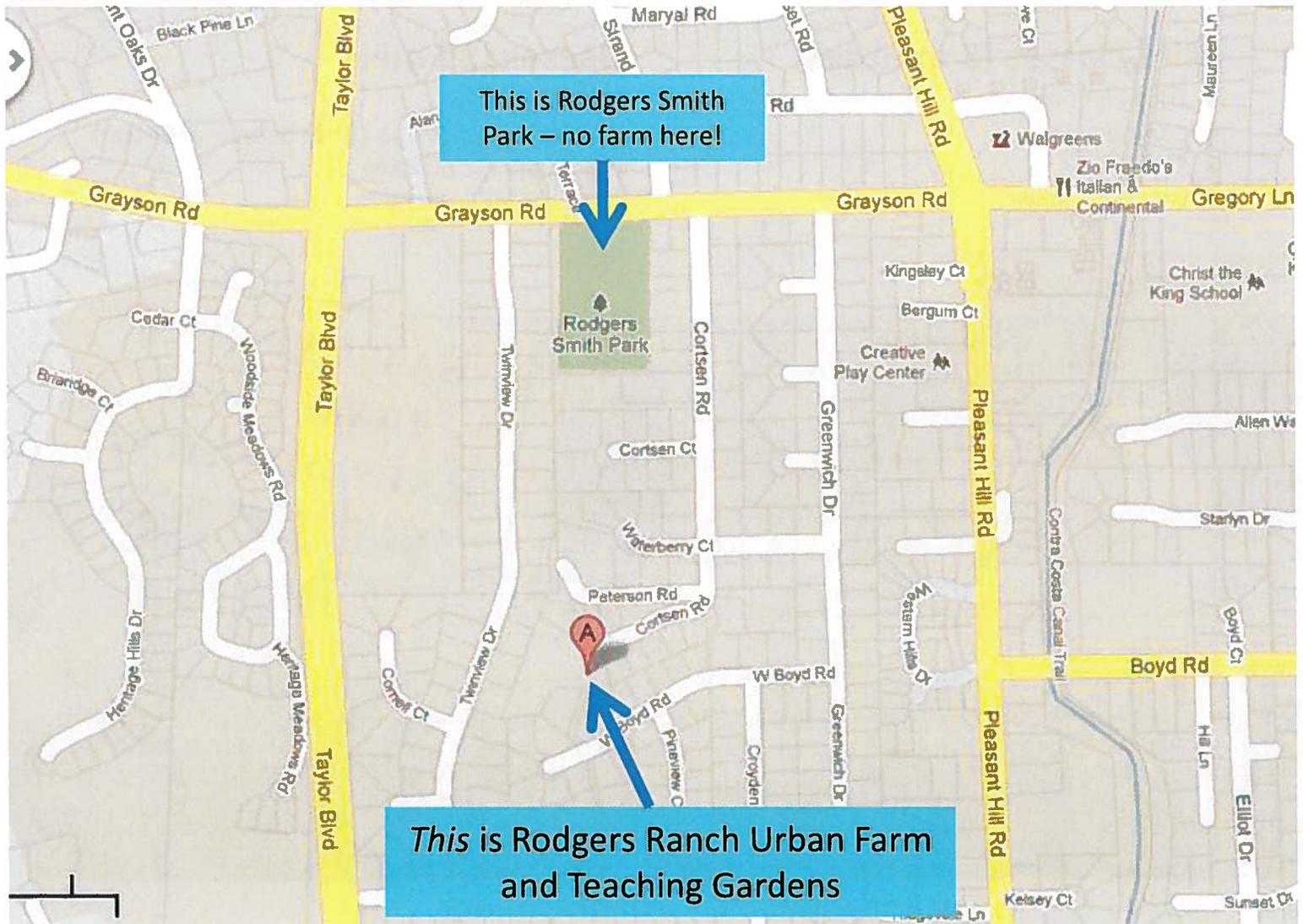
Over time, the farm was divided and sold to home developers. Members of the Pleasant Hill Historical Society were able to register the remaining 2+ acres, passing the property to Pleasant Hill Rec & Park to be developed as a heritage park.

**In 2012, a new initiative was launched by local volunteers to restore Rodgers Ranch to a working farm.**

The mission is to provide a laboratory and teaching area for anyone who wants to learn about what to grow and how to grow edible plants in this area.

This program is designed to be a “Learn By Doing” environment, where people can not only take classes, but actually get in and work on real gardens and plants.

Classes and activities are held year-round, with work sessions every Saturday from 10am to 2pm.



# Final

March 14, 2013

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## **Refund Policy**

Prior to first class/activity, if circumstances beyond your control impact your ability to participate in our programs and/or it becomes necessary for you to transfer to another date/time, transfers or credits on account will be assessed a \$5 processing fee. A refund by check or to your credit card will be assessed a \$10 processing fee. No fees will be charged if the activity/class is canceled or changed by the District.

With the exception of medical emergencies, all requests for transfers/credits on account or refunds must be received two weeks prior to the first class meeting. Credits/refunds for medical emergencies require a doctor's/health plan documentation and will be pro-rated from receipt of notification.

## **Satisfaction Guarantee**

Pleasant Hill Recreation & Park District strives to provide the highest quality in programs and services. If you have any concerns regarding the quality of our programs or instructors, please contact the program supervisor immediately (before the third class meeting) at 682-0896, so that we may work to resolve your concerns.

## **Exceptions**

See individual program information for specific refund policies.

- Facility, Parks and Pool Rentals
  - Trips and Travel Programs for All Ages
  - Adult Sport Leagues
  - Special Events
- No Refunds for Special Events



## **MEMORANDUM**

TO: Board of Directors

FROM: General Manager

DATE: March 6, 2013

RE: Agenda Item #12 – March 14, 2013 Board Meeting

---

### **To Set a Joint Meeting with the Board of Friends of Rodgers Ranch**

At the last board meeting, Denise Koroslev was on hand to give an update on some new plans for Rodgers Ranch. At that time it was suggested to have another joint meeting with the Board of Directors and Board Members of Friends of Rodgers Ranch. Board Member Bonato was appointed to meet representatives of Friends of Rodgers Ranch to formalize an agenda. At this time, we hope to set a date for an upcoming meeting.



## **MEMORANDUM**

TO: Board of Directors

FROM: General Manager

DATE: March 6, 2013

RE: Agenda Item #13 – March 14, 2013 Board Meeting

---

### **To Consider Grant Easement with Astound Broadband, LLC (ACTION)**

Astound completed the work installing the fiber optic and co-axle line for the District to be connected with the City of Pleasant Hill. At this time, they are requesting a grant of easement from the District. Attorney Mark Cornelius has reviewed the document and made recommendations that were accepted by Astound and now we are recommending approval of the grant of easement. Additional information from Attorney Mark Cornelius is attached.



## **MEMORANDUM**

TO: Board of Directors

FROM: General Manager

DATE: March 6, 2013

RE: Agenda Item #15 – March 14, 2013 Board Meeting

---

### **To Consider Options Regarding Annual Audit (ACTION)**

Accounting Supervisor Mark Blair has attached some information regarding District's selection of auditors. Staff wanted to further discuss options that the Board could consider regarding the annual audit.

Mar 6, 2013

To: Bob Berggren

From: Mark Blair

RJ Ricciardi CPA's has completed our audit for the seventh consecutive year and per our policy should be replaced by another auditing firm. This is unfortunate as I have found them to be professional while having relatively low fees for the required audit.

I did some review and find that the audit rotation requirement can be filled by having a different audit partner within the same firm assigned to the audit. I have inquired and R.J. Ricciardi does have another audit partner that could be assigned the primary responsibility of our audit.

I will soon need to be preparing a RFP for the 2012-13 audit and would like approval to include R.J. Ricciardi CPA's (with a new audit partner) in the proposal list. We did go through the RFP process in 2008 and selected Ricciardi as they had audited the District a few years in the past and had low fees. They again should be able to provide the lowest quote for these needed services as they have already endured the learning curve of our process and existing systems, any new firm would need to build this learning time into their fees.

The final selection will be made by the Board, based on the results of the RFP, but in our current financial condition I would recommend that we at least solicit a quote from the firm that should provide the lowest cost for these services.



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 State Capitol, Room 5050  
 Sacramento, CA 95814  
 Phone: (916) 651-4033

**Long Beach District Office**  
 115 Pine Avenue, Suite 430  
 Long Beach, CA 90802  
 Phone: (562) 485-4768

**Search**

Search

**Governor Signs Lara's Local Government Transparency and Oversight Measure**

September 07, 2012

*AB 1345 provides safeguards to protect taxpayers from waste, fraud and abuse*

SACRAMENTO – Today Governor Jerry Brown signed AB 1345, a taxpayer protection measure that strengthens the current independent audit process of local governments. The measure by Assembly Member Ricardo Lara (D-Bell Gardens) will identify and correct financial mismanagement at the local government level in a timely manner by requiring local governments to submit their annual financial audits to the State Controller and by requiring local governments to rotate audit partners every six years. The audit partner rotation ensures independent auditors contracted by the local governments truly maintain their independence. In addition, the law will require the Controller to refer any unprofessional conduct uncovered in a quality control review to the California Board of Accountancy.

AB 1345 is a good government measure that will ensure the integrity of the audit process and discourage complacency among local governments and longtime auditors, said Lara.

Audits conducted by the State Controller this year found that millions of state, federal and local funds have been misspent by various cities throughout the state. According to the Controller, the misuse of funds could be attributed to a lack of adequate checks and balances. AB 1345 will provide the appropriate checks and balances that will ensure proper reporting in local governments.

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# Controller *John Chiang*

## California State Controller's Office

[Home](#) → [State and Local](#) → [Local Government](#) → [Local Educational Agencies](#) → [K-12 Local Education Agencies, Charter Schools, and Joint Powers Entities \(LEAs\)](#) → [Audit Rotation Requirements for Annual Audits of LEAs](#)

## Audit Rotation Requirements for Annual Audits of LEAs

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The auditor-rotation requirements specified in California Education Code section 41020 (f)(2) apply to auditors who conduct LEA audits. This section of the Education Code makes it unlawful for a public accounting firm to provide audits services to the LEA if the lead audit partner, or coordinating audit partner responsible for the auditor for reviewing the audit, has performed audit services for the LEA in each of the six previous fiscal years. Consequently, a different audit firm and/or audit partners must be used in the seventh year, unless a waiver is obtained from the Education Audit Appeals Panel.

→ [Audit Rotation Requirements for Annual Audits of LEAs](#) 

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California State Controller's Office, Controller John Chiang

# view

## Mandatory Audit Firm Rotation

### Why other changes would be better for investors

#### Highlights

- Mandatory audit firm rotation has been examined in the U.S. before - but it has never been adopted.
- Changes to auditors' responsibilities should focus on improving the overall quality of the audit and the quality of financial reporting for investors. Mandatory audit firm rotation does not achieve these objectives.
- Mandatory audit firm rotation would diminish audit quality, make financial reporting less reliable, and add costs for investors.
- We believe the reforms implemented resulting from the Sarbanes-Oxley Act have been successful in enhancing audit quality and should be built upon.

Objectivity, independence, and professional skepticism are fundamental to audit quality. Mandatory audit firm rotation would not enhance audit quality.

- The Public Company Accounting Oversight Board (the Board) issued a concept release with the objective of enhancing auditor independence, objectivity, and professional skepticism. The concept release considers whether mandatory audit firm rotation, essentially term limits for auditors, is the way to achieve this. A public meeting on this topic was held by the Board in March 2012.
- We support the Board's objective of enhancing auditor independence, objectivity, and professional skepticism. These are the foundation of a high quality audit and consistent with our goal of increasing investor confidence in the quality of our audits and the quality of financial reporting.
- Past studies of mandatory audit firm rotation suggest that there are significant costs that outweigh the perceived benefits of a required periodic "fresh look" by a new audit firm. One significant cost is the loss at fixed intervals of the auditors' cumulative knowledge of the companies they audit. Our view is that this will reduce audit and financial reporting quality. Mandatory audit firm rotation will also reduce the audit committee's ability to determine which audit firm best meets the company's audit needs.
- The Board's objective of increasing the objectivity, independence, and professional skepticism of auditors can be achieved in more effective ways. For example, further increasing audit committee monitoring of auditors to determine that they are appropriately objective and skeptical is one approach.

# Regulators are seeking ways to further enhance auditor objectivity

While the Board voted unanimously to issue the concept release, certain members expressed concern over whether mandatory rotation is practical and the best way to enhance auditor independence, objectivity, and professional skepticism.

## *Concept Release on Auditor Independence and Audit Firm Rotation*

Recently, the financial reporting system has been under scrutiny as regulators and policy makers around the world examine lessons from the financial crisis and consider improvements to better protect investors.

In August 2011, the Board issued a concept release intended to seek ideas, and begin a dialogue, on ways to enhance auditor independence, objectivity, and professional skepticism. The concept release requests input on several specific questions dealing with, for example, the advantages and disadvantages of requiring audit firm rotation for all public company audits. A public meeting on this topic was held by the Board in March 2012.

## *European Commission Proposal*

In November 2011, a European Commission proposal was issued, emanating from its green paper *Audit Policy: Lessons from the Crisis*. It includes a proposed requirement for audit firm rotation.

## *Historical Background*

The concept of mandatory audit firm rotation is not new. The United States Government Accountability Office issued its study, *Public Accounting Firms: Required Study on the Potential Effects of Mandatory Audit Firm Rotation*, in November 2003 (the Report) as required by Congress as part of the Sarbanes-Oxley Act (the Act). Congress considered the issue of mandatory audit firm rotation, but dismissed it in favor of mandatory engagement partner rotation, and additional study.

The Report did not endorse mandatory audit firm rotation as the most efficient way to strengthen auditor independence and improve audit quality. This conclusion considered the additional financial costs, the loss of institutional knowledge of the public company's previous auditor, and the reforms implemented by the Act. The Report emphasized the importance of audit committees in ensuring auditor independence, particularly with their increased responsibility under the Act.

The Act also brought a number of changes designed to increase auditor independence and enhance audit quality. These included the creation of the Board and establishment of its authority to set auditing standards and inspect registered public accounting firms. The Act specified that audit committees should be made up of solely independent members of companies' boards of directors and include at least one financial expert. Restrictions on services to audit clients other than audits were expanded. Further, enhanced audit partner rotation requirements were implemented to provide a balance between maintaining a firm's institutional knowledge of an audited company and periodically bringing a "fresh look" and different perspective by assigning a new firm representative to lead the audit.

## *Enhancing Audit Quality*

We support the Board's consideration of further steps to enhance auditor independence, objectivity, and professional skepticism. We believe the changes resulting from the Act have been successful in enhancing audit quality and should be built upon as the Board considers other alternatives.

# Costs of mandatory audit firm rotation outweigh the perceived benefits

Mandatory audit firm rotation would reduce audit quality and the quality of financial reporting, as well as diminish audit committee effectiveness.

We believe the reforms implemented over the last decade have been successful in enhancing audit quality and should be built upon as other alternatives are considered.

## *Lower audit quality*

We believe mandatory audit firm rotation would reduce, not improve, audit quality. In our view, the costs of mandatory rotation would outweigh the perceived benefits of a required periodic "fresh look" at the financial statements by a new audit firm. Academic studies in both the U.S. and other countries suggest serious disadvantages to mandatory audit firm rotation. Key among them is the loss of the current auditor's cumulative knowledge of the company's business, processes, systems, people, and risks. Increased risk of higher fraudulent reporting in changeover periods was also a concern. The studies suggest these disadvantages will lead to lower audit quality.

While studies have limitations, the lack of strong, consistent data linking required changes in audit firms to enhanced audit quality is striking. The significant implications for audit quality of mandatory audit firm rotation are clear. We believe the Board should pursue other measures that will improve audit quality and thus benefit investors.

## *Reduced audit committee effectiveness*

Not all audit firms have the same level of industry expertise or geographical presence. Thus, an important audit committee responsibility is exercising judgment in evaluating and selecting the audit firm it believes is best suited to meet the company's audit needs in light of its industry and geographic locations. We believe audit committees are best positioned to make this determination, including deciding whether a change in audit firms is appropriate. Mandatory audit firm rotation would limit the audit committee's ability to exercise its best judgment in making these decisions.

Placing responsibility for oversight of a company's auditor with audit

committees is an important achievement of the Act. Mandatory audit firm rotation would undermine this reform. Simply put, mandatory audit firm rotation would reduce the audit committee's effectiveness, which would not be in investors' interests.

## *Other costs to investors*

Other costs of mandatory audit firm rotation include the significant time that will be incurred by audit committees and management teams. The frequency of audit firm changes will distract management and audit committees from their core responsibilities during the proposal and on-boarding process, potentially reducing their focus on the effectiveness of internal controls and the quality of financial information provided to investors. Management will also spend more time with new auditors to educate them on the company's operations, systems, business practices, and financial reporting processes. Investors ultimately bear those costs.

## *In conclusion*

In our view, mandatory audit firm rotation will harm, rather than enhance, audit quality and the quality of financial reporting. It risks undermining reforms that have improved audit quality, such as the enhanced role of audit committees in governing the audit firm-public company relationship.

While we do not believe that mandatory audit firm rotation should be adopted, we support the dialogue to explore other ways to improve audit quality, by enhancing auditor independence, objectivity, and professional skepticism. Examples include further increasing audit committee monitoring of the auditor's objectivity and skepticism, further training for auditors in exercising professional skepticism, and requiring audit firms to publish more information on their systems of quality control.

# Questions and answers

**Q:** What are the next steps that the Board should consider as it evaluates other enhancements to auditor independence, objectivity, and professional skepticism?

**A:** We believe the Board's primary focus should be on improving audit and financial reporting quality. Guided by those principles, it should continue its outreach to, and dialogue with, capital market stakeholders in the upcoming months.

We also believe the Board should consider all anticipated changes as a comprehensive package. For example, it should consider anticipated changes in the role of the auditor holistically along with helpful changes to audit committee responsibilities and management responsibilities that may be instituted by the Securities and Exchange Commission (SEC).

**Q:** What are some other alternatives that should be considered?

**A:** While we recognize that rulemaking by the Board or the SEC would be required for some alternatives, examples to consider include:

- Developing standards to promote consistent communications between an audit firm and an audit committee about regulatory inspection results of the firm that bear specifically on the company

- Moving forward with proposals to expand use of emphasis of matter paragraphs in auditors' reports
- Increasing disclosures by companies to describe key considerations when an audit committee changes audit firms including why the new firm was selected
- Involving the audit committee in the selection of the lead audit partner
- Encouraging a profession led initiative to explore disclosure of key performance indicators to measure and report on audit quality.

**Q:** How would mandatory audit firm rotation limit the audit committee's ability to exercise its best judgment?

**A:** Even among the largest accounting firms, there are significant differences in industry expertise, resources in US or global locations, and audit processes and tools utilized. Mandatory audit firm rotation may make the best qualified audit firm unavailable. Audit committees may therefore have to select a firm that does not have the highest level of industry expertise or resources in a given location.

## Contact Information

To have a deeper discussion about this PwC US point of view on Mandatory Audit Firm Rotation, please contact:

**Michael Gallagher**  
Managing Partner - Assurance Quality and Transformation  
Phone: 646-471-6331  
Email: [michael.j.gallagher@us.pwc.com](mailto:michael.j.gallagher@us.pwc.com)

**Brian Richson**  
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## **MEMORANDUM**

TO: Board of Directors

FROM: General Manager

DATE: March 6, 2013

RE: Agenda Item #16 – March 14, 2013 Board Meeting

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### **Presentation of Budget Schedule**

Attached is the upcoming budget schedule for the fiscal years 2013-14 and 2014-15 as well as amendments to the fiscal year 2012-13 budget.

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# B U D G E T   S C H E D U L E

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DATE: February 28, 2013

TO: Board of Directors

FROM: General Manager

RE: Budget Schedule

CC: Staff

The following is the budget schedule for Fiscal Year 2013 -14 & 2014 - 15. Fiscal Year 2012 - 13 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 - 19	Review by General Manager
April 22 - 26	Budget & Finance Committee Meet with General Manager (meeting to be scheduled)
April 30	Third Quarter Financial Report Available
April 24	Administrative Staff Review of Budget
<b>May 9</b>	Distribution of Draft Budget to Board of Directors
May 14 – 24	Presentation to Budget & Finance Committee*
<b>May 23</b>	Adopt Preliminary Budget for FY 2013 – 14 & 2014 – 15, and Amend FY 2012-13 Budget by Board of Directors
<b>June 13, 27</b> <b>July 11, 25</b>	Public Hearings on Budget for FY 2012-13
<b>June 27</b>	Public Hearings on Assessment Districts Adoption of the Assessment District Budgets
<b>July 25</b>	Adoption of Final FY 2013 -14 & 2014 - 15 Budget

\* Budget & Finance Committee – Chair Sandy Bonato, Member Bobby Glover. Initial meetings will be set the week of May 14th; additional meetings will be set as necessary.

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



## **MEMORANDUM**

TO: Board of Directors

FROM: General Manager

DATE: March 6, 2013

RE: Agenda Item #17 – March 14, 2013 Board Meeting

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### **To Set First Meeting of the Strategic Business Plan Committee**

Board Members Sandy Bonato and Zac Shess have been assigned to the Strategic Business Plan Committee. At this time, we would like to set the first initial meeting to plan strategies for the implementation of the strategic business plan.



## **MEMORANDUM**

TO: Board of Directors

FROM: General Manager

DATE: March 6, 2013

RE: Agenda Item #18 – March 14, 2013 Board Meeting

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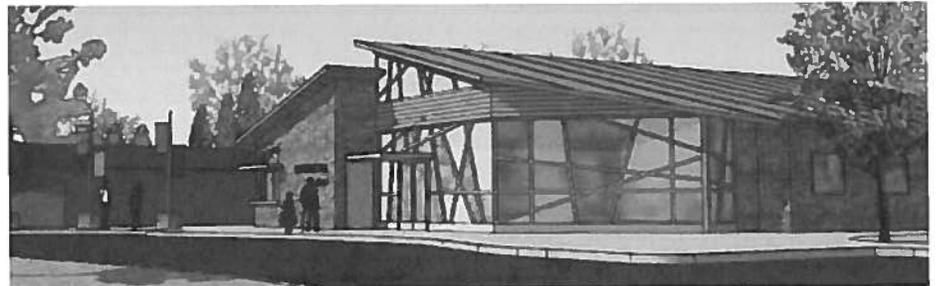
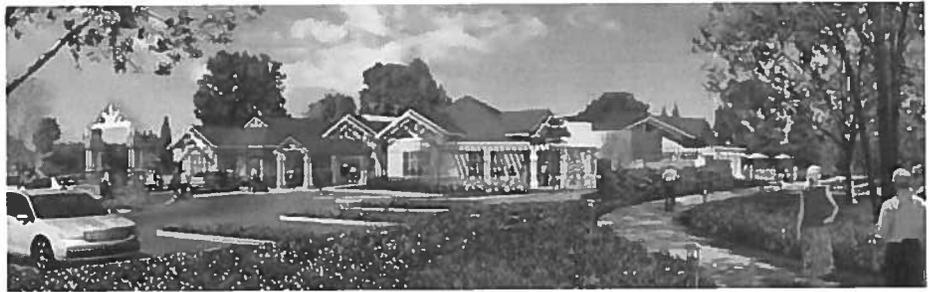
### **Update on Rental Fees at District Facilities**

Enclosed in your packet is information regarding the District's rental fees for the Senior Center, Teen Center and Winslow Center. I have also attached information from Recreation Supervisor Kendra Luke on the current rentals at the Senior Center.



# RENTAL INFORMATION

# PLEASANT HILL RECREATION



Pleasant Hill Recreation and Park District Rentals  
147 Gregory Lane \* Administration Office  
925.682.0896

## RESERVATION PROCEDURE

1. Complete the rental application form at [www.pleasanthillrec.com/facility rentals](http://www.pleasanthillrec.com/facility%20rentals) or at our administration office between 9:00 a.m. and 5:00 p.m. Monday-Friday: (925) 682-0896
2. After receipt of the facility rental application, a contract will be sent to you. You will also receive an additional form to sign if you are serving alcohol; an equipment request form; and a "Clean-up Check List". The contract must be returned within 15 days of issuance.
3. Reservations will be accepted a maximum of 12 months in advance. Due to District classes and activities, weekday rentals at the Senior Center are only available 6 months in advance. To reserve a date, you will need to submit the Cleaning/Damage Deposit: Between \$200-\$750 depending upon space reserved or the entire amount of rental, whichever is less.
4. Return completed contract with your deposit addressed to 147 Gregory Lane, Pleasant Hill, CA 94523, with your signed contract, noting the site you are reserving on your check. Make your check payable to: Pleasant Hill Recreation & Park District. Payment may also be made by MasterCard, VISA or AMEX.
5. Once the contract is approved, we will return your copy of the contract. Your contract will show the total amount due for your rental.
6. The balance of your rental fees must be received no later than 90 days prior to your date of facility use. In any correspondence, and on checks, please refer to your date of use.

## RENTAL CATEGORIES

The facilities may be used by residents, non-residents, public groups, private groups, and commercial groups.

- **"Resident/Private"** groups include Residents living in the Pleasant Hill Recreation & Park District boundaries who use the facility for private rentals for events such as wedding receptions, social events, anniversary parties, etc. Resident rate applies if the bride, groom or parents of the bride or groom are residents of the District.
- **"Non-resident/Private or Commercial"** groups include non-residents, living outside the Pleasant Hill Recreation & Park District boundaries for events such as wedding receptions, social events, anniversary parties, or those connected with a business or commercial venture who use the facility for events, such as: sales, product demonstrations, business or recruitment meetings, classes, staff or training meetings, etc.
- **"Non-Profit"** groups include non-profit, non-restrictive clubs, civic, religious or 501(c) service organizations, and schools. A copy of the letter granting your organization non-profit status from the Secretary of State's office is required to confirm reservation.

## RESPONSIBILITIES

You are solely responsible and answerable financially for any and all accidents or injuries to persons or property resulting from your use of District facilities. You shall be responsible for the control and supervision of all people in attendance during your usage of the facility and shall take care to see that no damage is done to the facility, and that everyone conducts him/herself in an orderly manner.

If damages or behavior of your group warrant, your function may be stopped in progress, and you may be denied further use of the facilities.

**THE BUILDING ATTENDANT IS RESPONSIBLE FOR THE FACILITY. THEY MAY REQUEST POLICE ASSISTANCE AT ANY TIME TO PREVENT ABUSE OF PRIVILEGES AND TO ENFORCE FACILITY RULES AND REGULATIONS.**

# CANCELLATIONS

Cancellations will be handled as follows:

- 90 days or more prior to use date—forfeit initial deposit payment.
- Less than 90 days prior to date of use—forfeit the entire amount of the rental and deposit.

**Occasionally, it may be necessary to re-schedule, relocate or deny a request previously approved. In this event, the group or individual will be given as much advance notice as possible.**

# DAMAGES/DEPOSIT

A Cleaning/Damage Deposit is required with all rental fees. Return of this deposit will be made within 2-4 weeks following your facility use. **Any cost of extra cleaning of the facilities and furnishings, both inside and outside, or damages to floors, walls, furnishings and landscaping, or overtime charges, will result in a deduction or forfeit of your deposit.** You will be billed for any damages not covered by your deposit.

# SERVICES PROVIDED

A Building Attendant(s) (excluding the Winslow Center) will be available for the duration of your rental. The Attendant will be available to open the facility, answer questions and check periodically with the person in charge of the event. The services of the Building Attendant are not available for waiting tables, serving, performing your portion of the clean-up, etc.

Tables and chairs are provided. We will set them up and put them away for you, (excluding the Winslow Center) but only if you provide us with a floor plan showing the arrangement you want in advance.

Your tables and chairs will be set up when you arrive at your rental start time. The facility will not be open prior to that time for you, your caterers, bands, decorators, etc.

The Building Attendant will check the condition of the facility, inside and outside, with the person in charge prior to their departure to determine if damage/cleaning, or overtime use has occurred.

If you have any questions about your responsibility for damages or clean up, you may ask the Building Attendant at the conclusion of your event. However, Building Attendants cannot assure a full refund of your cleaning/damage deposit.

# FACILITY CONDITIONS

- Parking availability is not guaranteed and on occasion may be quite limited.
- Caterer vehicle access is to curb, and for loading and unloading ONLY.
- Storage is NOT AVAILABLE either before or after your event. This includes alcoholic beverages, floral arrangements, equipment, screens, etc.
- Tables and chairs may not be placed on any lawn areas.
- Use of patios or decks for additional set-up of tables and chairs requires prior approval.
- Barbecuing is permitted only with advance approval and in designated area.

**PROHIBITED ITEMS: RICE, BIRDSEED, CONFETTI (paper, plastic or metal), ROSE PETALS, GLITTER, HAY, SAND, AEROSOL STREAMERS, ETC. ARE PROHIBITED INSIDE AND OUTSIDE THE FACILITIES. Using any of these items may result in the termination of your event.**

# POLICIES

- All fees and use regulations are subject to change with written notice.
- Use permits cannot be transferred, assigned, sublet or issued to minors.
- Gambling in any form will not be permitted unless the applicant has received prior approval from the City of Pleasant Hill Police Department.
- Other than service dogs, animals are not permitted in the buildings.
- Smoking is prohibited at all District facilities, inside and outside.
- Pleasant Hill Municipal Code prohibits placement of any temporary signs advertising your event anywhere in the City of Pleasant Hill. An A-frame sandwich board may be used during your scheduled event.
- A contract may be terminated or voided if the information provided on the application is determined to be inaccurate and/or incorrect.
- Renters may be required to pay for the cost of security for the duration of the rental. The Facility Rental Coordinator will make recommendations for security. If security is required for your event, a permit will not be approved until a signed security firm contract is received by PHR&PD.

## ALCOHOLIC BEVERAGE POLICY

Alcoholic beverages may be consumed only with advance approval and payment of the District's Alcoholic Beverage Service Fee (\$75). Advance approval may be obtained by indicating your intention to serve alcohol on your application.

**If alcoholic beverages will be sold**, a license must be obtained from the Alcoholic Beverage Control Board (ABC) in addition to the District charge of \$75. This includes direct exchange of money for beverages, purchase of tickets that may be exchanged for beverages, or purchase of a dinner or event ticket that includes the service of alcoholic beverages. To obtain your permit contact ABC:

ABC will issue one day permits to non-profit groups who wish to sell beer or wine at fundraisers.

ABC is located at: 1515 Clay Street, Oakland Phone: (510) 622-4970

The Alcohol permit must be prominently displayed during your event.

The Building Attendant is required to check your license prior to allowing the serving of alcohol at the event.

Alcoholic beverages may not be served to minors.

Alcohol may not be served at youth functions where the guest of honor is under age 21.

No alcoholic beverages are allowed in the parking lot.

## CLEAN-UP

Renters are responsible for the set-up and removal of all decorations and outside equipment. Decorations must be of flame retardant material. The use of nails, tacks, staples, etc. is prohibited. Masking tape may be used except on varnished surfaces.

Renter's cleaning responsibilities are:

### IN RENTAL ROOM AND OUTSIDE PATIOS:

- Remove all decorations, food, supplies from facility
- Wipe off tables, chairs and portable bar
- Place trash in bags provided and remove from building to outside dumpsters
- Clean all spills from floors

### IN KITCHEN

- Clean and return facility equipment used, such as coffee pots
- Clean all spills from all kitchen surfaces
- Place trash in bags provided and remove from building to outside dumpsters

**TIME FOR ALL OF YOUR PREPARATION AND CLEAN UP MUST BE INCLUDED IN RENTAL HOURS.**

# CAPACITY & EQUIPMENT

## SENIOR CENTER

## WINSLOW CENTER

## TEEN CENTER

	Dining Room	Chateau Hall	Classroom	Assembly Room	Classroom 1 & 2	Meeting Room	Lounge
Square Footage	1850	4116	1248	1670	900	619	2425
Sit Down Dining	88	255	n/a	100	30	n/a	80
Classroom Seating	n/a	255	50	110	40	30	n/a
Theater Seating (Chairs Only)	n/a	255	50	120	45	30	100
Chairs	88	255	50	120	45	30	80

### EQUIPMENT (As Available)

Banquet Tables: 36"x72"		40		6	5		
Banquet Tables: 36"x96"				8			
Round Tables: 60"	11	32					
Card Tables: 36"x36"		16		2			
Meeting Tables: 24"x72"			19			10	4
Projection Screen		Y	Y	Y	Y	Y	Y
Dry Erase Board			Y		Y	Y	
Podium	Y	Y	Y			Y	
Kitchen (if available)	Y	Y					
Patio	Y	Y				Y	Y
Portable Dry Bar	Y	Y					
PA System		Y		Y		Y	Y
Coffee Urn	Y	Y	Y	Y		Y	Y
Refrigerator	Y	Y				Y	Y
Freezer		Y				Y	Y
Piano		Y		Y			

<b>Facility Rental Fees Effective 6/1/12</b>		<b>Weekdays M-TH, F until 5pm</b>	<b>Saturdays</b>	<b>Fridays after 5pm &amp; Sundays</b>
<b>Pleasant Hill Senior Center</b>				
233 Gregory Lane				
Chateau (cap 255) Sat. 8 hr. minimum/ Fri. & Sun 5 hr. minimum Damage Deposit \$750	Resident/Private	\$139/hour	\$214/hour	\$171/hour
	Non-resident/Private Commercial	\$171/hour	\$268/hour	\$214/hour
	Non-Profit	\$128/hour	\$201/hour	\$161/hour
Dining Room (cap 88) 2 hr. minimum Damage Deposit \$500	Resident/Private	\$72/hour	\$112/hour	\$90/hour
	Non-resident/ Private/ Commercial	\$90/hour	\$140/hour	\$112/hour
	Non-Profit	\$67/hour	\$105/hour	\$84/hour
Classroom (cap 50) 2 hr. minimum Damage Deposit \$200	Resident/Private	\$43/hour	\$68/hour	\$54/hour
	Non-resident/ Private/Commercial	\$54/hour	\$85/hour	\$68/hour
	Non-Profit	\$40/hour	\$64/hour	\$51/hour
<b>Winslow Center</b>				
2590 Pleasant Hill Road				
Assembly Room (cap 120) 4 hour minimum Damage Deposit \$500	Resident/Private	\$46/hr	\$72/hr	\$58/hr
	Non-resident/ Private/ Commercial	\$58/hr	\$85/hr	\$72/hr
	Non-Profit	\$44/hr	\$67/hr	\$54/hr
Rooms 1&2 (cap 45) 2 hour minimum Damage Deposit \$200	Resident/Private	\$32/hr	\$32/hr	\$32/hr
	Non-resident/ Private/ Commercial	\$40/hr	\$40/hr	\$40/hr
	Non-Profit	\$30/hr	\$30/hr	\$30/hr
<b>Pleasant Hill Teen Center</b>		<b>Mon—Fri until 1pm</b>		
147 Gregory Lane				
Lounge (cap 100) 4 hour minimum Damage Deposit \$500	Resident/Private	\$56/hr	\$88/hr	\$70/hr
	Non-resident/ Private/ Commercial	\$70/hr	\$110/hr	\$88/hr
	Non-Profit	\$53/hr	\$83/hr	\$63/hr
Meeting Room (cap 30) 2 hour minimum Damage Deposit \$200	Resident/Private	\$36/hr	\$40/hr	\$36/hr
	Non-resident/ Private/ Commercial	\$45/hr	\$50/hr	\$45/hr
	Non-Profit	\$34/hr	\$38/hr	\$34/hr

**Miscellaneous Fees: When Applicable**

- PHR&PD Alcoholic Beverage Service Fee: \$75
- Security: Required for teen events with 50 or more guests
- AV Package—required for Power Point or DVD: \$200 (Includes projector, screen, DVD, PA System & Mic)
- Additional mic: \$25 each
- Piano: \$50
- Clean-up/Damage Deposit: Between \$200 -\$750 depending upon space reserved
- Reservation Change Fee\*: \$25

\*Changing date, start time and/or end time may or may not be possible. Changes dependent upon availability

- \$100 plus hourly rental fee if time is exceeded on day of event
- Cancellations: See Rental Information page 3

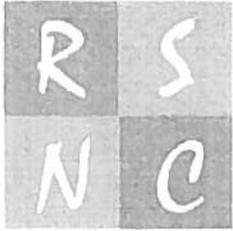
2013 Senior Center Rental Overview

<u>Month</u>	<u>Organization</u>	<u>Event Type</u>	<u>Rooms Rented</u>	<u>Total Fee</u>	<u>Notes</u>
January	WC/PH Mother's Club	Preschool Fair	Chateau /Kitchen	\$ 895.00	
January	Alpha Omega	Business Meeting	Classrooms	\$ 108.00	Regular Use Rental
January	Contra Costa County	Employee Testing	Chateau	\$ 832.00	Wants to come back
February	College Park Boosters Club	Crab Feed	Chateau/Kitchen/Dining/AV	\$ 4,122.00	Reserved date for 2014
February	Two Worlds Phase II	HOA meeting	Game Room	\$ 70.00	Monthly rental
February	PH Dolphins/Lions Club	Crab Feed	Chateau/Kitchen/Dining/Classrooms	\$ 2,485.00	Dolphins are a District Program
February	No. Ca Quilt Council	Board Meeting	Game Room	\$ 46.00	Regular Use Rental
February	Mt. Diablo Center/Adult Day Health	Crab Feed	Chateau/Kitchen/AV	\$ 2,005.00	Reserved date for 2014
March	Kat' Ohi Group	Dance/Music Group	Dance/Classrooms/Game Room	\$ 2,225.00	Weekly Rental
March	Gold Rush	Private event	Game Room	\$ 665.00	
March	PHMSA	Season sign ups	Chateau	\$ 920.00	Two evening dates in March
March	PH Rotary	St. Patrick's Dinner	Chateau/Dining/Kitchen/AV/Library	\$ 200.00	Using their free donor rental (pay for AV)
March	Private Rental	1st Birthday Party	Dining	\$ 270.00	
March	CSU Fresno Foundation	Thank you luncheon	Chateau	\$ 704.00	
March	Private Rental	Celebration of Life	Dining	\$ 560.00	
March	Private Rental	1st Birthday Party	Chateau/Kitchen	\$ 1,369.00	
March	Private Rental	Birthday Party	Dining	\$ 747.00	
April	Two Worlds Phase II	HOA meeting	Game Room	\$ 70.00	Monthly rental
April	Kat' Ohi Group	Dance/Music Group	Dance/Classrooms/Game Room	\$ 1,989.00	Weekly Rental
April	PHMSA	Season sign ups	Chatea	\$ 920.00	Two evening dates April
April	Alpha Omega	Business Meeting	Classrooms	\$ 108.00	Regular Use Rental
April	Eagle Peak Montessori	Fundraiser	Chateau/Kitchen/AV	\$ 2,152.00	
May	PHBA	Party	Chateau/Kitchen/AV	\$ 2,339.00	
May	Valley View PTSA	Fundraiser	Chateau/Kitchen	\$ 928.00	
May	Kat' Ohi Group	Dance/Music Group	Dance/Classrooms/Game Room	\$ 1,732.00	Weekly Rental
June	Private Rental	Birthday Party	Dining/Kitchen	\$ 1,065.00	
June	Two Worlds Phase II	Business Meeting	Game Room	\$ 70.00	Monthly rental
June	Kat' Ohi Group	Dance/Music Group	Dance/Classrooms/Game Room	\$ 1,216.00	Weekly Rental
June	Soroptimist Diablo Vista	Fundraiser	Chateau/Kitchen	\$ -	Using their free donor rental
July	No. Ca Quilt Council	Quilt Show	Chateau/Arts & Crafts	\$ 610.00	
July	Kat' Ohi Group	Dance/Music Group	Dance/Classrooms/Game Room	\$ 912.00	Weekly Rental
August	Two Worlds Phase II	Game Room	Business Meeting	\$ 70.00	Monthly rental
August	PHHS	Reunion	Chateau/Kitchen/AV	\$ 1,972.00	

2013 Senior Center Rental Overview

<u>Month</u>	<u>Organization</u>	<u>Event Type</u>	<u>Rooms Rented</u>	<u>Total Fee</u>	<u>Notes</u>
August	College Park Boosters Club	Hall of Fame Awards	Chateau		Date on Hold
August	Kai' Ohi Group	Dance/Music Group	Dance/Classrooms/Game Room	\$ 1,624.00	Weekly Rental
September	Private Rental	Wedding Reception	Chateau/Kitchen/AV	\$ 2,504.00	
September	Private Rental	Wedding Reception	Chateau/Kitchen/AV	\$ 3,040.00	
September	Culture to Culture	Volunteer Awards	Chateau	\$ 400.00	Senior Center Sponsored event
September	Kai' Ohi Group	Dance/Music Group	Dance/Classrooms/Game Room	\$ 1,624.00	Weekly Rental
October	Two Worlds Phase II	Business Meeting	Game Room	\$ 70.00	Monthly rental
October	No. Ca Quilt Council	Quilt Show	Chateau/Arts & Crafts	\$ 610.00	
October	Las Lomas Highschool	40th Reunion	Chateau/Kitchen/AV	\$ 2,072.00	
October	Private Rental	Dinner	Chateau/Kitchen	\$ 1,357.00	
October	Kai' Ohi Group	Dance/Music Group	Dance/Classrooms/Game Room	\$ 1,702.00	Weekly Rental
November	Kai' Ohi Group	Dance/Music Group	Dance/Classrooms/Game Room	\$ 1,702.00	Weekly Rental
December	Kai' Ohi Group	Dance/Music Group	Dance/Classrooms/Game Room	\$ 851.00	Weekly Rental
December	Two Worlds Phase II	Business Meeting	Game Room	\$ 70.00	Monthly rental
December	Manos de Esperanza	Fundraiser	Chateau/Kitchen	\$ 1,768.00	
December	Private Rental	Holiday Dinner	Dining	\$ 450.00	

2013 Senior Center Rental Revenue \$ 54,220.00



**REHABILITATION  
SERVICES**  
NORTHERN CALIFORNIA

A Not-For-Profit Corporation

**Debbie Toth**  
Chief Executive Officer

March 6, 2013

Kendra Luke  
Pleasant Hill Senior Center  
233 Gregory Lane  
Pleasant Hill, CA 94523

Re: Senior Center Rental

Dear Kendra:

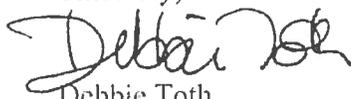
I just wanted to send a special thank you to you, your amazing staff, and the lovely seniors of Pleasant Hill who had the brilliant idea to create this wonderful space! As you know, we had our 38th Annual Crab Feed there on February 23rd and it was the best crab feed I've led in the 11 years I have been with RSNC. The location was perfect, the center beautiful, the layout and kitchen were amazing and Rico was a tremendous help.

In particular, the technology and layout of the building contributed to the best flow I've seen at our crab feed yet. We had numerous trips to the Center before the event and someone was always available to help and Rico was incredibly helpful and knowledgeable both before and during the event. As a result, we were able to provide the most well organized event yet.

We enjoyed the space so much and got such positive feedback, we booked it for next year following our crab feed debriefing. The cost point is about the same as the Community Center we used for the last eight years and though it does not seat as many people, the kitchen and the layout are significantly better, not to mention the technology. But the greatest single factor in my preference in using the Senior Center, is supporting the Center which supports our community's healthy and active seniors. As you know, our agency serves very frail and low-income seniors who have multiple chronic health conditions. It is truly wonderful to also be able to benefit our healthier seniors, too.

Thank you so much for making the space available and training your staff so well!

Sincerely,

  
Debbie Toth  
CEO

SERVICE LOCATIONS

Mt. Diablo Center  
for Adult Day Health Care  
490 Golf Club Road, Pleasant Hill, CA 94523  
925.682.6330

Multipurpose Senior  
Services Program (MSSP)  
490 Golf Club Road, Pleasant Hill, CA 94523  
925.689-MSSP (6777)

Bedford Center  
for Adult Day Health Care  
1811 "C" Street, Antioch, CA 94509  
925.778.4171

Employment Services  
490 Golf Club Road, Pleasant Hill, CA 94523  
925.687-9675

490 Golf Club Road

Pleasant Hill, CA 94523

925.682.6343

925.682.6375 (fax)

[www.rsnc-centers.org](http://www.rsnc-centers.org)

# Thank you!...



pleasanthillrec.com  
(925) 682-0896  
147 Gregory Lane  
Pleasant Hill CA 94523

so much for renting a space from the Pleasant Hill Recreation & Park District. We hope you enjoyed our facilities.

In an effort to improve our services we need your help by filling out the evaluation below and returning it to us at your earliest convenience.

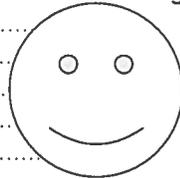
## Facility Rental Evaluation

Facility Name: Pleasant Hill Senior Center

Room/s: Chateau, Kitchen

**Please rate the following questions. (Circle one)**

	Outstanding			Poor
Condition of room?.....	4	3	2	1
Condition of the restroom facilities?.....	4	3	2	1
Rate our reservation process/customer service.....	4	3	2	1
Rate service of building attendant during your event.....	4	3	2	1
Was the room set up to your satisfaction?.....	4	3	2	1



### **Suggestions for improvement/comments:**

The only issue we had was with sound from our flash drive - we couldn't get it to work. But we didn't test it before the event, so that was our fault. I wrote a separate letter to express our gratitude and pleasure with the entire experience.

(Optional) Name Debbie Toth, CEO, Rehabilitation Services of Northern California, Pleasant Hill