



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: June 4 , 2015

RE: Closed Session – June 11, 2015 Board Meeting at 6:00 p.m.

There will be a closed session beginning at **6:00 p.m.** Attorney Bill McInerney will give an update and report on the pending litigation and the anticipated litigation.



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: June 4, 2015
RE: June 11, 2015 Board Meeting

Presentation of Signed Copy of The Spotlight to Hunter Kane

We are continuing our tradition of the signing of the Spotlight with the participant on the cover of the Spotlight. Hunter Kane will be attending the Board Meeting for the signing of the Spotlight.



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: June 4, 2015
RE: June 11, 2015 Board Meeting

Consent Calendar (ACTION)

- a. To Approve Bills to be Paid**
- b. To Approve Minutes of March 26, 2015 and May 28, 2015**

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
21409	06/11/2015	Aantex	Aantex Pest Control	610.00	000000
21410	06/11/2015	AcmHom	Acme Home Elevator	1,102.00	000000
21411	06/11/2015	Aflac	Aflac	88.40	000000
21412	06/11/2015	AmFid	American Fidelity	2,429.96	000000
21413	06/11/2015	ATT CC	AT & T	105.40	000000
21414	06/11/2015	BayAlar	Bay Alarm Company	433.50	000000
21415	06/11/2015	BerBob	Robert B. Berggren	400.00	000000
21416	06/11/2015	BillAce	Bill's Ace Hardware	166.68	000000
21417	06/11/2015	BonaSan	Sandra Bonato	200.00	000000
21418	06/11/2015	C & M Pa	C & M Party Props	3,152.51	000000
21419	06/11/2015	Canary	Canary LLC	4,680.17	000000
21420	06/11/2015	Carries	Carrie's Cakery	300.00	000000
21421	06/11/2015	CCWat	Contra Costa Water District	133.88	000000
21422	06/11/2015	Celebra	Celebrator Beer News	340.00	000000
21423	06/11/2015	CenCon	Central Contra Costa Sanitary	8,808.43	000000
21424	06/11/2015	CintCorp	Cintas Corp # 185	233.28	000000
21425	06/11/2015	CmeLt	CME Lighting Supply Company	23.44	000000
21426	06/11/2015	Cole	Cole Supply Co., Inc.	347.08	000000
21427	06/11/2015	ConSoft	Concord Softball Umpires	6,134.00	000000
21428	06/11/2015	Cyber	Cybercopy	22.29	000000
21429	06/11/2015	DeptIndu	State of Calif Dept of Industr	125.00	000000
21430	06/11/2015	DonDen	Dennis A. Donaghu	200.00	000000
21431	06/11/2015	Eames	Eames Hardware & Supply	218.59	000000
21432	06/11/2015	EBMUD	East Bay Mud	2,568.54	000000
21433	06/11/2015	Ed2go	Education To Go	67.25	000000
21434	06/11/2015	Elavon	Elavon	124.54	000000
21435	06/11/2015	Ewing	Ewing Irrigation	158.73	000000
21436	06/11/2015	FranTx	Franchise Tax Board	105.00	000000
21437	06/11/2015	Furber	Furber Saw, Inc.	68.16	000000
21438	06/11/2015	GenPlum	General Plumbing Supply	196.80	000000
21439	06/11/2015	GlovBob	Bobby Glover	200.00	000000
21440	06/11/2015	HolmBas	Holm Base	504.54	000000
21441	06/11/2015	Imperial	Imperial Sprinkler Supply	644.36	000000
21442	06/11/2015	INKEM	INKEM	138.34	000000
21443	06/11/2015	KrusePl	Kruse Plumbing	345.15	000000
21444	06/11/2015	LaserPri	Laser Printer Resource	346.85	000000
21445	06/11/2015	LincEqu	Lincoln Aquatics	1,177.49	000000
21446	06/11/2015	MPADes	MPA Design	3,731.50	000000
21447	06/11/2015	MurdDeb	Debbie Murdock	988.40	000000
21448	06/11/2015	NaccAll	Allie Naccara	40.00	000000
21449	06/11/2015	NatiAqu	National Aquatics Services Inc	450.00	000000
21450	06/11/2015	Nextel	Nextel Communications/Sprint	589.86	000000
21451	06/11/2015	P&DApp	P&D Appliance	679.53	000000
21452	06/11/2015	PERS	PERS	19,344.74	000000
21453	06/11/2015	PG&E	Pacific Gas & Electric Co	15,529.69	000000
21454	06/11/2015	PhCit	Pleasant Hill, City of	5,204.85	000000
21455	06/11/2015	PhSen	Pleasant Hill Seniors Club	139.97	000000
21456	06/11/2015	PleaHill	Pleasant Hill Rec & Park Distr	134,890.50	000000
21457	06/11/2015	SandSaf	Sanderson Safety Supply Co	129.54	000000
21458	06/11/2015	ShessZac	Zac Shess	522.16	000000
21459	06/11/2015	StePrint	Steven's Printing	1,399.65	000000
21460	06/11/2015	SterSher	Sherry Sterrett	200.00	000000
21461	06/11/2015	SuppWor	Supply Works	678.30	000000
21462	06/11/2015	Travel	Travel Center, Trust Account	8,910.00	000000
21463	06/11/2015	UNIVAR	UNIVAR USA Inc	1,347.89	000000
21464	06/11/2015	USBank	U.S. Bank	2,737.21	000000

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
21465	06/11/2015	USBankEq	US Bank Equipment Finance	429.92	000000
21466	06/11/2015	USBankP	U.S. Bank Corporate Payment	25,726.29	000000
21467	06/11/2015	Vagabond	The Vagabond Players	300.00	000000
21468	06/11/2015	Valic	Valic	1,550.00	000000
21469	06/11/2015	Waterlog	Waterlogic	345.45	000000
21470	06/11/2015	Wave	Wave	30.42	000000
21471	06/11/2015	Xerox	Xerox Corporation	253.13	000000

CHECK TOTAL: \$263,049.36



The March 26, 2015 meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Bonato at 7:04 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Marketing Director Thoits led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Bonato, Shess, Glover, Sterrett

ABSENT: Donaghu

STAFF PRESENT: Berggren, Blair, Bradley, Thoits, Young

PUBLIC COMMENT

None

PRESENTATION OF SIGNED COPY OF THE SPOTLIGHT TO ELISE HINKEN, ISLA OH AND COLIN VENCKO

Marketing Director Thoits introduced the children pictured on the cover of the Winter/Spring Spotlight. She reported that Colin Vencko and his family were unable to attend the meeting, but they have received their framed Spotlight cover. The children all signed a copy of the Spotlight for the "Wall of Fame". Board Chair Bonato presented each of them with their own framed copies of the Spotlight cover.

The Board and District staff thanked all the families for attending the meeting.

PRESENTATION FROM CALIFORNIA PARKS & RECREATION SOCIETY FOR 2014 AWARD OF EXCELLENCE IN DESIGN FOR THE PLEASANT HILL COMMUNITY CENTER

The General Manager reported that he and Vice Chair Shess along with Board Member Glover and Recreation Superintendent Young attended the California Parks & Recreation Society (CPRS) conference awards banquet in Sacramento on March 13, 2015. He commented that at the awards banquet, the District received The Award of Excellence in Design for the new Pleasant Hill Community Center.

The General Manager introduced Henry Perezalonso, Recreation Services Manager for the Town of Danville and a member of the CPRS Board. Perezalonso presented the award of Excellence in Design to the Board. Board Chair Bonato accepted the award on behalf of the Board and the District.

EX-OFFICIO MEMBER REPORT, ALLIE NACCARA – COLLEGE PARK HIGH SCHOOL

Ex-Officio Naccara gave the following report:

Teen Council news:

- They will be helping with the District's Breakfast with Bunny event on March 28, 2015 at the Senior Center.
- They will be helping with the District's Eggciting Egg Hunt on April 4, 2015

College Park news:

- College Park's Orchestra will have a performance on Tuesday before they leave for Florida.
- A Holocaust Assembly was held on March 17, 2015 for all those who wanted to attend.
- PTSA is accepting nominations for their Honorary Service Award.

- Grad Night tickets are on sale.
- The boy's lacrosse team will be holding a fundraiser yard sale.
- The drama department will be producing The Rocky Horror Picture Show.
- The Prom was last Saturday at the Oakland Rotunda.
- The Senior Picnic will be on April 17, 2015 at Six Flags.
- The third quarter will end on Friday.
- The baseball team is currently at the Nationals; they won the game yesterday and will be in the semi-finals tomorrow.

REPORT FROM PLEASANT HILL GARDEN STUDY CLUB

Garden Study Club President Debbie Arnold updated the Board on the club's activities. She distributed the club's marketing flyers to the Board. Arnold presented the Board with the most up to date roster and financial information for the club. She commented that their meetings are becoming very popular due to their guest speakers. Arnold reported to the Board that the club currently has 172 members.

Arnold thanked the Board and District Staff for all their support of the Garden Study Club.

The Board thanked Arnold for her report and for the club's support of the District.

REPORT ON 2015 WINE, WOMEN AND SHOES

Recreation Supervisor Kendra Luke presented an update of the upcoming event. Luke reported that the event is seven weeks away, and they are almost sold out on the VIP tables. She said the event has sixteen sponsors to date which include new ones.

Luke reported that 166 tickets have been sold to date, and an ad just ran in Diablo Magazine. She said Astound will also be providing a commercial for their customers.

Luke commented that the event committee is still recruiting volunteers, and the biggest focus right now is securing auction items.

Board Member Glover asked if there was an MC for the event yet. Luke said nothing had been finalized.

Board Chair Bonato asked if the event committee planned on showing a video at the event showing what the fundraising efforts are used for. Luke said there will be. Bonato said she was pleased with the success of the event.

The Board thanked Luke for all the effort she has put into the event.

CONSENT CALENDAR (ACTION)

- To Approve Bills to be Paid**
- To Approve Minutes of January 8, 2015**

Upon motion of Board Members Shess & Glover the Board approved the Consent Calendar with the changes to the January 8, 2015 minutes.

TO APPROVE PLEASANT HILL SENIORS CLUB ANNUAL REVIEW (ACTION)

Accounting Supervisor Mark Blair reported that the annual review has been reviewed and evaluated by the Senior Club as per the Board's request. Blair commented that all their questions have been answered by himself and Craig Fechter with Fechter and Company.

Upon motion of Board Members Sterrett & Shess the Board approved the Senior Club's 2013-14 Annual Review

POLICY MANUAL REVIEW AND ADOPTION

• **To Review Sections 1000-1505-Introduction- Board Policies**

Accounting Supervisor Blair and the General Manager reported that the Board has the most recent edition of the Policy Manual.

The Board reviewed in detail and made changes or suggestions to sections 1000-1505. The Board then discussed the protocol for future sections of the manual. Blair suggested that going forward the Board should review the sections then have the District's legal counsel review the manual, then have it come back to the Board for final adoption.

Board Chair Bonato asked that the section discussed and questioned in the section tonight be reviewed by the District's legal counsel. Bonato requested the reviews of sections to be completed at every other Board meeting instead of every meeting.

TO CONSIDER BIDS FOR COMMUNITY CENTER CATWALK FABRICATION (ACTION)

The General Manager reviewed the Community Center catwalk bids with the Board. He commented that staff's recommendation is to accept the bid from Design Construction in the amount of \$6,076.00

Building maintenance superintendent Carrie Miller explained the design and the needs of the catwalk. She reported that staff has all the necessary safety equipment for the use of the catwalk.

Board Chair Bonato asked about the need to galvanize the equipment. Miller explained this was not needed for this equipment and that galvanization is very costly. Bonato asked if the Dahlin Group who designed the building had been informed of the catwalk. The General Manager said they had not yet, but he will take care of it.

Upon motion of Board Members Shess & Sterrett the Board approved the bid from Design Construction in the amount of \$6,076.00.

TO CONSIDER CANDIDATES FOR ANNUAL SOROPTIMIST RECOGNITION NIGHT (ACTION)

The General Manager reviewed the staff recommendation of the candidates for the annual Soroptimist Recognition Night. He asked if the Board would like to include the Ex-Officio in the nominations. The Board said they would. The Board decided on five students for nomination including the Ex-Officio.

Upon motion of Board Members Sterrett & Glover the Board approved the five nominations for the annual Soroptimist recognition night as presented.

TO SCHEDULE ANNUAL REVIEW OF THE GENERAL MANAGER

The Board scheduled a closed session for the General Manager's annual review on April 16, 2015 at 4:00 p.m.

TO SET BOARD COMMITTEE MEETING DATES

a. LAND AND FACILITY DEVELOPMENT COMMITTEE

Vice Chair Shess reported that the Land and Facility Development Committee has not had an opportunity to meet on the property findings yet. Shess commented that at the next scheduled meeting the gate for Dinosaur Hill Park should be discussed. He said May 12, 2015 at 7:00 p.m. at the Community Center will be a public meeting on the disc golf issue.

b. PERSONNEL COMMITTEE

The General Manager will be setting up a meeting with the committee to discuss a coordinator position.

c. BUDGET COMMITTEE

Board Chair Bonato would like to set a meeting for April.

d. PROGRAM COMMITTEE

Board Member Donaghu commented that the District's upcoming Spotlight has been completed and published.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett made the following announcements/questions:

- She distributed a training reference guide from CSDA for new Board Members.
- She updated the Board on the most recent Library Task Force meeting.

Shess made the following announcements/questions:

- He requested a Blues & Brews report.
- He congratulated District staff on their involvement in the CPRS award.
- He asked if the AED had been installed at Pleasant Hill Middle School. The General Manager said staff is working with the school district on cost and placement of the device.
- He asked that the Library Task Force be information agendized.

Glover made the following announcements/questions:

- He thanked staff for their involvement in the CPRS award.
- He acknowledged the passing of former track and cross country coach of Pleasant Hill High School, Bob McGuire.

Bonato made the following announcements/questions:

- She announced that there is legislation monitoring sports turf fields.
- She commented that she is hopeful the District could improve the atmosphere at the Teen Center for the Annual Soroptimist recognition night.
- She thanked staff for the Dolphins banner. She said the artwork was terrific.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- The Rodgers Ranch Expo will be April 4, 2015.
- The District's Eggciting Egg Hunt will be April 4, 2015

ADJOURNMENT

Board Chair Bonato adjourned the meeting at 10:15 p.m. in honor of coach Bob McGuire.

Robert B. Berggren, Clerk of the Board



The May 28, 2015 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Sandy Bonato at 7:03 p.m. in the Conference Room at the Administration Office. Board Chair Bonato announced that the scheduled closed sessions were cancelled.

ROLL CALL

BOARD PRESENT: Bonato, Donaghu, Shess, Sterrett

BOARD ABSENT: Donaghu, Glover

STAFF PRESENT: Berggren, Bradley, Hunn

PUBLIC COMMENT

Stephanie Leal, Resident of Pleasant Hill - Presented to the Board, concerns regarding two large Eucalyptus trees close to her house located at 201 Elderwood Drive along with homes at 199 Elderwood Drive and 404 Sprucewood. Stephanie, her husband Mo, and another neighbor residing at 199 Elderwood Drive, were also in attendance. Stephanie's concern was regarding the safety issues related to the Eucalyptus trees, the droppings, and concern for fire danger. She said one tree is butting up to their fence and drops lots of materials into their yard. Branches are leaning into their yard and if the branches did fall off, they could hit their house. Stephanie has been in contact with Park Superintendent Tom Bradley and Tom has been out to look at the site and look at the trees. She is very concerned and wanted to bring it to the Board's attention. She believes these two trees should be removed and asked, "what's the next steps in this process?" Board Chair Bonato indicated that staff will need to further investigate and research the status of these trees. Chair Bonato appreciated Stephanie's thorough report and thanked her for bringing it to the attention of the District. The General Manager indicated that Eucalyptus trees are not our "favorite" trees as they are not native. He indicated that he will work with the Park Superintendent and the neighbors to hopefully resolve this issue. Park Superintendent Tom Bradley did indicate that in one of the trees, there is a hawk's nest and we would have to be considerate of the bird nesting period.

Mark Lubiszewski, Resident of Pleasant Hill - Mark was concerned about the disc golf at Paso Nogal Park. He asked the Board how they will consider the public testimonies that took place at the Land and Facility Development Committee Meeting with over 250 people that were in attendance. He was hopeful that the Board would take the comments into consideration in their deliberations of the disc golf proposal. Chair Bonato indicated that staff has worked hard in getting the word out regarding the June 4 special meeting regarding the disc golf proposal. Staff has sent emails and regular mail out to the residents that left their information from the Public Hearing. It is also on the District's website on the front page that links to the agenda. Chair Bonato closed the public comment.

EX-OFFICIO MEMBER REPORT, ALLIE NACCARA - COLLEGE PARK HIGH SCHOOL

Allie indicated that this would be her last report and was very grateful to be participating as the Ex-Officio Board Member and is hopeful that she might do it again next year. She announced various activities and programs going on at College Park High School like the change over rally where each class takes over the next year's rally location; Freshmen to Sophomore, Sophomore to Juniors and

Juniors to Seniors. She indicated that graduation is June 9 at the Concord Pavilion. She indicated that the Baccalaureate will be on June 7 at Christ the King. Allie also gave some updates on the Teen Council and she is looking forward to the Masquerade Ball that will be held at the Community Center on Friday. She thinks it will be a great dance and event. They were disappointed in the Middle School Dance that only had 11 participants. She indicated that the Teen Council will be losing four Seniors and understands there has been an excellent group of applicants for Teen Council Members for next school year. The Board thanked Allie for her excellent reports and hoped that she will return next year. Board Chair Bonato presented Allie with her nameplate that has her years of service engraved on it. Allie thanked the Board and expressed that she enjoyed her time as Ex-Officio.

HONOR AND RECOGNIZE THE 2014-2015 TEEN COUNCIL

a. Presentation to Teen Council Members

b. Presentation to Co-Chairs Mayuko Butterfield and Trace Bechter

Recreation Supervisor Katrina Hunn presented certificates and introduced and acknowledged the 21 Teen Council Members for 2014-2015. Teen Council Members indicated some of their favorite events throughout the year and why they enjoyed being on the Teen Council. Some of the Seniors mentioned where they will be attending college. Katrina introduced the Co-Chairs. Mayuko Butterfield was present, but Trace Bechter was on a family trip and was not able to attend.

CONSENT CALENDAR (ACTION)

a. To Approve Bills to be Paid

Board Member Shess questioned the bill to Antai Solutions for \$6,859. The General Manager indicated that it is a monthly payment for the District's IT contract. Board Chair Bonato asked why the window coverings expense was higher than what the Board approved. The General Manager stated that he would get back to the Board with an explanation for the change in expense.

b. To Approve Minutes of March 12, 2015

Regarding the minutes of March 12, 2015, Shess indicated on page 2, the auditors name was misspelled in the section of approval of audit and management letter. Chair Bonato requested in the 3rd paragraph, same section of approval of audit and management letter, there is an explanation by the Senior Club that was not approved that night. The General Manager will add an explanation in the 3rd paragraph. Chair Bonato also indicated that on the Land and Facility Development Committee report, 2nd paragraph, there should be a "reversionary" clause not "revision" clause. Board Chair Bonato also requested the section under Budget & Finance Committee to add "list of proposed" in the section of Board Chair Bonato that Budget & Finance Committee met with the General Manager to review the capital projects. Bonato also requested an addition to the sentence in her Board comments, "staff was relieved from the meeting and the Board's decision not to contract out the park maintenance work."

c. To Approve Resolutions 2015-05-28A - 2015-05-28E, Intention to Order Improvement for Valley High II, Valley High IV, Valley High V, Woodside Hills I and Woodside Hills III

d. To Approve Resolution 2015-05-28F, Intention to Order Improvement for Landscaping and Lighting District #6

Upon motion of Shess/Sterrett, the Board approved the consent calendar with changes to the March 12, 2015 Minutes.

REPORT FROM PH DOG GROUP

Pleasant Hill DOG Group representative Lori Tassano was on hand to give an update regarding Paso Nogal dog park area. Lori did indicate that she felt that the overall attendance is down, more perhaps to other cities now having their own dog parks. She said that the Paso Nogal dog park was the only one around for many years. There was much discussion about the turf with Park Superintendent Tom Bradley and the Board. The discussion was on alternatives for the turf area such as decomposed granite (DG), which is utilized by a number of other dog parks. Bradley stated that the cost of DG is high for that area because it is approximately 2 acres. The turf is struggling and this is an area that is not on recycled water, so the watering will need to be reduced. There was further discussion on whether there are other alternatives and whether we should remain with turf. Bradley reported that Walnut Creek's dog parks have switched to wood chips and both Bradley and Lori Tassano would like to visit that site to see how effective and how it is working.

Chair Bonato questioned Lori regarding many dogs off leash on the trails. Bonato stated this issue was brought up at the disc golf public hearing on May 12. Lori indicated that has always been a difficult issue. Her group only concentrates on the dog park area. She knows there are a number of dogs that go off leash on the trails. She said for some years, Animal Control did ticket people, but they are so under budget and under staffed that they rarely come out to the site. She said it is a problem in the back acreage of Paso Nogal Park Open Space. It was agreed that the Board, Lori and Tom Bradley will continue discussion on whether we keep the turf or come up with other alternatives. Chair Bonato said the news is predicting a better future for rain, but we don't know that for sure. She said we would hate to lose all that turf if we are going to have precipitation again. Lori Tassano agreed that the preference is to remain with turf. The Board thanked Lori for her report.

STAFF REPORTS AND DISCUSSION

a. Fire Protection Plan

Park Superintendent Tom Bradley reported that as of this time all the weed abatement has been completed. He did indicate that the District received an extension from the Fire District from the May 3 deadline, which was one of the earliest deadlines ever for weed abatement. Bradley said because the light rain we had recently had sprouted growth and weeds that they will have to continue to mow some of the areas they have already completed. Tom Bradley also discussed the fire clean up area around Cedar Court. The trees that have died have been removed at this time. Four of the seven trees did leaf out and are still in place at this time. There was discussion on how the fire started and whether residents insurance, would cover the District's costs for the tree removal and clean up due to the fire. Chair Bonato requested that this be an area to visit on the annual board tour of facilities.

b. Pathway Repair Needs For Various District Sites

The Board reviewed Park Superintendent's pathway report. Bradley indicated that the highest priorities are at Pleasant Hill Park, asphalt pathway at the Community Center, Frank Salfingere Park and Rodgers-Smith Park. Bradley said these are high utilized areas that need attention. Board Chair Bonato would like to discuss this with the Budget and Finance Committee and get further estimates and additional priorities for pathways in District parks.

c. Pickleball, PHMS Tennis Court Resurfacing Update

The General Manager gave a brief report on the Pleasant Hill Tennis Club's fundraising efforts of \$135,000 still needing over \$100,000 more to match their initial gift and to pay for the entire project at Pleasant Hill Middle School. The Mt. Diablo Unified School District is going out to bid for the project and the Tennis Club has submitted a deposit of \$125,000 to the School District.

In the discussion regarding Pickleball, the General Manager mentioned that one of the grant applications that the Pleasant Hill Tennis Club has submitted is for not only the resurfacing, but also to surface some Pickleball courts within the District. Staff has met with the Pleasant Hill Tennis Club

to review potential sites where the District could install Pickleball. According to the General Manager, it has been a growing sport, especially with older populations. He said it is becoming very popular and we know the courts would be utilized, but it is difficult to find the best location in the District. Board Member Sterrett suggested that perhaps this could be an amenity that could be added to Chilpancingo Park.

POLICY MANUAL REVIEW

a. To Review Sections 1000-1505 - Introduction - Board Policies

There was much discussion regarding the process of review of the Policy Manual. The current review process is not working and the Board was frustrated on trying to complete this, how much of the Policy should be going to Attorney Curt Kidder, and how much more clarification was needed. After much discussion, it was agreed that this item would be placed on the June 11, 2015 agenda to set a Board Study Session. The goal will be to complete and review the introduction and Board Policy sections and invite Attorney Curt Kidder.

REPORTS AND TO SET BOARD COMMITTEE MEETING DATES

a. Land and Facility Development Committee

The Land and Facility Development Committee briefly discussed the Special Board Meeting on June 4, 2015, at the Community Center concerning disc golf. Board Members Shess and Bonato would like the Land and Facility Development Committee to continue to focus on the discussion regarding the School House, Chilpancingo and Winslow Center.

b. Personnel Committee

There are no future meetings.

c. Budget & Finance Committee

Budget & Finance Committee will be meeting on May 29 at 3pm.

d. Program Committee

Board Chair Bonato encouraged the Program Committee to review and evaluate current programs. Board Member Sterrett said that the first priority is to complete the Fall Spotlight, but it was agreed that perhaps in July, they can start an evaluation of programs.

BOARD ANNOUNCEMENTS AND REQUEST TO STAFF

Board Member **Shess** made the following announcements/questions:

- He asked if a stage is on the capital list.
- He requested a Come Together report on how we did and how much profit the District made.
- He will give a report on the CARPD conference he attended in May at the June 11 Board Meeting.
- He wanted to congratulate staff and volunteers on Wine, Women and Shoes and what a great event it was. He said Bobby Glover and Kendra Luke did an outstanding job as MC's.
- He wanted staff to look at the Pleasant Oaks Park sign on Patterson; he felt that it is too small. Park Superintendent Bradley said that is the size that the City approved.

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

- Sherry said that she helps with the newsletter of the Contra Costa Special Districts Association (CCSDA) and pointed out some items to the General Manager regarding the website and mentioned we should send photos to the State CSDA for inclusion in a promotional piece.
- She attended the ARC study session regarding the DVC Plaza and had further discussion with the developer regarding Chilpancingo Park. She gave the information for him to contact the General Manager. At this time, they were interested in having a small dog park and they were interested how Chilpancingo Park could be improved.

- She asked the General Manager to commit to the East Bay Municipal Utilities District's (EBMUD) water conservation program.

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

- She commented on Wine, Women and Shoes and how everyone did a great job at the event; saying Bobby Glover and Kendra Luke did a tremendous job and they were terrific. She indicated she worked with Jen on a PowerPoint presentation, but it was still difficult to give a talk with the rowdiness of the crowd. She did appreciate the discussion with Kendra Luke on the designated driver program if anyone needed assistance following the event.
- She also attended the ARC meeting regarding DVC Plaza. She also asked Troy Fujimoto to contact the General Manager regarding the dog park and who would be cleaning up and maintaining that site. Also, there is supposed to be a pathway, landscaping and she was questioning who was going to be maintaining the landscaping.
- She would like to add on the next agenda to schedule a tour of District facilities and suggested the Board Members have ideas of what they would like to visit.
- She appreciated staff that worked on getting the Special Meeting on Disc Golf on the front page of the website and getting that information out to all the people who attended the Public Hearing.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- He reported on the Torch Run for the Special Olympics and that the Special Olympics Torch Committee invited Board Members to attend a special presentation on July 14 at City Hall. Board Chair Bonato indicated that she could attend that final leg presentation on the law enforcement Torch Run for Special Olympics.

ADJOURNMENT

Board Chair Bonato adjourned the meeting at 9:32 p.m.

Robert B. Berggren, Clerk of the Board



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: June 4, 2015
RE: June 11, 2015 Board Meeting

Report from Fourth of July Commission

Representatives Chris Tipton and Allen Vinson will be on hand to give a report on the activities for this year's 4th of July.



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: June 4, 2015
RE: June 11, 2015 Board Meeting

To Consider Labyrinth Signs at Brookwood Park (ACTION) **a. Report on Labyrinth Installation and Opening**

Hospice Representatives Belinda Sullivan and Mimi Weisel will be on hand to give an update on the installation of the labyrinth. Current plans have the delivery of materials on June 13 and volunteer day on June 20. The labyrinth will be opening with a celebration on June 28. Attached in your packet is the wording for the labyrinth signage that the Board requested at an earlier Board Meeting, which includes the information sign and dedication sign. Staff has reviewed the wording on the signage and recommends Board approval.

Labyrinth Signage

INFO SIGN

This labyrinth is a gift to the community made possible by

Kindred at Home Hospice

Pleasant Hill Recreation and Park District

The Madrone Foundation

Use this labyrinth for relaxation, meditation and fun. Follow the path to the center, then turn around and walk back. As your mind quiets, you may lose track of the outside world and become open to deeper thoughts, awareness and personal growth.

DEDICATION SIGN

This labyrinth is made possible through generous community contributors:

Kindred at Home Hospice	Pleasant Hill Recreation and Park District
The Madrone Foundation	PG&E
Tradition Care Funeral Services	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX CORPORATION
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX CORPORATION	Kindred at Home Staff – Pleasant Hill
INDIVIDUAL In honor of INDIVIDUAL	INDIVIDUAL In honor of INDIVIDUAL



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: May 21, 2015
RE: May 28, 2015 Board of Directors Meeting

Budget and Finance Committee Report

- a. **To Consider Teen/Special Events Coordinator Position (ACTION)**
- b. **To Consider Capital Projects for Fiscal year 2015-16 (ACTION)**
- c. **To Approve Resolution 2015-06-11A, Amending Fiscal Year 2014-15 (ACTION)**
- d. **To Approve Resolution 2015-06-11B, Adopting Preliminary Budget for Fiscal Year 2015-16**
- e. **To Approve Resolution 2015-06-11C, Adopting Preliminary Budget for Fiscal Year 2016-17 (ACTION)**

The Budget and Finance Committee met on May 29, 2015 and June 5, 2015 to review the amended budget for Fiscal Year 2014-15 and to review the preliminary budgets for Fiscal Years 2015-16 and 2016-17. The Committee was also reviewing the capital projects list and considering the Teen/Special Events Coordinator Position.



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.

**Pleasant Hill Recreation & Park District
Board of Directors
Budget and Finance Committee
Friday, June 5, 2015
4:00 PM
Administration Office
147 Gregory Lane, Pleasant Hill**

Chair: Sandy Bonato
Member: Zac Shess

1. Public Comment
2. To Consider Amending Budget for FY 2014 – 2015
3. To Consider Preliminary Budget for Fiscal Year 2015 – 2016 and FY 2016 – 2017
4. To Consider Capital Projects
5. To Consider Process in Reviewing Reserve Study Proposals

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.



MEMO

To: Bob Berggren, General Manager
From: Katrina Hunn, Teen & Special Events Supervisor II
Tina Young, Recreation Superintendent
Date: April 29, 2015

Re: Recommendation to Hire a Teen & Special Events Coordinator

At the Board Study session in February a goal was presented to the Board to investigate the hiring of a Teen/Special Events Coordinator. The Board was very encouraging of this goal and over the past few months we have examined this closer. Considering the current special events, the future of Wine, Women and Shoes, and the growth of the teen program it would be advantageous for the District to hire a coordinator to help build and support both of these departments. Things have changed so much over the past few years. The Teen Center offers year round, Monday thru Friday programming to our community. We have expanded our community events over the past 5 years to include more profitable special events such as the New Year's Eve Celebration and Wine, Women & Shoes. When these events move from designated FF&E funds to the Special Event department and the Teen Afterschool Program continues to grow, more staffing is needed in order to keep up the momentum, quality and reputation of these programs and events.

We have expanded our Teen Program over the last few years which has decreased the subsidy of the Teen department. With the success of the Afterschool Program, a lead staff member that has a long term commitment to the program will be vital to the Teen Center's future and programming. Currently most staff members of the afterschool program are DVC students whose schedules have to change at least 2-3 times per year and only work for the program for one school year.

For over 15 years, the planning of District events has been a team effort, two full-time staff members sharing the work load. When we made staff reductions three years ago, Susie Kubota and Talli Pitcher were given increased responsibilities to assist Katrina with the implementation of over 12 special events each year. Susie and Talli need to return to their key responsibilities for Administration and Aquatics.

The proposed Teen & Special Events Coordinator would be a full-time position under the management of the Teen & Special Events Supervisor II. The emphasis of the position would be serving as the lead staff member for the Teen Afterschool Program, Teen Council staff liaison, expand Teen event offerings and will assist in planning special events, attempting to secure \$60,000 per year in event sponsorships, coordinate volunteers, and implement Special Recreation social club activities beyond the 3 times per year we host Special Recreation Dances. This position is key to helping the District expand our presence in the community, reduce the departments' subsidy and build the District's leadership team. Attached is a proposed job description.

We propose this position to begin July 1, 2015 so that this staff member would receive ample training before the first day of the Afterschool Program in mid August and to assist with 3 major special events that occur during the summer. This would require recruitment beginning in May 2015. The increase to the budget of \$60,631 (\$46,955 salary at Step 1 of Rec Coordinator salary scale and \$13,676 in benefits-Medical, PERS and other payroll costs). This cost would be split 50% to the Teen department and 50% to the Special Event department.



MEMO

To: Bob Berggren, General Manager
From: Katrina Hunn, Teen & Special Events Supervisor II
Tina Young, Recreation Superintendent
Date: June 1, 2015
Re: Recommendation to Hire a Full Time Coordinator

Members of the Budget Committee requested additional options for staff to consider at their meeting on May 29, 2015. They are as follows:

Option 1: Previously proposed, this position would begin as soon as possible so that this new staff member would receive ample training before the first day of the Afterschool Program in mid August and to assist with 3 major special events that occur during the summer. This would require recruitment beginning in May 2015. The increase to the budget of \$60,631 (\$46,955 salary at Step 1 of Rec Coordinator salary scale and \$13,676 in benefits-Medical, PERS and other payroll costs). This cost would be split 50% to the Teen department and 50% to the Special Event department.

Option 2:

One Full Time Special Events Coordinator and One Part Time Teen Afterschool Program Lead
The Special event budget would be expensed the full \$46,955 (Step 1) in salary and \$13,676 in benefits. Considering the current special events planned in the 2015-2016 budget, this changes the Special Event budget bottom line to \$205,555 in expenses. The department would no longer reflect a profit. The deficit to the Special Events budget would be \$18,155.

The Teen program would then have a Teen Afterschool Program Lead instead of a coordinator position. This would add an additional 6.5 hours per week added to a teen center afterschool program employee's schedule. The expenses to the Teen Area would save \$13,500 in salary and benefits. The Teens budget bottom line becomes \$327,180 in expenses. Total proposed deficit to the department becomes \$80,000. If option 2 is chosen, the difference to the overall District Budget becomes an additional expense of \$12,525.

Pleasant Hill Recreation & Park District
Recreation Coordinator – Teens & Special Events Job Description

Job Title: Recreation Coordinator – Teens & Special Events

Department: Recreation Administration

Reports To: Recreation Supervisor II – Teens & Special Events

FLSA Status: Exempt

Prepared By:

Prepared Date: January 28, 2015

Approved By:

Approved Date:

Summary Provides recreational and educational opportunities for the teen community and coordinates special event activities by planning, organizing, promoting, evaluating and modifying as necessary programs, events and facilities.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Identifies the recreation and educational needs for teen programs and other special events by surveying the community, teens & parents, civic groups, and the Teen Council; establishing meetings with groups and related agencies.

Completes operational requirements by scheduling and assigning employees, volunteers; reviewing work results.

Ensure all safety policies are followed to ensure a safe environment for participants.

Implement event marketing plans and secure \$60,000 annually in event sponsorships.

Manage teen recreation and special event staff and volunteers by recruiting, selecting and training.

Assist in preparing annual budget by setting financial goals for events and teen activities; manage registrations and billing of events and programs.

Promotes events and programs by advertising availability and schedules; notifying special interest groups and coordinating with state and local units of government.

Supports the Recreation Supervisor, General Manager and Board of Directors by advising on the management of teen recreation programs, special events and facilities; developing and evaluating options; recommending courses of action; answering questions and providing information to keep members informed.

Prepare reports as requested by collecting and analyzing information and trends.

Promotes PHRPD by representing the District at local, regional and state events, meetings, award nominations and presentations; involvement with local groups, service clubs and professional organizations.

Maintain professional and technical recreational knowledge by attending educational workshops; reviewing professional publications; establishing personal networks and participating in professional societies.

Contributes to a team effort by accomplishing related results as needed.

Supervisory Responsibilities

Supervises up to 10 Recreation Leaders and 30-60 volunteers. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Work week schedule will vary based on special events and teen program activities. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Uses intuition and experience to complement data.

Design - Uses feedback to modify designs.

Problem Solving - Develops alternative solutions.

Project Management - Communicates changes and progress.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives.

Visionary Leadership - Inspires respect and trust.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change.

Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback;

Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services. Continually works to improve supervisory skills.

Business Acumen - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment.

Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes

Initiative - Volunteers readily; Undertakes self-development activities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B. A.) from four-year college or university in Recreation Administration, Physical Education or related fields and two years of progressively responsible experience in the field of Recreation, Event Planning, or Leisure Services ; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations

Valid California Class C Driver's License with a good driving record. Must have the ability to obtain a Class B California Drivers License within six months of appointment to this position.

Other Skills and Abilities

Oral and written communication skills, public speaking experience, problem solving capabilities and a

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel. The employee is frequently required to stand; walk; sit; reach with hands and arms and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.

Capital Items Request List

Item	Approx. Cost	Department	Description
1	\$ 8,500	Aquatics	Replacement tarps, old ones falling apart
2	\$ 165,000	Aquatics	Est. does not include drawings, engineering, alternative - Pavers instead of concrete
3	\$ 10,000	Aquatics	Need replacement
4	\$ 49,000	Aquatics	Shared with MIDUSD, assist staff in removing tarps from pool.
5	\$ 5,000	Computers	PC's to replace WinTerms
6	\$ 9,800	Teens	Shade structure adjacent to Teen Center Snack Window & Meeting Room
7	\$ 7,000	CommCenter	Replacement of glass tiles
8	\$ 8,000	Aquatics	Repair of Aquatics Lifeguard/Training Room at PH Aquatic Park
9	\$ 5,000	Senior Center	Treatments still needed in the Chateau Room & CC Café
10	\$ 5,000	Comm Center	Still lacking quantity of receptacles and circuits for electrical needs
11	\$ 20,000	Comm Center	Outdoor lighting for Community Center
12	\$	Senior Center	HVAC upgrades to Senior Center
13	\$ 15,000	Adult Sports	Court needs resurfacing
14	\$ 5,000	Adult Sports	Collaborate with disc players to develop & build disc golf course at Paso Nogal
15	\$ 23,000	Parks	New truck with FY 15/16 or 16/17
16	\$ 10,500	Parks	Top dressing fields after aeration
17	\$ 8,500	Parks	Sports Turf Aerator
18	\$ 14,000	Parks	Baseball/Softball field prep machine
19	\$ 40,000	Parks	Replace paths at Frank Salfingere Park
20	\$ 15,000	Comm Center	Built in projector
21	\$ 12,000	Comm Center	Screen and ceiling mounted projector in Dance Studio
22	\$ 5,500	Comm Center	TV listing of District events in Berggren Lobby
23	\$ 10,000	Comm Center	Additional shade structure for playground to match existing shade structure
24	\$ 100,000	Parks	Repair of parking lot surface
25	\$ 40,000	Admin	Equipment replacement & upgrades - Richard Miller finalizing list
26	\$ 50,000	Parks	School grade level playground for Pleasant Oaks Park
27	\$ 50,000	Parks	Needed replacement of restroom
28	\$ 40,000	Parks	Adding new restroom for Brookwood Park
29	\$ 20,000	Parks	New monument signs for District Parks
30	\$ 100,000	Parks	Replacing worn out pathways at District Parks and facilities

31	Portable Stage	\$	10,000	Recreation	Stage for special events and events at the Community Center
32	Gate at Dinosaur Hill Park	\$	9,700 4,000	Parks	Need security gate at Taylor entrance for Dinosaur Hill Park
33	New Website	\$	30,000	District	New & improved, updated website
34	Board Packet Information	\$		District	Granicus is an agenda and minutes program
35	Picnic Table Replacement	\$	14,000	Parks	Replace old tables at Brookwood & Rodgers-Smith Park - 8 new concrete tables
36	Tennis Court Surface Replacement	\$	15,000	Recreation	Help support PH Tennis Club's Resurfacing Project at PH Middle School Tennis Courts
37	KIDSTOP Roof	\$	20,000	Recreation	Replacement roof for the KIDSTOP Building
38	Teen Center Carpet	\$	15,000	Teens	Replacement of flooring

\$ ~~3,045,000~~
Grand Total 810,800

3/7/2015 6/03/15

June 3, 2015

To: Budget Committee

From: General Manager

Re: Capital Projects Priority List

The Capital Items Request List has been updated and is attached. The following are the priorities recommended by staff for FY 2015-16 and FY 2016-17:

FY 2015-16

1. PH Aquatic Center Pool Deck Repair	\$ 165,000
2. PH Park Court Resurfacing	15,000
3. Shade Structure Teen Center	7,000
4. Aerway Slice Aerator	8,500
5. Tycrop TD-460 Top Dresser	10,500
6. Rodgers Smith Park Restroom	50,000
Total	\$ 256,000

FY 2016-17

1. Park Maintenance Truck	\$ 23,000
2. District Office Parking Lot	100,000
3. Website	30,000
4. Frank Salfigere Park Pathways	40,000
5. Teen Center Floor Replacement	15,000
6. CC Curved Bench Tile Replacement	8,000
Total	\$ 216,000

May 29, 2015

Computer Equipment/Needs

FY 2015-16

1. Cisco Warranty Needs
 - a. Warranty Update \$5,000
 - b. Annual Renewal \$4,500Budget #12100-75506

 2. Ontai Service Plan Update
Includes software updates, pre-active monitoring, server updates and support, anti-virus for desktops and servers, end user support. Onsite for trip meetings. Adding coverage for the additional computers and infrastructure equipment added. A total of 40 computers with 5 more scheduled for this next year, 13 infrastructure components (routers, switches, access points). Add \$1,465 per month to existing service plan. Budget #12100-75507

 3. Five new workstations
 - a. Hardware \$7,546
 - b. Set-up \$2,500
 - c. Labor \$2,500
- Total Capital Budget \$12,546

FY 2016-17

1. Add 5 new workstations
 - a. Hardware \$7,546
 - b. Set-up \$2,500
 - c. Labor \$2,500

 2. Upgrade all workstations to Office 2013
 - a. \$32,056

 3. Email Server Software Update to Exchange 2013
 - a. \$13,100
- Total Capital Budget \$57,702



MEMORANDUM

TO: Budget and Finance Committee
Chair, Sandy Bonato & Member, Zac Shess

FROM: General Manager

DATE: May 12, 2015

RE: Budget and Finance Committee

The Budget and Finance Committee is meeting on Friday, May 29 at 3pm at the District Office. Attached is the budget that includes amending fiscal year 2014 - 15 and to consider preliminary budgets for fiscal year 2015-16 and 2016-17.

Summary of Amended Budget for 2014 - 15

There are always adjustments throughout the current budget for fiscal year 2014-15 and you will be able to see those in your attached budget. The significant item in this budget is on page 37, where there are unallocated funds of \$240,557. The major portion of this is the paving project for Pleasant Hill Park that will be continued into fiscal year 2015-16. There were delays in the final specifications. Now that they are ready, the timing is not good for installation during mid-summer. We would like to schedule the project for the pavers at PH Park to be installed in the Fall of 2015. This will be an approximately \$200,000 "carry-over" into the FY 2015-15 budget.

Summary of Preliminary Budget Fiscal Year 2015-16

The preliminary budget for fiscal year 2015-16 continues with the salary increases for various staff members of the 3rd year of a three-year adjustment. The major personnel recommended change in this budget is the addition of Teen and Special Events Coordinator, a full time position. The information on this position is attached and was reviewed by the Personnel Committee. The position is in the budget in two sections; the Teen Center section as well as the Special Events section.

The other major component this year is PERS, Public Employees Retirement System, where PERS has lowered the overall employer rate. However, there is a once a year payment due to PERS, that you will be able to see on page 6, under the Administration section 55260, PERS Annual Fee, which the District will owe \$164,000 for budget fiscal year 2015-16. This amounts to an increase of approximately \$35,000 to PERS for this next fiscal year.

Another major component that will need to be discussed by the Budget and Finance Committee and the entire Board of Directors is the capital expenditures, if you check on page 36, for the preliminary budget for fiscal year 2015-16, it is a place holder for

\$450,000. This is the same as for preliminary budget for fiscal year 2016-17 that totals \$300,000. As I mentioned earlier, we have approximately \$200,000 in carry over for the Pleasant Hill Park paving project. So, there is a place holder of \$250,000 for fiscal year 2015-16. Attached is a capital projects list of those items that are under consideration.

Preliminary Budget Fiscal Year 2016-17

Just to summarize what we have for both fiscal year 2015-16 and 2016-17, a slight rise in property tax revenue. We still see the price of homes increasing and that will enhance the property tax revenue. Another major element of revenue we thought would do well, but exceeded expectations was the Community Center rental, which has done exceptionally well. We figure that it will continue into 2015-16 as well as 2016-17 fiscal years.

For fiscal year 2016-17, we continued with the last year's salary increases and have determined as best we can, the increases in expenses both salary and benefits, as well as the overall expenses of the District. Again, the major element to be decided is the capital items. The Board has the capital list and we have 2015-16 and 2016-17 to consider those items.

Budget Departments

Staff will be preparing summaries of their specific department budgets. We will get that to you by May 22.

Memo

To: Robert B. Berggren, General Manager
From: Korey Riley, Aquatics Supervisor II
Date: May 21, 2015
Re: Aquatics Budget

Below find notes on changes to the Aquatics Budget for FY 15/16 & 16/17:

Salary Custodial (1280-50187)

The budget includes moving to a custodial contract starting 6/1/15. Currently the lifeguard staff cleans the locker rooms. We are experiencing a shortage of lifeguards this year, both returning staff and recruiting new hires. More importantly the quality of their work declines as the staff burn out each season. As a contract, the cost for cleaning the locker rooms is moved from a salary account to Services & Supplies. The corresponding part time benefits accounts were reduced to reflect the removal of the custodial payroll expense.

Salary Staff Training (1280-50370)

The increase in this account includes additional time to train staff in Title 22, additional first aid required by the State of California for first responders.

Salary Pool Cashier, Lifeguard, Instructor, Pool Manager (1280-50483, 50484, 50485, 50486)

All part time salary accounts include changes due to minimum wage increasing effective 1/1/2016.

Salary Pool Manager (1280-50486)

The increase in this account includes our new Rec Specialist position. This part time, seasonal position works up to 20 hours/week and was created when Talli was made the Dolphins Head Coach. This position schedules aquatics staff April-August and performs related tasks like approving timesheets. Scheduling was previously done by Talli year round. Talli will resume scheduling after the Dolphins swim season is over. Beth Heinen, who has worked for the District in a variety of aquatics positions since 2001, is our Rec Specialist, and she's been doing a fabulous job with the schedule.

Staff Training (1280-60370)

The 15/16 budget includes funds for Korey to attend the Association of Aquatic Professionals (AOAP) Conference in San Diego. Korey attended this conference in February 2015 and it was excellent. After 2016, the conference will be held in Florida in 2017 & 2018 and Texas in 2019 & 2020.

Services & Supplies (1280-75515)

The budget was changed to include a custodial contract starting 6/1/15. See notes for Salary Custodial above.



MEMORANDUM

TO: Bob Berggren
FROM: Tina Young, Recreation Superintendent
DATE: 5/22/15
RE: 2015-2017 Budgetary changes, additions and comments

Community Center staff 12310-50120

Increase in customer service, clerical and rental assistance staff hours to handle increase in District classes/activities offerings, weekday rentals and call volume for CC, SC, WC and TC facility rental inquiries.

Teen 12550 and Special Event 12650

The proposed Teen & Special Events Coordinator is a full-time position under the management of the Teen & Special Events Supervisor II. The emphasis of the position would be serving as the lead staff member for the Teen Afterschool Program, Teen Council staff liaison, expand Teen event offerings and will assist in planning special events, attempting to secure \$60,000 per year in event sponsorships, coordinate volunteers, and implement Special Recreation social club activities beyond the 3 times per year we host Special Recreation Dances. This position is key to helping the District expand our presence in the community, reduce the departments' subsidy and build the District's leadership team. Attached is a proposed job description.

The proposed position would begin July 1, 2015 so that this staff member would receive ample training before the first day of the Afterschool Program in mid August and to assist with 3 major special events that occur during the summer. This would require recruitment beginning in May 2015. The increase to the budget of \$60,631 (\$46,955 salary at Step 1 of Recreation Coordinator salary scale and \$13,676 in benefits-Medical, PERS and other payroll costs). This cost would be split 50% to the Teen department and 50% to the Special Event department.

Additional Comments:

***For 2014-2015 budget the church rentals alone will bring in the following revenue. If we loose any of these groups this could affect the overall budget.** To date no one has said they are planning to leave the District but the Senior Center church rental has been looking for a permanent location. These groups bring in approximately 1/3 of the District's rental revenue.

- Senior Center Rental Revenue 12200-43700 – Father's House rental \$86,000
- Winslow Center Rental Revenue 12300-43300 - Generations rental \$21,800
- Community Center Rental Revenue 12310-43700 – Bay Area Christian rental \$98,600
- Teen Center Rental Revenue 12550-43700 – Grace Bible rental \$15,300



MEMO

Date: 5/22/2015
 To: Bob Berggren, General Manager
 From: Carrie Miller, Building Maintenance Superintendent
 Subject: Requested Budget Summary FY16 & FY17 - Changes

Now that all the new Teen, Senior, and Community Center buildings have been in operation for 1-2 full years, we find we are doing business above our expectations in most cases. The facilities maintenance and custodial services and the material supplies budgets have been projected accordingly.

CUSTODIAL WAGES

Account	FY15 Projected	FY15 Amended	FY16 Projected	FY17 Projected
SC 1220-50190	102,250	110,450	116,000	121,800
CC 1231-50190	102,250	107,500	112,900	118,500
KS 1270-50190	8,000	3,000	5,000	7,000

The projected budget for custodial wages at the SC and CC reflect the increased hours of coverage, increased number of shifts requiring more than one custodian on site, and the status change of up to 10 total custodians to category Part Time B. It is anticipated that this increased level of custodial care is sufficient to keep the facilities in "like new" condition as much as possible. KidStop has projected changes that reflect the use of parent volunteer hours in custodial services, as well as reassignment of some custodial hours to a salary account in 1350 Bldg Maint Dept.

SUPPLIES AND SERVICES/MAJOR REPAIRS

Account	FY15 Projected	FY15 Amended	FY16 Projected	FY17 Projected
SC 1220-75515	42,000	44,100	42,000	45,500
SC 1220-75750	0	0	4,500	4,500
CC 1231-75515	58,000	62,000	63,500	65,750
CC 1231-75750	4,000	7,600	4,500	4,500
TC 1255-75750	0	0	2,000	2,000

The volume of consumable supplies and services at the sties increased throughout the FY15, largely due to a profitable jump in rental activity. Projected expenses in the Services and Supplies 75515 accounts reflect the anticipated volume needed for the next 2 fiscal years. The Major Repairs 75750 accounts have been projected with place holders for expected major commercial appliance repairs, which are not considered daily operational type expenses.

MEMO

To: Bob Berggren

From: Tom Bradley

Date: May 22, 2015

Subject: Budget Summary

The Parks Department two year budget 2015/16 & 2016/17 reflects anticipated changes in several areas.

1. Staff Salaries will be increasing due to step increases of a mostly new staff.
2. Health Plans are anticipated to rise approximately 10K a year for Parks Department.
3. Water costs are expected to rise for potable and reclaim alike. With are use cut back I will just have to wait and see how our cost are affected.
4. Electricity will go up due to the increase of rentals of our facilities
5. Athletic Facilities Maintenance is increasing in cost due to maintaining our new fields and renovations to turf around the district.
6. Vehicle Maintenance covers the cost of fuel. I am anticipating an increase in fuel prices.
7. Contracted Tree Services. We have many trees around the district that are of ill health and old age that should be removed for safety reasons. This will most likely increase if drought conditions continue. Many are too large for our crew and equipment to handle.
8. Vandalism costs are based on the cost of repairs of this year.

These are the areas with the most significant increases. All other increases are minor.

Department	Projected Net Inc/Loss Per Amended 14-15 Budget	Projected Net Inc/Loss Per 15-16 Budget	Projected Net Inc/Loss Per Rec Goal #3 Yr-15-16	Projected Net Inc/Loss Per 16-17 Budget	Projected Net Inc/Loss Per Rec Goal #3 Yr-16-17
Senior Center	-\$350,064	-\$311,535	-\$339,562	-\$247,770	-\$329,375
Winslow Center	-\$15,051	-\$18,085	-\$14,599	-\$18,425	-\$14,161
Community Center	-\$58,710	-\$80,340	-\$56,949	-\$88,857	-\$55,240
Adult Activities	\$32,909	\$39,000	\$36,200	\$36,360	\$39,820
Athletics	\$69,792	\$67,950	\$76,771	\$62,560	\$84,448
Teens	-\$76,485	-\$92,900	-\$74,190	-\$94,700	-\$71,965
Preschool	\$160,900	\$171,250	\$176,990	\$173,100	\$194,689
Special Events	-\$10,864	\$8,340	-\$10,538	\$12,750	-\$10,222
Child Care	\$36,180	\$45,030	\$39,798	\$50,000	\$43,778
Aquatics	-\$325,925	-\$332,260	-\$316,147	-\$337,975	-\$306,663
Totals	-\$537,318	-\$503,550	-\$482,227	-\$452,957	-\$424,891



Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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

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

**IN THE MATTER OF
AMENDING THE 2014 - 15 BUDGET**

RESOLUTION 2015-06-11A

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

THAT the District will receive the following adjustments in revenue:

TOTAL REVENUE \$6,904,525 to \$7,009,400

THEREFORE, BE IT RESOLVED, THAT the Board of Directors does hereby amend the 2014 – 15 Budget as follows:

Administration	from	\$ 365,082	to	355,160
Recreation	from	4,356,124	to	4,386,858
Parks	from	1,228,334	to	1,176,975
Building Maintenance	from	388,390	to	414,365
Long Term Debt	from	256,000	to	256,000

TOTAL OPERATING EXPENSES 6,593,930 to 6,570,593

Capital from 279,000 to 198,250

TOTAL EXPENDITURES from \$6,872,930 to 6,768,843

Unallocated Funds \$ 31,596 to 240,557

PASSED AND ADOPTED on June 11, 2015, by the following vote:

**AYES:
NOES:
ABSENT:**

Sandra Bonato, 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 June 11, 2015.

Robert B. Berggren, Clerk of the Board



Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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

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**IN THE MATTER OF
ADOPTING THE 2015 -16 PRELIMINARY BUDGET**

RESOLUTION 2015-06-11B

**THE PLEASANT HILL RECREATION & PARK DISTRICT BOARD OF DIRECTORS DOES
HEREBY RESOLVE THAT** the following be adopted as the Preliminary Budget for 2015 - 16.

EXPENDITURES

Administration	\$ 506,400
Recreation	4,681,460
Parks	1,232,579
Building Maintenance	414,365
Long Term Debt	256,000
TOTAL OPERATING EXPENSES	\$7,090,804
Capital	450,000
TOTAL EXPENDITURES	\$7,540,804
Unallocated Funds	\$ 34,197

PASSED AND ADOPTED on June 11, 2015, by the following vote:

**AYES:
NOES:
ABSENT:**

Sandra Bonato, 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 June 11, 2015.

Robert B. Berggren, Clerk of the Board



Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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

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**IN THE MATTER OF
ADOPTING THE 2016 -17 PRELIMINARY BUDGET**

RESOLUTION 2015-06-11C

**THE PLEASANT HILL RECREATION & PARK DISTRICT BOARD OF DIRECTORS DOES
HEREBY RESOLVE THAT** the following be adopted as the Preliminary Budget for 2016 - 17.

EXPENDITURES

Administration	\$ 549,100
Recreation	4,809,547
Parks	1,269,828
Building Maintenance	425,450
Long Term Debt	256,000
TOTAL OPERATING EXPENSES	\$7,309,925
Capital	300,000
TOTAL EXPENDITURES	\$7,609,925
Unallocated Funds	\$ 32,875

PASSED AND ADOPTED on June 11, 2015, by the following vote:

**AYES:
NOES:
ABSENT:**

Sandra Bonato, 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 June 11, 2015.

Robert B. Berggren, Clerk of the Board



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: June 4, 2015
RE: June 11, 2015 Board Meeting

Report on California Association of Recreation & Park Districts Annual Conference

Board Vice Chair Zac Shess was able to attend the recent California Association of Recreation & Park Districts (CARPD) Annual Conference and will give a report on the conference.



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: June 4, 2015
RE: June 11, 2015 Board Meeting

Report on Liaison Committee with the City of Pleasant Hill

The Liaison Committee of Board Chair Sandy Bonato and Vice Chair Zac Shess will be meeting on Tuesday, June 9 with City Representatives, Vice Mayor David Durant and Councilmember Tim Flaherty.



**PLEASANT HILL RECREATION & PARK DISTRICT
AND
CITY OF PLEASANT HILL**

LIAISON COMMITTEE MEETING

**June 9, 2015
6:00 P.M.**

**Pleasant Hill Community Center
Republic Services Room
320 Civic Drive, Pleasant Hill, CA**

(In accordance with The Ralph M. Brown Act, this standing subcommittee meeting is open to the public.)

Recreation & Park District Board:

**Chair: Sandra Bonato
Vice Chair: Zac Shess**

City Council:

**Vice Mayor: David Durant
Councilmember: Tim Flaherty**

A G E N D A

1. Public Comment
Five minutes may be allotted to each speaker with a maximum time of twenty (20) minutes to each subject matter. The public may speak regarding agenda items at the time the matter is taken up. Non-agenda items can be addressed under Public Comment.

2. The following items will be for discussion purposes only, no action will be taken.
Report/Update on District Facilities:
 - a. Old School House
 - i. Affect of City – Historical Ordinance
 - b. Chilpancingo Park
 - c. Winslow Center
 - d. Teen Center

3. Discussion Regarding Park Safety Issues
 - a. Dinosaur Hill Park
 - b. Paso Nogal Park

4. Update on Library Project

5. Status of City/District Partnerships
 - a. Computers
 - b. Public Services Center
 - c. Outlook – cross-marketing

6. Update on Grayson Woods Golf Course

7. Future Action Items

ADJOURNMENT



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: June 4, 2015

RE: June 11, 2015 Board Meeting

Report on 2015 Blues and Brews Event

The General Manager will give an update on the upcoming 2015 Blues and Brews Festival.



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: June 4, 2015
RE: June 11, 2015 Board Meeting

To Set a Date for a Board Study Session concerning the Policy Manual

At the last Board Meeting held on May 28, 2015, the Board decided that the most efficient way to review the Policy Manual is to set a Board Study Session and would like District's Attorney Curt Kidder to also attend. We need to schedule a 3 - 4 hour time period.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: June 4, 2015

RE: June 11, 2015 - Board Meeting

To Set a Date for the Board Tour of District Facilities

We would like to get back on track to have an annual date for Board Tour of District Facilities. Please have your schedules and calendars ready so we can choose a date. Also, this will be a time for Board Members to request what facilities they would like to visit.



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: June 4, 2015
RE: June 11, 2015 Board Meeting

Reports and to Set Board Committee Meeting Dates

- a. Land and Facility Development Committee**
- b. Personnel Committee**
- c. Budget and Finance Committee**
- d. Program Committee**

This is an ongoing item. Some of the committees will give updates and schedule any meetings.