



MEMO

To: Bob Berggren, General Manager
Tina Young, Recreation Superintendent
From: Carrie Miller, Bldg Maint. Supt.
Date: 21 June 2013

Community Center Furniture Procurement

The District has received quotes and bids for all furniture packages for the Community Center. The District Board-approved Dahlin Group Furniture Selection Guide was divided into three packages: Standard, Steelcase, and Custom. Additionally, contract pricing was provided from Mity-Lite for chairs to be used at the gazebo for outdoor weddings and other events.

Standard Package

This package is made up of all furniture available as standard manufactured goods, including tables, chairs, dollies, planters, and preschool soft block forms. The bids were opened June 19, 2013 (see attached results sheet) and the apparent low bidder is One Workplace.

Recommendation: Accept the bid from One Workplace for **\$199,808.66**. This company provided excellent goods and services in the new Senior Center and is also our provider for contract goods from Steelcase and Coalesse.

Steelcase/Coalesse Package

All pieces in the Dahlin Group Furniture Selection Guide that are manufactured by Steelcase (which includes Coalesse brand) will be provided by One Workplace as our supplier through the public agency purchasing group we joined for the Senior and Teen Centers furniture procurement. The prices are set by government contract.

Recommendation: Accept the quote from One Workplace for **\$76,439.62**. The Steelcase package delivered and installed in both the Teen and Senior Centers was accomplished with professionalism, courtesy, and high standards.

Custom Package

This package includes all custom-built pieces, including the credenza for the McHale Room, preschool teacher desks, and frames for the various art prints and the oil painting specified in the Furniture Selection Guide. The cabinet-maker will also provide and re-size the art prints from Art.com. Dahlin Group provided recommendations for cabinet-makers with whom they have prior good experience.

Recommendation: Accept the quote from Borchers Woodworking for **\$26,325.00**.

Mity-Lite Package

This is an order for 100 Mity-Lite One Series Pro white chairs and 2 storage/transport carts. The District purchased a dozen of these chairs to field test in hopes of replacing the folding chairs we currently have in use. The Mity-Lite chairs are superior in design, durability, load capacity, and UV resistance and by far outperform the old set of chairs.

Recommendation: Accept the quote from Mity-Lite for **\$4033.31**.

Additional Custom Art

Oil Painting for Reception - **\$5,995.00**

Sky Design – Glass Pieces **\$25,000.00** estimate

Budget

Standard Package	\$199,808.66
Steelcase Package	\$76,439.62
Custom Package	\$26,325.00
Mity-Lite	\$4033.31
Custom Glass Art	\$25,000.00
Oil Painting	\$5,995.00
TOTAL (EST.)	\$337,601.59
Budget	\$350,000.00



COMMUNITY CENTER
 STANDARD FURNITURE PACKAGE
 PROJECT NO. C702C

Bid Opening Date: June 19, 2013, 10:00 A.M.	
Contractor Name	Total Base Bid
AAA Business Interiors	Non-Responsive
Commercial Services Group	Did Not Bid
Hoovers Interiors	Did Not Bid
One Workplace	\$199,808.66
Unisource	Did Not Bid
Sam Clar	\$209,473.91

	APPARENT LOW BIDDER
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MEMORANDUM

TO: Robert B. Berggren, General Manager
FROM: Tina L. Young, Recreation Superintendent
DATE: June 19, 2013
RE: Agenda Item #5 - June 27, Board Meeting

Kimberly Miller, Director of Business Development for Wine, Women and Shoes will be here to make a presentation of the one-day signature fundraising and charity event that she recommends for Pleasant Hill Recreation & Park District's first year.



EVENT PRICING

“Look under many a powerful woman’s desk and you’ll find a serious pair of heels.”

- Wall Street Journal





Signature Event – \$22,000

- You're the only one – Exclusive license in your city to host a one-day Signature Event for up to 350 guests
- No need to reinvent the wheel – 90+ page web based Event How To Guide comprising materials, creative ideas, lessons learned and best practices from 120+ events, which is constantly updated. Organized by committee and subject, so it's easy for your committees to use
- We're here to help – 20 hours of strategy consulting and project management
- We make you look good – 27 hours of web and graphic design to build and maintain your event web page and customize your event graphics package
- Expert assistance on the big day – 8 hours of on site event management(*)
- Get the word out – event promotion on the WW&S national Facebook page (4,500 fans)

* *Travel costs are additional*

707.479.2055

www.winewomenandshoes.com



Signature Event – \$22,000 (continued)

- Winery participation – 8 participating wine brands, who underwrite their own travel costs. Includes:
 - Up to 15 cases of ultra-premium wines
 - Winery representative attendance at event
 - Napa Valley Insider Trip, which includes 2 nights of unique accommodations at a private winery estate for 2 couples and 4 winery VIP visits
 - 4 additional winery VIP visits* (w/o accommodations)
 - 8 special bottlings of wine (large format, verticals, horizontals)
 - 16 bottle Instant Cellar (2 bottles from each participating winery)

* for details on winery VIP Visits, see page after Option #4

707.479.2055

www.winewomenandshoes.com



Winery VIP Visits



VIP visits range from tours with the owners, blending sessions, barrel tastings, vineyard walks, picnics, and private tastings with the resident wine educator. Many of the wineries are not open to the public.

The trip to Napa Valley, without airfare, typically sells for \$3,000 – \$6,000.

Additional VIP may take place in wine country destinations such as Sonoma, Monterey, Paso Robles, or Oregon, and would require your charity to provide accommodations. Wine Women & Shoes can introduce you to some of our preferred providers in these areas who offer discounted arrangements.



Additional wine country trips, without airfare, typically sell for \$800 – \$4,000.

707.479.2055

www.winewomenandshoes.com



wine
women & shoes®



Change your **shoes**, change **a life!**



50 charity partners and counting...

Now in its eighth year and 120+ events produced, Wine Women & Shoes events take place in 50 cities (and counting), from Seattle to San Diego and Miami to Buffalo, and has helped net over \$15 million dollars for our charity partners.

Become your city's exclusive host of this creative approach to fundraising. These smart, sophisticated events feature wine tasting, auctions, fashion show, and a shopping marketplace that engage and entertain guests that build in momentum and revenue, year after year.

Join our network of some of the strongest charities in the country who share great ideas, expertise, partnerships and materials. With net incomes ranging from \$60,000 - \$260,000 per event, as the series matures, the net revenues for first year events increase. Together we're better!





Think outside the (shoe) box...

Looking for a fresh, engaging concept? From sponsors to attendees to committee members, when you say, “wine, women and shoes,” you’ll hear, “count me in!”

There are many of ways to leverage our powerful national brand:

- Build a committee with fresh faces who can become future supporters
- Bring in new sponsors who don't support your other events
 - Dermatologists, plastic surgeons, laser centers, medi spas
 - Luxury car dealers
 - Fertility clinics
 - Real estate and mortgage companies
 - Home maintenance companies
- Attract the media with fun story angles. TV loves WW&S!
- Attract new attendees (girls bring girlfriends!)
- Leverage partnerships and sponsorships from our partners in other cities
- Create an event to which attendees and partners return year after year (Sarasota is in its eighth year and sells out 5 months in advance!)
- Shopping and drinking wine with your girlfriends never goes out of style





Put the “fun” in fundraising...

Wine Women & Shoes Signature Events are a hit nationwide. Guests will:

- Sample an array of world-class wines
- Savor gourmet goodies or enjoy a seated lunch or dinner
- Chat with charming Shoe Guys (a highlight of every WW&S) who wander the Marketplace tempting guests with shoes on silver platters
- Peruse the Marketplace, trying on designer shoes, jewelry and accessories
- Bid on irresistible items, unusual experiences and one-of-a-kind wine country trips at the live and silent auctions
- Be dazzled by the fashion show featuring the latest fashions modeled by community leaders





Masters of the shoe-niverse...

After eight years and 150 WWS collaborations under our stilettos, we have a few tidbits to share [translation: if you're here to learn, we're here to teach]. We decided to centralize every valuable nugget into our comprehensive online resource also known as the Event How To Guide (a.k.a. the WWS bible), where every single thing you need to roll this out is one click away:

- Best practices + lessons learned organized by committee + subject
- Endless photos + videos from past events
- Instructional videos featuring our Founder Elaine Honig
- Downloadable templates ranging from budgets to sponsorship materials
- Brilliant ideas added + updated by our editor on a weekly basis
- Organizational charts, timelines + venue schematics
- Customizable PowerPoint presentations + one sheets with WWS branding
- Bulleted information that is to-the-point and thoughtfully edited





Bring your sole mate...



Men love wine as well, and if the vintners have come to your city, add some co-ed events couples can attend.

Patron Event

A walk-around wine and food tasting or a seated wine dinner, a silent and live auction. Average 150 attendees.

Vintner Dinners

Intimate wine-focused dinners in private homes ranging from 25 – 50 guests each.



Because each organization's needs are different, Wine Women & Shoes can customize any of these concepts to create something new, just for you.



Shoe me the money...

To date, Wine Women & Shoes has helped net over \$15 million for our charity partners. Funds are raised through:

- Sponsorships
- Ticket sales
- Live and silent auction lots (many provided in our event package)
- Key to the Closet Raffle
- Wall of Wine
- Fund-a-Need or Cash Calls
- Percentage of fashion sales
- General donations

We can show you how to tap into new fundraising sources from local businesses and professionals that align with our audience demographics and want access to your attendees.





Our sole sisters...



Our events are known to offer affluent, educated women a relevant and lighthearted environment that encourages meaningful interaction and financial support for the cause. On average, attendees pay \$95-250 for a ticket and donate or spend an average of \$200-600 per person at each event.

The guest profile consists of women who:

- Are charity supporters, socially conscious and community-minded
- Are key influencers, taste makers and connectors in their communities
- Pay attention to fashion and attend fashion events
- Enjoy wine and attend wine events



We can show your charity how to build its mailing list by extending beyond the normal outreach and leveraging partner and sponsor resources, contacts and networks.



Wine Women & Shoes Signature Event \$20,000 Fee

Benefits to Charity Partner

- Over 160 events produced = proven and demonstrated formula for fundraising success (so successful in some markets, they are going into their 9th year producing the event)

- Event exclusivity

- Most first-year markets net over \$100K from event proceeds (charity keeps 100%) AFTER WW&S fee and event expenses

- \$15 million net for nonprofit partners in 9.5 years

- Majority of WW&S events sell out in advance

- 47 hours of consulting time (strategy, web design, graphic design) with WW&S team; share successes from events in 40 other cities

- Ability to reach new sponsors targeting professional female demographic; plug and play sponsor presentations

- Access to extensive Event How-To Guide downloadable templates, tutorial videos, photos, best practices and all shared event files

- Access to 9 years of intellectual property including numerous designs and templates for save-the-dates, invitations, e-blasts, press releases, and more, saving thousands of dollars on marketing materials; access to in-house WW&S copywriter and graphic designer

- Up to 16 cases of pouring wine from 8 winery partners

- With advance notice (minimum 4 months), WW&S can provide vintner representatives from Napa, Sonoma, and Oregon wineries, making the event far more compelling than local market reps

- Exclusive auction lots consisting of visits to wineries and vineyards in Napa, Sonoma, and Oregon and accommodations in exclusive guest houses and luxury boutique hotels

- Access to national fashion partners who can sell merchandise at the event

- Alignment with nationally recognized brand that unifies and empowers women





MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: June 21, 2013
RE: Agenda Item #6 – June 27, 2013 Board Meeting

Update 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: June 21, 2013

RE: Agenda Item #8 – June 27, 2013 Board Meeting

Consent Calendar (ACTION)

- a. To Approve Bills to be Paid**
- b. To Approve Minutes of March 28, 2013 and April 11, 2013**

Accounts Payable
Computer Check Register Totals

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
18497	06/27/2013	ACCAqua	ACC Aquatic Commercial Consult	960.00	000000
18498	06/27/2013	AllWast	Allied Waste Services #210	500.26	000000
18499	06/27/2013	AmerSta	American Stage Tours	912.00	000000
18500	06/27/2013	AmFidAs	American Fidelity Assurance	169.28	000000
18501	06/27/2013	ATT3	ATT CALNET 2	308.86	000000
18502	06/27/2013	BANewsG	Bay Area News Group	106.85	000000
18503	06/27/2013	BayAlar	Bay Alarm Company	861.00	000000
18504	06/27/2013	BelAsso	Bellecci & Associates, Inc.	1,558.00	000000
18505	06/27/2013	BillAce	Bill's Ace Hardware	631.52	000000
18506	06/27/2013	BradleyK	Kelly Bradley	105.00	000000
18507	06/27/2013	CaliBan	California Bank of Commerce	26,074.75	000000
18508	06/27/2013	CCSNP	Contra Costa Senior Nutrition	6,011.10	000000
18509	06/27/2013	CCWat	Contra Costa Water District	288.65	000000
18510	06/27/2013	CenCon	Central Contra Costa Sanitary	8,775.15	000000
18511	06/27/2013	Cole	Cole Supply Co., Inc.	341.41	000000
18512	06/27/2013	CopySt	Copy Station	54.38	000000
18513	06/27/2013	CornMar	Mark Cornelius	3,402.00	000000
18514	06/27/2013	Creegan	Creegan + D'angelo	1,182.59	000000
18515	06/27/2013	DelDen	PBIA	4,216.92	000000
18516	06/27/2013	DepJus3	Department Of Justice	32.00	000000
18517	06/27/2013	DLFalk	DL Falk	495,420.06	000000
18518	06/27/2013	EastBay	East Bay Blue Print & Supply C	121.63	000000
18519	06/27/2013	Ewing	Ewing Irrigation	27.08	000000
18520	06/27/2013	FastSign	Fast Signs	68.36	000000
18521	06/27/2013	ForDon	Dona Foreman	1,000.00	000000
18522	06/27/2013	FranTx	Franchise Tax Board	90.00	000000
18523	06/27/2013	Furber	Furber Saw, Inc.	1,349.00	000000
18524	06/27/2013	INKEM	INKEM	2,882.31	000000
18525	06/27/2013	KaisFou	File #73029 Kaiser Foundation Health Plan	32,325.24	000000
18526	06/27/2013	KidzLove	Kidz Love Soccer Inc	8,406.00	000000
18527	06/27/2013	Legal S	Legal Shield	79.75	000000
18528	06/27/2013	LincEqu	Lincoln Equipment, Inc.	1,945.03	000000
18529	06/27/2013	LukeA	Ann Luke	300.00	000000
18530	06/27/2013	MacJam	James MacCabe	550.00	000000
18531	06/27/2013	Matrix	Matrix HG Inc	315.00	000000
18532	06/27/2013	McInerne	McInerney & Dillon	660.86	000000
18533	06/27/2013	MDUSD2	MDUSD	8,281.00	000000
18534	06/27/2013	MtDiablo	Mt Diablo Landscape Centers	66.96	000000
18535	06/27/2013	Navlet	Navlet's Inc.	65.83	000000
18536	06/27/2013	PaciMet	Pacific Metro Electriect Inc	4,729.14	000000
18537	06/27/2013	PERS	PERS	14,059.50	000000
18538	06/27/2013	PhCit	Pleasant Hill, City of	8,884.97	000000
18539	06/27/2013	PitBow	Pitney Bowes	291.10	000000
18540	06/27/2013	PleaHill	Pleasant Hill Rec & Park Distr	114,318.64	000000
18541	06/27/2013	Raftelis	Raftelis Financial Consultants	8,655.00	000000
18542	06/27/2013	RotoRoot	Roto-Rooter Sewer Service	379.50	000000
18543	06/27/2013	SafeCom	Safety Compliance Management	795.00	000000
18544	06/27/2013	SandSaf	Sanderson Safety Supply Co	1,642.56	000000
18545	06/27/2013	SiePac	Sierra Pacific Tours	675.00	000000
18546	06/27/2013	Spanish	Spanish 4 Children	643.50	000000
18547	06/27/2013	USBank	U.S. Bank	3,144.87	000000
18548	06/27/2013	VSP	PBIA	61.80	000000
18549	06/27/2013	walj	Jean Walton	275.00	000000
18550	06/27/2013	WRA	WRA	660.50	000000

Check Date Vendor No Vendor Name Amount Voucher

CHECK TOTAL: -----
\$769,661.91



Board of Directors Meeting Minutes April 11, 2013 DRAFT

The April 11, 2013 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 Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Board Chair Glover led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Glover, Donaghu, Bonato, Shess

ABSENT: Sterrett

STAFF PRESENT: Berggren, Lischeske, Miller, Bradley

PUBLIC COMMENT

Tim Ernst, resident of Pleasant Hill, spoke to the Board regarding the McFadden mediation agenda item. He commented that it was his understanding that the original contract for the building of the Senior Center and the Teen Center was approximately 10.4 million dollars. He said there was a \$900,000 claim, and the project manager was paid one million two hundred thousand or a little more to oversee the project. He continued by saying Board members, the project attorney, and the project manager met in a mediation session which resulted in a \$150,000 settlement.

TO CONSIDER LISTING AGREEMENT WITH RE/MAX TODAY FOR THE SELLING OF 249 GREGORY LANE (ACTION)

The Board of Directors declared the property at 249 Gregory Lane (The Little House) as surplus property at the February 28, 2013 regular Board Meeting. Following the government process in declaring the property surplus, the District has notified agencies that deal with low income and affordable housing. The General Manager reported that to date he has not received any interest in the property and their 60 day notification period will be concluded on May 4, 2013. In preparation for listing the property for sale, the General Manager contacted Don & Norma Flaskerud of RE/MAX Today. The Flaskerud's have looked at comparables in the area and estimated the value of the property to be around \$299,000. The General Manager is recommending hiring REMAX Today for the listing of the 249 Gregory Lane property.

Board Member Bonato asked about the condition of the house on the property and what work would need to be completed to make it more sellable. Bond Projects Facilities Coordinator Carrie Miller was present. She commented that the majority of the work would be fixing the cracking ceiling. Norma Flaskerud was present and commented that the building should be professionally painted to fix the cracking. She also commented that the cracking would need to be disclosed in the sale of the house.

Board Member Donaghu asked the Flaskeruds how many homes are currently for sale in Pleasant Hill. They stated that there are about 22 for sale.

Board Member Shess asked if the property is zoned purely residential. The Flaskeruds stated that it is.

Board Chair Glover asked if after the 60 day government process is completed, if the District will be going ahead with the sale. The General Manager stated that this would be the plan. Norma Flaskerud commented that it is good to place houses on the market when inventory is low.

Upon motion of Board Members Bonato & Donaghu, the Board approved listing the property of 249 Gregory Lane with RE/MAX Today to have the contract begin May 5, 2013.

TO SET A DATE FOR TOUR OF THE COMMUNITY CENTER

The tour date of the Community Center was set for before the April 25th regular Board Meeting.

UPDATES ON BOND PROJECTS

Mario Aeillo from the Dahlin Group displayed chair samples for the Community Center.

The General Manager made the following comments:

COMMUNITY CENTER

- He distributed the open change orders for the Community Center.

Board Member Bonato asked about the beam replacement at the Community Center. Miller explained that the beam was replaced at the cost of the contractor. The new beam is straighter and is a permanent fix.

The General Manager distributed an updated fundraising pledge list. Bonato asked if the pledges for the Community Center are being paid on time. The General Manager reported that no one is behind on their payments at this point. Bonato expressed concern regarding having enough money for the Community Center project.

PLEASANT OAKS PARK

- The General Manager reported that there are 6 confirmed bidders for this project.

Board Member Bonato asked for an update on the fence issue at Pleasant Oaks Park. The General Manager stated that there will be a report on the next agenda.

Board Chair Glover started the regular meeting at 7:24 p.m.

PUBLIC COMMENT

Tim Ernst, resident of Pleasant Hill, commented on the agenda item at the March 14th regular Board Meeting regarding changing auditors. He suggested that the new board members look into the history of changing auditors. He feels the board should be a lot more educated in the auditing area.

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

Ex-Officio Cassidy gave the following report.

- The CASTLE leadership conference will be held this weekend in San Jose.
- College Park is having a battle of the sexes this week.

- Members of the Teen Council volunteered at the District's EggCiting Egg Hunt which went very smoothly. College Park's Water Polo team did the face painting at the event.
- STAR testing will be in the middle of April.
- College Park High School received the distinguished school award.

CONSENT CALENDAR (ACTION)

a. TO APPROVE BILLS TO BE PAID

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

TO CONSIDER NOMINATIONS FOR SOROPTIMIST YOUTH RECOGNITION NIGHT (ACTION)

The annual Soroptimist Youth Recognition Night will be held at the new Teen Center on April 18, 2013. Staff is recommending the recognition of Ex-Officio Board Member Genesis Cassidy, and Teen Council Chair Helena Strand.

Upon motion of Board Members Donaghu & Shess, the Board approved the nominations of Genesis Cassidy and Helena Strand for the Soroptimist Youth Recognition Night.

TO CONSIDER RESOLUTION 2013-04-11 FOR NOMINATION OF SHERRY STERRETT TO THE BOARD OF DIRECTORS OF THE CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (ACTION)

Board Member Sherry Sterrett has served for 16 years on the California Special Districts Association Board of Directors including two terms as President. Part of the CSDA requirements to run for a Board seat is to submit a resolution from the member's District.

Upon motion of Board Members Bonato & Donaghu, the Board approved resolution 2013-04-11 for the nomination of Sherry Sterrett to the Board of Directors of the California Special Districts Association.

TO SET A MEETING DATE FOR THE PROGRAM COMMITTEE

This item was tabled until both Shess and Sterrett can be in attendance to confirm a date.

TO CONSIDER PROPOSAL TO PROVIDE 1972 ACT ASSESSMENT ENGINEERING SERVICES FOR VALLEY HIGH II, WOODSIDE HILLS I, & WOODSIDE HILLS III LANDSCAPING & LIGHTING DISTRICT (ACTION)

The General Manager reported that last year the Board approved the contract to combine Woodside Hills I & III Landscaping & Lighting Districts, and raise the assessment for Valley High II Landscaping & Lighting District. The District was not able to start the contract last year with Willdan Financial Services due to timing. The consultant who the District worked with on this project is now with a new company Raftelis Financial Consultants Inc. who the District will be working with for the new contract.

The General Manager stated that he is recommending the approval of the proposal from Raftelis Financial Consultants, Inc. to work with the District in combining Woodside Hills I & III and to raise the assessment for Valley High II.

Board Member Bonato asked how this change in the Lighting & Landscaping Districts will be presented to the home owners within these Districts. The General Manger stated he will be having meetings with the people involved. She also asked who would draft up the informational materials to be given to the home owners involved. The General Manager said it would be a combined effort between the District and the Raftelis group. Board Member Shess requested that the Board see the printed piece before it is distributed to the home owners.

Upon motion of Board Members Bonato & Donaghu, the Board approved to provide 1972 Act Assessment Engineering Services for the assessment increase for Valley High II and the combination and assessment adjustment for Woodside Hills I & III Landscaping and Lighting Districts not to exceed \$15,000.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Donaghu made the following announcements/questions:

- He attended the Pleasant Hill Chamber Meeting. The Chamber is discussing hiring a membership director. Chris Thomas has accepted the position for President next year.
- He will not be at the Rodgers Ranch meeting on April 16th.

Bonato made the following announcements/questions:

- She attended the plant expo at Rodgers Ranch. The Rodgers Ranch group figured about 1000 participants came to the event. She commented that it was a very successful event and that all the vendors have committed to return next year. She thanked Park Supervisor Tom Bradley for his involvement in the event.
- She volunteered to meet with Adam Nilsen regarding the Old School House and the Rodgers Ranch sites. They have made arrangements for further discussions and she will report back to the Board at a future meeting about their discussion.

Glover made the following announcements/questions:

- Attended the event hosted by Susan Bonilla at Back Forty BBQ.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- May 13th, June 10th, and June 24th are potential dates for the joint meeting with the City of Pleasant Hill.
- The California Special Districts Association quarterly meeting is this Monday.
- He distributed the part time hourly pay scale for the custodians. Board Member Donaghu complimented custodians Matt and Jason for their hard work at the rental Donaghu had at the Senior Center.
- He distributed the CAPRI recommendations and report from their annual site visit.
- He distributed the March Teen Center enrollment report.
- Next Friday is the concert to benefit the Teen Center.

ADJOURNMENT

Board Chair Glover adjourned the meeting at 8:11 p.m.

Robert B. Berggren, Clerk of the Board



Board of Directors Meeting Minutes March 28, 2013 DRAFT

The March 28, 2013 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 Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Board Chair Glover led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Glover, Donaghu, Bonato, Sterrett

ABSENT: Shess

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

PUBLIC COMMENT

None

TO CONSIDER RESOLUTION 2013-03-28A NOTICE OF COMPLETION FOR THE SENIOR CENTER AND TEEN CENTER (ACTION)

Upon motion of Board Members Bonato & Donaghu, the Board approved Resolution 2013-03-28A Notice of Completion for the Senior Center and Teen Center.

FUNDRAISING UPDATE

The General Manager reported on the current fundraising efforts. Board Member Bonato asked how the District is working on collecting the remainder of the money needed to complete the fundraising efforts. The General Manager explained that the staff is still in the process of conducting fundraising efforts, and scheduling fundraiser events. He reported that the Blues & Brews event just received a \$1500 sponsorship from Republic Services Waste Management Co. He stated that he is still working with potential large donors. Board Member Bonato asked if there is a timeline for the \$116,000 that is still needed for the building projects. She stated that she would like a report to the Board showing timelines of upcoming fundraising events. She would also like to see an accounts receivable report of the pledges that have been committed towards the fundraising efforts. The General Manager will send out a report to the Board showing the status of the current pledges.

Board Member Bonato asked about the furniture estimate for the Community Center. The General Manager explained that staff is hoping the bids will come in lower than the amount that has been budgeted. Bonato also asked about the price of the kitchen equipment at the Senior Center in comparison to the equipment at the Community Center. The General Manager said he would look into the pricing.

UPDATES ON BOND PROJECTS

Prior to the General Managers report the Board thanked Bond Projects Facilities Coordinator Carrie Miller for her weekly project photo updates.

The General Manager made the following comments:

SENIOR CENTER/TEEN CENTER

- The meandering walkway has been completed at the Senior Center.
- More signage is scheduled to be completed to explain the Bioswell areas at the Senior Center.

COMMUNITY CENTER

- This project is still on track.
- There will be a meeting on April 10th regarding the delay in construction due to cold weather.

Board Member Donaghu brought up the change orders for the Community Center. He stated that most of the change orders regarded the design of the project. He asked if staff is concerned about this. The General Manager reported that he is watching the change orders closely. Board Member Bonato asked about the cost of the delay due to cold weather. The General Manager stated it was around \$7000. Board Member Bonato commented that she appreciated the General Manager's quick response reporting the change orders to the Board.

PLEASANT OAKS PARK

- Working on going out to bid next week for this project.
- Hoping to finalize everything with the project April 2nd-21st.
- Met with the City of Pleasant Hill regarding the issue of the second crosswalk. The city is fine with the second crosswalk.
- Met with the City again on the fencing issue. Most of the neighbors are happy that the fence has gone from eight feet to six feet.
- The final estimate for this project came in \$40,000 less than originally anticipated. The General Manager asked the Board Chair how he wanted to prioritize the alternates; the General Manager explained that this does not need to be done in a public meeting. Board Member Sterrett stated she would be available to be involved in a separate meeting along with Board Chair Glover on this item.

The Board complimented the General Manager on working closely with the neighbors at Pleasant Oaks Park and keeping them updated on the project.

Board Member Bonato commented that she attended the Bond Oversight Committee Meeting last week. She stated that the committee is being very diligent with their review of the Bond Projects. She asked if the Board could receive a report history showing the project comparisons from what had been projected for the projects to the actual numbers shown now. Board Chair Glover asked if it would be difficult to show the comparisons of before and after costs. The General Manager explained it would not be difficult to provide this to the Board. Board Member Bonato requested a report showing the cost breakdowns for the acoustics and the meandering walkway at the Senior Center.

Board Chair Glover started the regular meeting at 7:09 p.m.

PUBLIC COMMENT

Adam Nilsen, resident of Pleasant Hill, spoke to the Board regarding the historical sites in Pleasant Hill. Most of his concerns were focused around the Rodgers Ranch site and the Old School House site. He would like to see a dialog started between the Board and those interested in preserving historical sites. Board Member Sterrett gave Nilsen the announcement for the upcoming Rodgers Ranch meeting between Rodgers Ranch Board members and the District's Board. Board Member Bonato volunteered to meet with Nilsen to discuss future plans and ideas.

Paul Nilsen, resident of Pleasant Hill, commented to the Board that the past Historical Society meeting had been very productive. He said the General Manager had sent him the engineering reports of the Old School House along with a copy of the Strategic Business Plan. He found both very informative, but would like the Board to work more closely with the Historical Society in preserving historical sites.

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

Ex-Officio Cassidy was absent from the meeting.

CONSENT CALENDAR (ACTION)

- a. **TO APPROVE BILLS TO BE PAID**
- b. **TO APPROVE MINUTES OF JANUARY 25, 2012, AND FEBRUARY 14, 2013**

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

REPORT FROM VETERANS OF FOREIGN WARS CO-SPONSORED GROUP

Veterans of Foreign wars representatives Bob Newhall and Doug Crouse were present to report to the Board updates on their membership and the activities of the Co-Sponsored group. Crouse listed the annual events the group participates in and reported that their membership is down. They have 135 active members, but they are trying to recruit people who served in Iraq and Iran. He stated that the VFW appreciates the time the District put into the VFW building when Senior Programs were sharing space at the site.

Board Member Donaghu asked how big an area the group draws from. Crouse explained that it is a pretty wide range, and that their group is also part of the American Legion. Board Member Bonato stated that the Veterans are very important to her and that she would like to see the District assist the group in any way they can. The representatives said that at their next meeting they will bring it to the attention of the members that the District Board would like to be more involved in their efforts. The General Manager thanked the group for working so closely with the seniors during the Senior Center rebuilding.

The Board thanked both representatives for attending the meeting.

TO REPORT ON BUSINESS STRATEGIC PLAN ORGANIZATIONAL MEETING

The General Manager distributed information to the Board from the first Business Strategic Plan Organizational meeting. The General Manager stated that he attended the first meeting, but based on the recommendations from RJM he will not be attending future meetings. Board Members Sandy Bonato and Zac Shess are on this committee as well as District staff members Tina Young,

Mark Blair, Carrie Miller, Tom Bradley, Kendra Luke, and Korey Riley. The General Manager reported that the first meeting was mainly focused on the goals and objectives of the committee. He feels that this is going to be a good process for the future of the District. The next meeting is scheduled for April 18th at 10:00 a.m.

TO CONSIDER RESOLUTION 2013-03-28B RECOGNIZING THE IMPORTANCE OF GOVERNMENT TRANSPARENCY AND ACCESSIBILITY (ACTION)

The Board reviewed the California Special Districts Association announcement of the new transparency certificate of excellence program. The General Manager reported that other agencies are working on receiving the certificate from the California Special Districts Association. He will be asking the Board members to provide bios of themselves for the website.

Wendy Lack from the Contra Costa County Tax Board was present and commended the Board for taking the steps toward getting the transparency certificate.

Upon motion of Board Members Sterrett & Donaghu, the Board approved resolution 2013-03-28B recognizing the importance of government transparency and accessibility.

TO CONSIDER GRANT EASEMENT WITH ASTOUND BROADBAND, LLC. (ACTION)

This item was brought back to the Board from the previous meeting. Due to the fact that the Board feels that there needs to be general revisions to the document the General Manager is recommending that this item be tabled to a future Board meeting.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett made the following announcements/questions:

- She was very happy to receive the District's security measures regarding our children's programs, and thanked the staff for their work on this item.
- She would like clarification on the acoustical work information at the Senior Center. She is wondering if all the expenses have been paid on this project.
- She invited the Board to the EggCiting Egg Hunt.

Donaghu made the following announcements/questions:

- He attended the Senior volunteer party. He reported that the Seniors produced 22,500 volunteer hours this past year even without any facilities. With the new facility they are expecting 35,000 to 40,000 volunteer hours this year. He said it was a nice event.

Bonato made the following announcements/questions:

- She commented on the District's security report. She would like to review it more closely and would like to know what staff was doing before this procedure was put in place.
- She asked about the efforts on producing a Mandated Reporting Policy. The General Manager explained that staff is working on it.
- She has been looking further into the Rotary Club rental of the Senior Center, and she will probably be bringing this matter back to the Board.
- She would like more information on the acoustic work at the Senior Center as to where the funding will be coming from.

Glover made the following announcements/questions:

- He took the required Governance training today. He commented that most of the attendees were from smaller Districts.

- He also completed the required Sexual Harassment training.
- He would like to know the deadline for completing the required Ethics training. The General Manager will see if the District's legal council Mark Cornelius can do the Ethics training.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- The EggCiting Egg Hunt will be this Saturday.
- The Rodgers Ranch Plant sale will be next Saturday.
- The joint meeting with the District Board and the City of Pleasant Hill has been tentatively scheduled for July 15th.

ADJOURNMENT

Board Chair Glover adjourned the meeting at 8:42 p.m.

Robert B. Berggren, Clerk of the Board



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: June 20, 2013

RE: Agenda Item #9 – June 27, 2013 Board Meeting

Report from Richard Miller of ONTAI Regarding District E-Mail Addresses for Board Members

Our IT consultant Richard Miller of Ontai will be on hand to describe and discuss the establishment of District e-mail addresses for Board Members. Richard will talk about the set up of the email addresses as well as the process that can be utilized to tie into your existing personal email addresses.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: June 20, 2013

RE: Agenda Item #10 – June 27, 2013 Board Meeting

Public Hearing Preliminary Budget Fiscal Year 2013-2014

The public hearing for the preliminary budget for fiscal year 2013-2014 will be on this agenda as well as July 11 and July 25. This is an opportunity for anyone from the public to comment, ask questions about the fiscal year 2013-2014 budget.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: June 20, 2013

RE: Agenda Item #11 – June 27, 2013 Board Meeting

Public Hearing
Assessment Districts Annual Assessment
Valley High II
Valley High IV
Valley High V
Woodside Hills I
Woodside Hills III
Landscape and Lighting District #6

Similar to Item #10 for Public Hearing on the preliminary budget, public hearing for this item are for Assessment Districts Valley High II, IV, V and Woodside Hills I and III along with Landscape and Lighting District #6. This is an opportunity for public to comment on the budgets for each one of these assessment districts.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: June 20, 2013

RE: Agenda Item #12, #13, #14 & #15 – June 27, 2013 Board Meeting

12. To Approve Resolutions 2013-06-27A-2013-06-27E for Properties of the Landscape Maintenance Districts of Valley High II, Valley High IV, Valley High V, Woodside Hills I and Woodside Hills III Approving Final Engineer's Report for the Annual Levy of Assessments for fiscal year 2013-2014 (ACTION)

13. To Approve Resolutions 2013-06-27F-2013-06-27J for Properties of the Landscape Maintenance Districts of Valley High II, Valley High IV, Valley High V, Woodside Hills I and Woodside Hills III Ordering the Levy of Assessments for fiscal year 2013-2014 (ACTION)

14. To Approve Resolution 2013-06-27L for Properties of the Landscape Maintenance Districts of Landscape and Lighting District #6 Ordering the Levy of Assessment for fiscal year 2013-2014 (ACTION)

15. To Approve Resolution 2013-06-27L for Properties of the Landscape Maintenance Districts of Landscape and Lighting District #6 Ordering the Levy of Assessment for fiscal year 2013-2014 (ACTION)

This is an annual time for the Board of Directors to approve the final engineer's report and approving the annual levy of assessment for all the assessment districts for items #12, #13, #14 & #15 listed above. There is a copy of the budget for each of these assessment districts and if you would like a copy of the engineer's report, let the General Manager know.

MAINTENANCE BUDGET FOR 2013-2014 MAINTENANCE ASSESSMENT DISTRICTS

June 20, 2013

	VALLEY HIGH II	VALLEY HIGH IV	VALLEY HIGH V	WOODSIDE HILLS I	WOODSIDE HILLS III
Electricity	\$ 360.00	\$ -	\$ -	\$ -	\$ 350.00
Water	\$ 1,750.00	\$ 700.00	\$ 300.00	\$ 400.00	\$ 600.00
Agricultural Supplies	\$ 1,000.00	\$ 300.00	\$ 200.00	\$ 300.00	\$ 400.00
Facility Maintenance/Supplies	\$ 300.00	\$ 300.00	\$ 250.00	\$ 350.00	\$ 850.00
Labor (PHR&PD)	\$ 4,000.00	\$ 1,900.00	\$ 1,800.00	\$ 3,800.00	\$ 7,000.00
Contract Discing	\$ 2,900.00	\$ 1,800.00	\$ 2,200.00	\$ 2,800.00	\$ 2,500.00
Contract Tree Service	\$ 1,200.00	\$ 1,000.00	\$ 1,200.00	\$ 2,000.00	\$ 1,100.00
Vehicle Maintenance/Fuel	\$ 400.00	\$ 350.00	\$ 350.00	\$ 300.00	\$ 200.00
Subtotal	\$ 11,910.00	\$ 6,350.00	\$ 6,300.00	\$ 9,950.00	\$ 13,000.00
Administrative Expenses	\$ 2,000.00	\$ 400.00	\$ 200.00	\$ 1,000.00	\$ 1,500.00
2013-2014 TOTAL BUDGET	\$ 13,910.00	\$ 6,750.00	\$ 6,500.00	\$ 10,950.00	\$ 14,500.00
2013-2014 Individual Levy/Assmt/Home	\$ 124.58	\$ 180.00	\$ 257.26	\$ 219.46	\$ 200.00
2013-2014 Projected Expenses	\$ 13,910.00	\$ 6,750.00	\$ 6,500.00	\$ 10,950.00	\$ 14,500.00
2012-2013 Levy Received	\$ 13,579.00	\$ 5,940.00	\$ 5,145.00	\$ 11,850.00	\$ 11,600.00
Difference	(\$-331)	(\$-810)	(\$-1355)	\$ 900.00	(\$-149)
Estimated Fund Balance	(\$-3185)	\$ 29,637.00	\$ 26,577.00	\$ 61,992.00	(\$-7625)
Number of homes within Assessment District	109	33	20	54	58



Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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(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 **RESOLUTION 2013-06-27A**
**RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT HILL RECREATION &
PARK DISTRICT, CALIFORNIA, APPROVING THE FINAL ENGINEER'S REPORT FOR THE
ANNUAL LEVY OF ASSESSMENTS FOR THE LANDSCAPE MAINTENANCE DISTRICT
(VALLEY HIGH II) FOR FISCAL YEAR 2013-2014**

WHEREAS, The Board of Directors of the Pleasant Hill Recreation & Park District (hereinafter referred to as the "Board") has, by previous Resolutions, assumed the Landscape Maintenance District (Valley High II) (hereinafter referred to as the "Maintenance District"), and initiated proceedings for the levy and collection of assessments of said Maintenance District, including any new or increased assessments related thereto for Fiscal Year 2013-2014, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (hereinafter referred to as the "Act"), and the provisions of the California Constitution Article XIID (hereinafter referred to as the "Constitution");and,

WHEREAS, the Board has by previous Resolutions, ordered the preparation of an Engineer's Report (hereinafter referred to as "Engineer's Report") regarding the Maintenance District territory, the improvements, expenses and assessments related thereto, as required by Chapter 3, Section 22623 of the 1972 Act, and said Engineer's Report has been prepared, filed with the Board Clerk and previously presented to the Board; and

WHEREAS, the Board has carefully examined and reviewed the Engineer's Report, considered all public testimony and written protests presented; and,

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

- 1 That the above recitals are all true and correct.
- 2 The Engineer's Report as approved shall constitute the territory and properties within the Maintenance District in Fiscal Year 2013-2014, and confirms and establishes the maximum assessment rates and method of apportionment adopted by the Board in accordance with the benefits received from the improvements, operation, maintenance and services to be performed and authorized within the Maintenance District.
- 3 The Engineer's Report as presented or amended is ordered to be filed in the Board Clerk as a permanent record and to remain open to public inspection.

PASSED AND ADOPTED on June 27, 2013, by the following vote:

AYES:

NOES:

ABSENT:

Bobby Glover, 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 27, 2013.

Robert B. Berggren, Clerk of the Board



Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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

**IN THE MATTER OF RESOLUTION 2013-06-27B
RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT HILL RECREATION &
PARK DISTRICT, CALIFORNIA, APPROVING THE FINAL ENGINEER'S REPORT FOR THE
ANNUAL LEVY OF ASSESSMENTS FOR THE LANDSCAPE MAINTENANCE DISTRICT
(VALLEY HIGH IV) FOR FISCAL YEAR 2013-2014**

WHEREAS, The Board of Directors of the Pleasant Hill Recreation & Park District (hereinafter referred to as the "Board") has, by previous Resolutions, assumed the Landscape Maintenance District (Valley High IV) (hereinafter referred to as the "Maintenance District"), and initiated proceedings for the levy and collection of assessments of said Maintenance District, including any new or increased assessments related thereto for Fiscal Year 2013-2014, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (hereinafter referred to as the "Act"), and the provisions of the California Constitution Article XIIID (hereinafter referred to as the "Constitution");and,

WHEREAS, the Board has by previous Resolutions, ordered the preparation of an Engineer's Report (hereinafter referred to as "Engineer's Report") regarding the Maintenance District territory, the improvements, expenses and assessments related thereto, as required by Chapter 3, Section 22623 of the 1972 Act, and said Engineer's Report has been prepared, filed with the Board Clerk and previously presented to the Board; and

WHEREAS, the Board has carefully examined and reviewed the Engineer's Report, considered all public testimony and written protests presented; and,

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

- 1 That the above recitals are all true and correct.
- 2 The Engineer's Report as approved shall constitute the territory and properties within the Maintenance District in Fiscal Year 2013-2014, and confirms and establishes the maximum assessment rates and method of apportionment adopted by the Board in accordance with the benefits received from the improvements, operation, maintenance and services to be performed and authorized within the Maintenance District.
- 3 The Engineer's Report as presented or amended is ordered to be filed in the Board Clerk as a permanent record and to remain open to public inspection.

PASSED AND ADOPTED on June 27, 2013, by the following vote:

AYES:

NOES:

ABSENT:

Bobby Glover, 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 27, 2013.

Robert B. Berggren, Clerk of the Board



Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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

IN THE MATTER OF **RESOLUTION 2013-06-27C**
**RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT HILL RECREATION &
PARK DISTRICT, CALIFORNIA, APPROVING THE FINAL ENGINEER'S REPORT FOR THE
ANNUAL LEVY OF ASSESSMENTS FOR THE LANDSCAPE MAINTENANCE DISTRICT
(VALLEY HIGH V) FOR FISCAL YEAR 2013-2014**

WHEREAS, The Board of Directors of the Pleasant Hill Recreation & Park District (hereinafter referred to as the "Board") has, by previous Resolutions, assumed the Landscape Maintenance District (Valley High V) (hereinafter referred to as the "Maintenance District"), and initiated proceedings for the levy and collection of assessments of said Maintenance District, including any new or increased assessments related thereto for Fiscal Year 2013-2014, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (hereinafter referred to as the "Act"), and the provisions of the California Constitution Article XIID (hereinafter referred to as the "Constitution");and,

WHEREAS, the Board has by previous Resolutions, ordered the preparation of an Engineer's Report (hereinafter referred to as "Engineer's Report") regarding the Maintenance District territory, the improvements, expenses and assessments related thereto, as required by Chapter 3, Section 22623 of the 1972 Act, and said Engineer's Report has been prepared, filed with the Board Clerk and previously presented to the Board; and

WHEREAS, the Board has carefully examined and reviewed the Engineer's Report, considered all public testimony and written protests presented; and,

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

- 1 That the above recitals are all true and correct.
- 2 The Engineer's Report as approved shall constitute the territory and properties within the Maintenance District in Fiscal Year 2013-2014, and confirms and establishes the maximum assessment rates and method of apportionment adopted by the Board in accordance with the benefits received from the improvements, operation, maintenance and services to be performed and authorized within the Maintenance District.
- 3 The Engineer's Report as presented or amended is ordered to be filed in the Board Clerk as a permanent record and to remain open to public inspection.

PASSED AND ADOPTED on June 27, 2013, by the following vote:

AYES:

NOES:

ABSENT:

Bobby Glover, 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 27, 2013.

Robert B. Berggren, Clerk of the Board



Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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

IN THE MATTER OF **RESOLUTION 2013-06-27D**
**RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT HILL RECREATION &
PARK DISTRICT, CALIFORNIA, APPROVING THE FINAL ENGINEER'S REPORT FOR THE
ANNUAL LEVY OF ASSESSMENTS FOR THE LANDSCAPE MAINTENANCE DISTRICT
(WOODSIDE HILLS I) FOR FISCAL YEAR 2013-2014**

WHEREAS, The Board of Directors of the Pleasant Hill Recreation & Park District (hereinafter referred to as the "Board") has, by previous Resolutions, assumed the Landscape Maintenance District (Woodside Hills I) (hereinafter referred to as the "Maintenance District"), and initiated proceedings for the levy and collection of assessments of said Maintenance District, including any new or increased assessments related thereto for Fiscal Year 2013-2014, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (hereinafter referred to as the "Act"), and the provisions of the California Constitution Article XIID (hereinafter referred to as the "Constitution");and,

WHEREAS, the Board has by previous Resolutions, ordered the preparation of an Engineer's Report (hereinafter referred to as "Engineer's Report") regarding the Maintenance District territory, the improvements, expenses and assessments related thereto, as required by Chapter 3, Section 22623 of the 1972 Act, and said Engineer's Report has been prepared, filed with the Board Clerk and previously presented to the Board; and

WHEREAS, the Board has carefully examined and reviewed the Engineer's Report, considered all public testimony and written protests presented; and,

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

- 1 That the above recitals are all true and correct.
- 2 The Engineer's Report as approved shall constitute the territory and properties within the Maintenance District in Fiscal Year 2013-2014, and confirms and establishes the maximum assessment rates and method of apportionment adopted by the Board in accordance with the benefits received from the improvements, operation, maintenance and services to be performed and authorized within the Maintenance District.
- 3 The Engineer's Report as presented or amended is ordered to be filed in the Board Clerk as a permanent record and to remain open to public inspection.

PASSED AND ADOPTED on June 27, 2013, by the following vote:

AYES:

NOES:

ABSENT:

Bobby Glover, 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 27, 2013.

Robert B. Berggren, Clerk of the Board



Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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

IN THE MATTER OF **RESOLUTION 2013-06-27E**
**RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT HILL RECREATION &
PARK DISTRICT, CALIFORNIA, APPROVING THE FINAL ENGINEER'S REPORT FOR THE
ANNUAL LEVY OF ASSESSMENTS FOR THE LANDSCAPE MAINTENANCE DISTRICT
(WOODSIDE HILLS III) FOR FISCAL YEAR 2013-2014**

WHEREAS, The Board of Directors of the Pleasant Hill Recreation & Park District (hereinafter referred to as the "Board") has, by previous Resolutions, assumed the Landscape Maintenance District (Woodside Hills III) (hereinafter referred to as the "Maintenance District"), and initiated proceedings for the levy and collection of assessments of said Maintenance District, including any new or increased assessments related thereto for Fiscal Year 2013-2014, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (hereinafter referred to as the "Act"), and the provisions of the California Constitution Article XIID (hereinafter referred to as the "Constitution");and,

WHEREAS, the Board has by previous Resolutions, ordered the preparation of an Engineer's Report (hereinafter referred to as "Engineer's Report") regarding the Maintenance District territory, the improvements, expenses and assessments related thereto, as required by Chapter 3, Section 22623 of the 1972 Act, and said Engineer's Report has been prepared, filed with the Board Clerk and previously presented to the Board; and

WHEREAS, the Board has carefully examined and reviewed the Engineer's Report, considered all public testimony and written protests presented; and,

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

- 1 That the above recitals are all true and correct.
- 2 The Engineer's Report as approved shall constitute the territory and properties within the Maintenance District in Fiscal Year 2013-2014, and confirms and establishes the maximum assessment rates and method of apportionment adopted by the Board in accordance with the benefits received from the improvements, operation, maintenance and services to be performed and authorized within the Maintenance District.
- 3 The Engineer's Report as presented or amended is ordered to be filed in the Board Clerk as a permanent record and to remain open to public inspection.

PASSED AND ADOPTED on June 27, 2013, by the following vote:

AYES:

NOES:

ABSENT:

Bobby Glover, 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 27, 2013.

Robert B. Berggren, Clerk of the Board



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: June 20, 2013

RE: Agenda Item #12, #13, #14 & #15 – June 27, 2013 Board Meeting

12. To Approve Resolutions 2013-06-27A-2013-06-27E for Properties of the Landscape Maintenance Districts of Valley High II, Valley High IV, Valley High V, Woodside Hills I and Woodside Hills III Approving Final Engineer's Report for the Annual Levy of Assessments for fiscal year 2013-2014 (ACTION)

13. To Approve Resolutions 2013-06-27F-2013-06-27J for Properties of the Landscape Maintenance Districts of Valley High II, Valley High IV, Valley High V, Woodside Hills I and Woodside Hills III Ordering the Levy of Assessments for fiscal year 2013-2014 (ACTION)

14. To Approve Resolution 2013-06-27L for Properties of the Landscape Maintenance Districts of Landscape and Lighting District #6 Ordering the Levy of Assessment for fiscal year 2013-2014 (ACTION)

15. To Approve Resolution 2013-06-27L for Properties of the Landscape Maintenance Districts of Landscape and Lighting District #6 Ordering the Levy of Assessment for fiscal year 2013-2014 (ACTION)

This is an annual time for the Board of Directors to approve the final engineer's report and approving the annual levy of assessment for all the assessment districts for items #12, #13, #14 & #15 listed above. There is a copy of the budget for each of these assessment districts and if you would like a copy of the engineer's report, let the General Manager know.



Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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

IN THE MATTER OF **RESOLUTION 2013-06-27F**
**RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT HILL RECREATION &
PARK DISTRICT, CALIFORNIA, ORDERING THE LEVY OF ASSESSMENTS FOR FISCAL
YEAR 2013-2014 FOR THE LANDSCAPE MAINTENANCE DISTRICT (VALLEY HIGH II)**

WHEREAS, The Board of Directors of the Pleasant Hill Recreation & Park District (hereinafter referred to as the “Board”) has, by previous Resolutions, assumed the Landscape Maintenance District (Valley High II) (hereinafter referred to as the “Maintenance District”), and initiated proceedings for the levy and collection of assessments of said Maintenance District, including any new or increased assessments related thereto for Fiscal Year 2013-2014, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (hereinafter referred to as the “Act”), and the provisions of the California Constitution Article XIID (hereinafter referred to as the “Constitution”);and,

WHEREAS, the Board has by Resolution approved the Final Engineer’s Report (hereafter referred to as the “Engineer’s Report”) that describes the assessments against parcels of land within the Maintenance District commencing with Fiscal Year 2013-2014; and,

WHEREAS, the Board desires to levy and collect annual special benefit assessments against parcels of land within the Maintenance District commencing with Fiscal Year 2013-2014 to pay the maintenance and servicing of landscape, slope, and open space improvements and appurtenant facilities within the Maintenance District; and

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

1. That the above recitals are all true and correct.
2. Following notice duly given, the Board has held a full and fair Public Hearing regarding the Maintenance District, the levy and collection of assessments, the Engineer’s Report prepared in connection therewith, and considered all oral and written statements, protests and communications made or filed by interested persons regarding these matters.
3. The improvements and assessments as presented in the Engineer’s Report on file in the Office of the Board Clerk are hereby confirmed as filed or as amended by Board action and the minutes of this meeting.
4. The adoption of this Resolution constitutes the confirmation of the maximum assessment within the Maintenance District, commencing with Fiscal Year 2013-2014.

5. The Board Clerk is hereby directed to enter this Resolution on the minutes of the Board meeting and shall constitute the official declaration of the confirmation of the maximum assessment and inflationary formula within the Maintenance District, commencing with Fiscal Year 2013-2014 as outlined in the final Engineer's Report.
6. This Resolution shall become effective immediately upon its adoption.
7. The Board Clerk shall certify the adoption of this Resolution.

PASSED AND ADOPTED on June 27, 2013, by the following vote:

AYES:

NOES:

ABSENT:

Bobby Glover, 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 27, 2013.

Robert B. Berggren, Clerk of the Board



Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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

IN THE MATTER OF **RESOLUTION 2013-06-27G**
**RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT HILL RECREATION &
PARK DISTRICT, CALIFORNIA, ORDERING THE LEVY OF ASSESSMENTS FOR FISCAL
YEAR 2013-2014 FOR THE LANDSCAPE MAINTENANCE DISTRICT (VALLEY HIGH IV)**

WHEREAS, The Board of Directors of the Pleasant Hill Recreation & Park District (hereinafter referred to as the “Board”) has, by previous Resolutions, assumed the Landscape Maintenance District (Valley High IV) (hereinafter referred to as the “Maintenance District”), and initiated proceedings for the levy and collection of assessments of said Maintenance District, including any new or increased assessments related thereto for Fiscal Year 2013-2014, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (hereinafter referred to as the “Act”), and the provisions of the California Constitution Article XIID (hereinafter referred to as the “Constitution”);and,

WHEREAS, the Board has by Resolution approved the Final Engineer’s Report (hereafter referred to as the “Engineer’s Report”) that describes the assessments against parcels of land within the Maintenance District commencing with Fiscal Year 2013-2014; and,

WHEREAS, the Board desires to levy and collect annual special benefit assessments against parcels of land within the Maintenance District commencing with Fiscal Year 2013-2014 to pay the maintenance and servicing of landscape, slope, and open space improvements and appurtenant facilities within the Maintenance District; and

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

1. That the above recitals are all true and correct.
2. Following notice duly given, the Board has held a full and fair Public Hearing regarding the Maintenance District, the levy and collection of assessments, the Engineer’s Report prepared in connection therewith, and considered all oral and written statements, protests and communications made or filed by interested persons regarding these matters.
3. The improvements and assessments as presented in the Engineer’s Report on file in the Office of the Board Clerk are hereby confirmed as filed or as amended by Board action and the minutes of this meeting.
4. The adoption of this Resolution constitutes the confirmation of the maximum assessment within the Maintenance District, commencing with Fiscal Year 2013-2014.

5. The Board Clerk is hereby directed to enter this Resolution on the minutes of the Board meeting and shall constitute the official declaration of the confirmation of the maximum assessment within the Maintenance District, commencing with Fiscal Year 2013-2014 as outlined in the final Engineer's Report.
6. This Resolution shall become effective immediately upon its adoption.
7. The Board Clerk shall certify the adoption of this Resolution.

PASSED AND ADOPTED on June 27, 2013, by the following vote:

AYES:

NOES:

ABSENT:

Bobby Glover, 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 27, 2013.

Robert B. Berggren, Clerk of the Board



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 **RESOLUTION 2013-06-27H**
**RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT HILL RECREATION &
PARK DISTRICT, CALIFORNIA, ORDERING THE LEVY OF ASSESSMENTS FOR FISCAL
YEAR 2013-2014 FOR THE LANDSCAPE MAINTENANCE DISTRICT (VALLEY HIGH V)**

WHEREAS, The Board of Directors of the Pleasant Hill Recreation & Park District (hereinafter referred to as the “Board”) has, by previous Resolutions, assumed the Landscape Maintenance District (Valley High V) (hereinafter referred to as the “Maintenance District”), and initiated proceedings for the levy and collection of assessments of said Maintenance District, including any new or increased assessments related thereto for Fiscal Year 2013-2014, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (hereinafter referred to as the “Act”), and the provisions of the California Constitution Article XIID (hereinafter referred to as the “Constitution”);and,

WHEREAS, the Board has by Resolution approved the Final Engineer’s Report (hereafter referred to as the “Engineer’s Report”) that describes the assessments against parcels of land within the Maintenance District commencing with Fiscal Year 2013-2014; and,

WHEREAS, the Board desires to levy and collect annual special benefit assessments against parcels of land within the Maintenance District commencing with Fiscal Year 2013-2014 to pay the maintenance and servicing of landscape, slope, and open space improvements and appurtenant facilities within the Maintenance District; and

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

1. That the above recitals are all true and correct.
2. Following notice duly given, the Board has held a full and fair Public Hearing regarding the Maintenance District, the levy and collection of assessments, the Engineer’s Report prepared in connection therewith, and considered all oral and written statements, protests and communications made or filed by interested persons regarding these matters.
3. The improvements and assessments as presented in the Engineer’s Report on file in the Office of the Board Clerk are hereby confirmed as filed or as amended by Board action and the minutes of this meeting.
4. The adoption of this Resolution constitutes the confirmation of the maximum assessment within the Maintenance District, commencing with Fiscal Year 2013-2014.

5. The Board Clerk is hereby directed to enter this Resolution on the minutes of the Board meeting and shall constitute the official declaration of the confirmation of the maximum assessment within the Maintenance District, commencing with Fiscal Year 2013-2014 as outlined in the final Engineer's Report.
6. This Resolution shall become effective immediately upon its adoption.
7. The Board Clerk shall certify the adoption of this Resolution.

PASSED AND ADOPTED on June 27, 2013, by the following vote:

AYES:

NOES:

ABSENT:

Bobby Glover, 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 27, 2013.

Robert B. Berggren, Clerk of the Board



Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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

IN THE MATTER OF **RESOLUTION 2013-06-27I**
**RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT HILL RECREATION &
PARK DISTRICT, CALIFORNIA, ORDERING THE LEVY OF ASSESSMENTS FOR FISCAL
YEAR 2013-2014 FOR THE LANDSCAPE MAINTENANCE DISTRICT (WOODSIDE HILLS I)**

WHEREAS, The Board of Directors of the Pleasant Hill Recreation & Park District (hereinafter referred to as the “Board”) has, by previous Resolutions, assumed the Landscape Maintenance District (Woodside Hills I) (hereinafter referred to as the “Maintenance District”), and initiated proceedings for the levy and collection of assessments of said Maintenance District, including any new or increased assessments related thereto for Fiscal Year 2013-2014, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (hereinafter referred to as the “Act”), and the provisions of the California Constitution Article XIID (hereinafter referred to as the “Constitution”);and,

WHEREAS, the Board has by Resolution approved the Final Engineer’s Report (hereafter referred to as the “Engineer’s Report”) that describes the assessments against parcels of land within the Maintenance District commencing with Fiscal Year 2013-2014; and,

WHEREAS, the Board desires to levy and collect annual special benefit assessments against parcels of land within the Maintenance District commencing with Fiscal Year 2013-2014 to pay the maintenance and servicing of landscape, slope, and open space improvements and appurtenant facilities within the Maintenance District; and

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

1. That the above recitals are all true and correct.
2. Following notice duly given, the Board has held a full and fair Public Hearing regarding the Maintenance District, the levy and collection of assessments, the Engineer’s Report prepared in connection therewith, and considered all oral and written statements, protests and communications made or filed by interested persons regarding these matters.
3. The improvements and assessments as presented in the Engineer’s Report on file in the Office of the Board Clerk are hereby confirmed as filed or as amended by Board action and the minutes of this meeting.
4. The adoption of this Resolution constitutes the confirmation of the maximum assessment within the Maintenance District, commencing with Fiscal Year 2013-2014.

5. The Board Clerk is hereby directed to enter this Resolution on the minutes of the Board meeting and shall constitute the official declaration of the confirmation of the maximum assessment within the Maintenance District, commencing with Fiscal Year 2013-2014 as outlined in the final Engineer's Report.
6. This Resolution shall become effective immediately upon its adoption.
7. The Board Clerk shall certify the adoption of this Resolution.

PASSED AND ADOPTED on June 27, 2013, by the following vote:

AYES:

NOES:

ABSENT:

Bobby Glover, 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 27, 2013.

Robert B. Berggren, Clerk of the Board



Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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

IN THE MATTER OF **RESOLUTION 2013-06-27J**
**RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT HILL RECREATION &
PARK DISTRICT, CALIFORNIA, ORDERING THE LEVY OF ASSESSMENTS FOR FISCAL
YEAR 2013-2014 FOR THE LANDSCAPE MAINTENANCE DISTRICT (WOODSIDE HILLS III)**

WHEREAS, The Board of Directors of the Pleasant Hill Recreation & Park District (hereinafter referred to as the “Board”) has, by previous Resolutions, assumed the Landscape Maintenance District (Woodside Hills III) (hereinafter referred to as the “Maintenance District”), and initiated proceedings for the levy and collection of assessments of said Maintenance District, including any new or increased assessments related thereto for Fiscal Year 2013-2014, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (hereinafter referred to as the “Act”), and the provisions of the California Constitution Article XIIIID (hereinafter referred to as the “Constitution”);and,

WHEREAS, the Board has by Resolution approved the Final Engineer’s Report (hereafter referred to as the “Engineer’s Report”) that describes the assessments against parcels of land within the Maintenance District commencing with Fiscal Year 2013-2014; and,

WHEREAS, the Board desires to levy and collect annual special benefit assessments against parcels of land within the Maintenance District commencing with Fiscal Year 2013-2014 to pay the maintenance and servicing of landscape, slope, and open space improvements and appurtenant facilities within the Maintenance District; and

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

1. That the above recitals are all true and correct.
2. Following notice duly given, the Board has held a full and fair Public Hearing regarding the Maintenance District, the levy and collection of assessments, the Engineer’s Report prepared in connection therewith, and considered all oral and written statements, protests and communications made or filed by interested persons regarding these matters.
3. The improvements and assessments as presented in the Engineer’s Report on file in the Office of the Board Clerk are hereby confirmed as filed or as amended by Board action and the minutes of this meeting.
4. The adoption of this Resolution constitutes the confirmation of the maximum assessment within the Maintenance District, commencing with Fiscal Year 2013-2014.

5. The Board Clerk is hereby directed to enter this Resolution on the minutes of the Board meeting and shall constitute the official declaration of the confirmation of the maximum assessment within the Maintenance District, commencing with Fiscal Year 2013-2014 as outlined in the final Engineer's Report.
6. This Resolution shall become effective immediately upon its adoption.
7. The Board Clerk shall certify the adoption of this Resolution.

PASSED AND ADOPTED on June 27, 2013, by the following vote:

AYES:

NOES:

ABSENT:

Bobby Glover, 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 27, 2013.

Robert B. Berggren, Clerk of the Board



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: June 20, 2013

RE: Agenda Item #12, #13, #14 & #15 – June 27, 2013 Board Meeting

12. To Approve Resolutions 2013-06-27A-2013-06-27E for Properties of the Landscape Maintenance Districts of Valley High II, Valley High IV, Valley High V, Woodside Hills I and Woodside Hills III Approving Final Engineer's Report for the Annual Levy of Assessments for fiscal year 2013-2014 (ACTION)

13. To Approve Resolutions 2013-06-27F-2013-06-27J for Properties of the Landscape Maintenance Districts of Valley High II, Valley High IV, Valley High V, Woodside Hills I and Woodside Hills III Ordering the Levy of Assessments for fiscal year 2013-2014 (ACTION)

14. To Approve Resolution 2013-06-27L for Properties of the Landscape Maintenance Districts of Landscape and Lighting District #6 Ordering the Levy of Assessment for fiscal year 2013-2014 (ACTION)

15. To Approve Resolution 2013-06-27L for Properties of the Landscape Maintenance Districts of Landscape and Lighting District #6 Ordering the Levy of Assessment for fiscal year 2013-2014 (ACTION)

This is an annual time for the Board of Directors to approve the final engineer's report and approving the annual levy of assessment for all the assessment districts for items #12, #13, #14 & #15 listed above. There is a copy of the budget for each of these assessment districts and if you would like a copy of the engineer's report, let the General Manager know.



Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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

IN THE MATTER OF **RESOLUTION 2013-06-27K**
**RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT HILL RECREATION &
PARK DISTRICT, CALIFORNIA, APPROVING THE FINAL ENGINEER'S REPORT FOR THE
ANNUAL LEVY OF ASSESSMENTS FOR THE LANDSCAPE MAINTENANCE DISTRICT
(LANDSCAPE & LIGHTING DISTRICT #6) FOR FISCAL YEAR 2012 - 2013**

WHEREAS, The Board of Directors of the Pleasant Hill Recreation & Park District (hereinafter referred to as the "Board") has, by previous Resolutions, assumed the Landscape Maintenance District (Landscape & Lighting District #6) (hereinafter referred to as the "Maintenance District"), and initiated proceedings for the levy and collection of assessments of said Maintenance District, including any new or increased assessments related thereto for Fiscal Year 2013-2014, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (hereinafter referred to as the "Act"), and the provisions of the California Constitution Article XIID (hereinafter referred to as the "Constitution");and,

WHEREAS, the Board has by previous Resolutions, ordered the preparation of an Engineer's Report (hereinafter referred to as "Engineer's Report") regarding the Maintenance District territory, the improvements, expenses and assessments related thereto, as required by Chapter 3, Section 22623 of the 1972 Act, and said Engineer's Report has been prepared, filed with the Board Clerk and previously presented to the Board; and,

WHEREAS, the Board has carefully examined and reviewed the Engineer's Report, considered all public testimony and written protests presented; and,

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

1. That the above recitals are all true and correct.
2. The Engineer's Report as approved shall constitute the territory and properties within the Maintenance District in Fiscal Year 2013-2014, and confirms and establishes the maximum assessment rates and method of apportionment adopted by the Board in accordance with the benefits received from the improvements, operation, maintenance and services to be performed and authorized within the Maintenance District.
3. The Engineer's Report as presented or amended is ordered to be filed in the Board Clerk as a permanent record and to remain open to public inspection.

PASSED AND ADOPTED on June 27, 2013, by the following vote:

AYES:

NOES:

ABSENT:

Bobby Glover, 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 27, 2013.

Robert B. Berggren, Clerk of the Board



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: June 20, 2013

RE: Agenda Item #12, #13, #14 & #15 – June 27, 2013 Board Meeting

12. To Approve Resolutions 2013-06-27A-2013-06-27E for Properties of the Landscape Maintenance Districts of Valley High II, Valley High IV, Valley High V, Woodside Hills I and Woodside Hills III Approving Final Engineer's Report for the Annual Levy of Assessments for fiscal year 2013-2014 (ACTION)

13. To Approve Resolutions 2013-06-27F-2013-06-27J for Properties of the Landscape Maintenance Districts of Valley High II, Valley High IV, Valley High V, Woodside Hills I and Woodside Hills III Ordering the Levy of Assessments for fiscal year 2013-2014 (ACTION)

14. To Approve Resolution 2013-06-27L for Properties of the Landscape Maintenance Districts of Landscape and Lighting District #6 Ordering the Levy of Assessment for fiscal year 2013-2014 (ACTION)

15. To Approve Resolution 2013-06-27L for Properties of the Landscape Maintenance Districts of Landscape and Lighting District #6 Ordering the Levy of Assessment for fiscal year 2013-2014 (ACTION)

This is an annual time for the Board of Directors to approve the final engineer's report and approving the annual levy of assessment for all the assessment districts for items #12, #13, #14 & #15 listed above. There is a copy of the budget for each of these assessment districts and if you would like a copy of the engineer's report, let the General Manager know.



Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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pleasanthillrec.com

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

IN THE MATTER OF **RESOLUTION 2013-06-27L**
**RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT HILL RECREATION &
PARK DISTRICT, CALIFORNIA, ORDERING THE LEVY OF ASSESSMENTS FOR FISCAL
YEAR 2013-2014 FOR THE LANDSCAPE MAINTENANCE DISTRICT (LANDSCAPE &
LIGHTING DISTRICT #6)**

WHEREAS, The Board of Directors of the Pleasant Hill Recreation & Park District (hereinafter referred to as the “Board”) has, by previous Resolutions, assumed the Landscape Maintenance District (Landscape & Lighting District #6) (hereinafter referred to as the “Maintenance District”), and initiated proceedings for the levy and collection of assessments of said Maintenance District, including any new or increased assessments related thereto for Fiscal Year 2013-2014, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (hereinafter referred to as the “Act”), and the provisions of the California Constitution Article XIID (hereinafter referred to as the “Constitution”);and,

WHEREAS, the Board has by Resolution approved the Final Engineer’s Report (hereafter referred to as the “Engineer’s Report”) that describes the assessments against parcels of land within the Maintenance District commencing with Fiscal Year 2013-2014; and,

WHEREAS, the Board desires to levy and collect annual special benefit assessments against parcels of land within the Maintenance District commencing with Fiscal Year 2013-2014 to pay the maintenance and servicing of landscape, slope, and open space improvements and appurtenant facilities within the Maintenance District; and

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

- 1 That the above recitals are all true and correct.
- 2 Following notice duly given, the Board has held a full and fair Public Hearing regarding the Maintenance District, the levy and collection of assessments, the Engineer’s Report prepared in connection therewith, and considered all oral and written statements, protests and communications made or filed by interested persons regarding these matters.
- 3 The improvements and assessments as presented in the Engineer’s Report on file in the Office of the Board Clerk are hereby confirmed as filed or as amended by Board action and the minutes of this meeting.
- 4 The adoption of this Resolution constitutes the confirmation of the maximum assessment applicable within the Maintenance District, commencing with Fiscal Year 2013-2014.

- 5 The Board Clerk is hereby directed to enter this Resolution on the minutes of the Board meeting and shall constitute the official declaration of the confirmation of the maximum assessment and inflationary formula within the Maintenance District, commencing with Fiscal Year 2013-2014 as outlined in the final Engineer's Report.
- 6 This Resolution shall become effective immediately upon its adoption.
- 7 The Board Clerk shall certify the adoption of this Resolution.

PASSED AND ADOPTED on June 27, 2013, by the following vote:

AYES:

NOES:

ABSENT:

Bobby Glover, 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 27, 2013.

Robert B. Berggren, Clerk of the Board



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: June 20, 2013

RE: Agenda Item #16 – June 27, 2013 Board Meeting

To Consider Response Regarding Grand Jury Report 1311 "Assessing Fiscal Risk" (ACTION)

The General Manager handed out the Grand Jury Report at the last Board Meeting. As outlined in the letter, for the Grand Jury, the District is required to respond to four items. Attached is a memo from Accounting Supervisor Mark Blair addressing those four items. The District actually has until September 4, 2013 to respond, but we would like to respond immediately and get the response back to the Grand Jury. Accounting Supervisor Mark Blair will be on hand to answer any questions regarding this Grand Jury report.

Jun 19, 2013

To: Bob Berggren

From : Mark Blair

Re; CC Grand Jury Report No 1311

I have reviewed the items raised in the Grand Jury Report. I have no problem agreeing with all the findings listed in this report.

We are even being asked to respond even though by their own records (as shown in Table 1 Summary of Material Weaknesses/Significant Deficiencies) we do not have any of the issues being raised.

I have prepared the attached letter that should comply with all required requests in Grand Jury Report No 1311



Jun 28, 2013

Mr. Marc Hamaji, Foreperson
2012-13 Contra Costa County Civil Grand Jury
725 Court Street
P O Box 431
Martinez, CA 94553-0091

Dear Mr. Hamaji,

This is the official response to the items raised in the Grand Jury Report No 1311, "Assessing Fiscal Risk" by the 2012-13 Contra Costa Grand Jury for Pleasant Hill Recreation & Park District (PHRPD).

PHRPD agrees with each finding listed (#1-#9) in the Grand Jury Report.

The responses by PHRPD to the recommendations cited in this Grand Jury Report that are applicable to PHRPD as a Special District are as follows;

Recommendation #1) – PHRPD currently does not have any Material Weaknesses, Significant Deficiencies and Other Deficiencies in Internal Controls reported by external auditors as evidenced by Table 1 in the Contra Costa County Grand Jury Report 1311. Should one develop PHRPD commits to remedy said deficiency within the recommended 12 month period.

Recommendation #2) – PHRPD will add to the appropriate District Financial Management Staff a performance goal to remedy deficiencies in audit reports if and when one occurs.

Recommendation #3d) – PHRPD will appoint a formal Audit Committee from among their Board Members to provide direct oversight to District operating and financial management to ensure that Internal Control deficiencies are remedied if/when one is noted by our external auditors.

Recommendation # 3g) – Due to the size of the District PHRPD currently does not employ any internal audit staff. Should staff be added they will have reporting responsibility directly to the Board and not to other District financial management staff.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Blair", written over a white background.

Mark Blair
Accounting Supervisor



June 4, 2013

Robert B. Berggren, General Manager
Pleasant Hill Recreation and Park District
147 Gregory Lane
Pleasant Hill, CA 94523

Dear Mr. Berggren:

Attached is a copy of **Grand Jury Report No. 1311, "Assessing Fiscal Risk"** by the 2012-2013 Contra Costa Grand Jury.

In accordance with California Penal Code Section 933.05, this report is being provided to you at least two working days before it is released publicly.

Section 933.5(a) of the California Government Code requires that (the responding person or entity shall report one of the following actions) in respect to each finding:

- (1) The respondent agrees with the finding.
- (2) The respondent disagrees with the finding.
- (3) The respondent partially disagrees with the finding.

In the cases of both (2) and (3) above, the respondent shall specify the portion of the finding that is disputed, and shall include an explanation of the reasons therefore.

In addition, Section 933.05(b) requires that the respondent reply to each recommendation by stating one of the following actions:

1. The recommendation has been implemented, with a summary describing the implemented action.
2. The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.
3. The recommendation requires further analysis. This response should explain the scope and parameters of the analysis or study, and a time frame for the matter to be prepared for discussion. This time frame shall not exceed six months from the date of the publication of the Grand Jury Report.

4. The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation thereof.

Please be reminded that Section 933.05 specifies that no officer, agency, department or governing body of a public agency shall disclose any contents of the report prior to its public release. Please insure that your response to the above noted Grand Jury report includes the mandated items. We will expect your response, using the form described by the quoted Government Code, no later than **SEPTEMBER 4, 2013.**

It would be greatly appreciated if you could send this response in hard copy to the Grand Jury as well as by e-mail to clope2@contracosta.courts.ca.gov (Word document).

Sincerely, —



Marc Hamaji, Foreperson
2012-2013 Contra Costa County Civil Grand Jury

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**A REPORT BY
THE 2012-2013 CONTRA COSTA COUNTY GRAND JURY**
725 Court Street
Martinez, California 94553

REPORT 1311

ASSESSING FISCAL RISK

Who is Minding the Store?

APPROVED BY THE GRAND JURY:

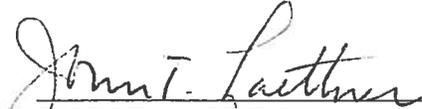
Date: 5/30/13



MARTHA WHITTAKER
GRAND JURY FOREPERSON- PRO TEM

ACCEPTED FOR FILING:

Date: 6/3/13



JOHN T. LAETTNER
JUDGE OF THE SUPERIOR COURT

Contra Costa County Grand Jury Report

REPORT 1311

ASSESSING FISCAL RISK

Who is Minding the Store?

TO: Contra Costa County, Cities, School Districts and other Special Districts in Contra Costa County, LAFCO (Local Agency Formation Commission)

SUMMARY

Contra Costa County (“County”), its cities, school districts and other special districts (collectively “County Organizations”) have an obligation to establish and maintain a proper system of fiscal controls (“Internal Controls”), including financial and physical oversight, in order to safeguard the public assets. Any financial loss or additional expenditure as a result of lack of oversight is never acceptable.

Internal Controls include but are not limited to: adequate segregation of duties, physical control over assets and records, proper financial reporting and independent checks/oversight on performance. These controls are important when it comes to grant administration. The County, cities and most school districts vie for state and federal grants which require separate reporting and performance according to grant terms. Proper controls are critical to ensuring that grant funds are expended as intended, program activities are carried out in accordance with the terms of the grant, and there is no required repayment to the grantor.

As part of the annual financial statement audit, independent auditors evaluate Internal Controls to the extent that they believe necessary to issue their audit opinion. In doing so, they will report to the organization any problems or findings identified with Internal Controls (including more serious problems which they characterize as “Material Weaknesses” and “Significant Deficiencies”) and instances of non-compliance with grant programs. The reaction of the governing body to any deficiencies in terms of Internal Control Material Weaknesses or Significant Deficiencies and grant non-compliance reported as part of the audit is significant. If the deficiencies are taken seriously and corrected quickly and an environment exists of not allowing repetitive findings, then a robust control environment is promoted. Where reaction is lax and accountability weak, the potential exists for further abuse. This is particularly important in the case of the County, cities and special districts which lack other independent, direct oversight (unlike the relationship of the County Office of Education to the school districts).

A review of auditor reports on Internal Controls and grant compliance from the County, selected cities, school districts and other special districts suggests that the control environment is far from optimum among County Organizations. The majority of County Organizations reviewed had problems with Internal Controls and/or grant compliance identified by the independent auditors, including Material Weaknesses and Significant Deficiencies. In a number of instances, these findings were recurring over multiple years. Furthermore, there is a significant difference among officials interviewed regarding the importance of establishing and maintaining a rigorous Internal Control environment and responding to/fixing findings raised by the independent auditors.

The Grand Jury considers Internal Controls an important element in establishing and maintaining integrity in financial reporting and safeguarding assets on behalf of the citizens of the County.

METHODOLOGY

In evaluating the Internal Control environment maintained by County Organizations, the following tasks were performed:

- Interviews with financial and management officials from selected County Organizations;
- Interviews with representatives from the California State Controller's Office ("SCO");
- Review of audited financial statements for selected County Organizations for the Fiscal Years ("FY") 2011 and 2012;
- Review of auditor communication letters for selected County Organizations related to their audits for the FY2008-FY2012 periods;
- Review of auditor "Management Letters" and/or "Reports on Internal Controls over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards" for selected County Organizations related to their audits for the FY2008-2012 periods;
- Review of auditor-prepared Single Audit Reports and/or "Independent Auditors' Report on Compliance with Requirements that could have a Direct and Material Effect on Each Major Program and on Internal Control over Compliance in Accordance with OMB Circular A-133" for selected County Organizations related to their audit for the FY2008-2012 periods;
- Preparation of a detailed control questionnaire and survey of selected County Organizations;
- Review of State Controller Office Audit report to assess the adequacy of the system of Internal Controls at both the City of Hercules and the Hercules Redevelopment Agency (SCO.ca.gov);
- Review of Contra Costa County internal audit reports and City of Richmond internal audit report – "Internal Audit of Library and Cultural Services Department" dated

February 2013;

- Review of selected outside grant audit reports provided by selected County Organizations;
- Review of requirements for preparation of the Single Audit report, as maintained by the California State Controller's Office (SCO.ca.gov); and,
- Review of selected Government Accounting Standards as promulgated by the Government Accounting Standards Board ("GASB").

BACKGROUND

There have been a number of high-profile financial problems involving local government entities documented in the media over the past several years. From a state perspective this includes The City of Bell in Southern California – where there are allegations of massive corruption, and the bankruptcy filings of Vallejo, Stockton and San Bernardino. In Contra Costa County, the State authorities have intervened in the cities of Richmond and Hercules and the West Contra Costa Unified School District. In certain of these instances, the underlying problems were a lack of financial resources, exacerbated by inadequate financial reporting. In other instances, the problems were caused by a lack of controls over the financial operations of the affected organization.

See Appendix 1 for a glossary of key terms used throughout this report.

Internal Controls

County Organizations have a responsibility to the citizens they serve to safeguard their organizations' assets and report the results of their operations. Internal Controls are the policies and procedures established by an organization to ensure reliable financial reporting, effective and efficient operations, compliance with applicable laws and regulations and the safeguarding of assets against theft and unauthorized use, acquisition, or disposal. A system of Internal Controls should encompass both the control environment and specific control activities.

The management style and the expectations of management, particularly their control policies, determine the control environment. An effective control environment helps to ensure that established policies and procedures are followed. The control environment includes independent oversight provided by a governing board (including audit committees); independent audit of the organization's finances; management's integrity, ethical values, and philosophy; a defined organizational structure with competent and trustworthy employees; and the assignment of authority and responsibility within the organization.

An effective control environment includes the following:

- **Adequate segregation of duties.**

This requires that different individuals be assigned responsibility for different elements of related activities, particularly those involving authorization, custody, or recordkeeping. For example, the same person who is responsible for an asset's recordkeeping should not be responsible for physical control of that asset. Having different individuals perform these functions creates a system of checks and balances.

- **Proper authorization of transactions and activities.**

This helps ensure that all of an organization's activities adhere to established guidelines unless variances are properly authorized by management.

- **Adequate documents and records which provide evidence that financial statements are accurate.**

- **Controls designed to ensure adequate recordkeeping.**

This includes the creation of invoices and other documents that are easy to use and sufficiently informative; the use of pre-numbered, consecutive documents, such as receipt logs; and the timely preparation of documents and financial reports including actual versus budgeted results.

- **Physical controls over assets and records.**

This helps protect an organization's assets. These control activities may include electronic or mechanical controls (such as a safe, employee ID cards, cash registers, and fireproof files) or computer-related controls dealing with system access privileges or established backup and recovery procedures.

- **Independent checks on performance.**

This includes checks which are carried out by employees who did not do the work being checked and will help ensure the accuracy and reliability of accounting information and the efficiency of operations. For example, a supervisor verifies the accuracy of an accounting clerk's account reconciliations. Internal auditors may also verify that the supervisor performed the required review.

In order to identify and establish effective controls, management must continually assess the risk, monitor control implementation, and modify controls as needed.

Annual Audit Internal Control Reporting

Each year, as part of the annual financial statement audit, the independent auditors evaluate those Internal Controls they feel are necessary for them to issue their audit opinion (this could range from a comprehensive review of controls to no review of controls). The auditors do not look at all Internal Controls (for example, the outside auditors for the City of Richmond did not report on any findings with regard to the library, while a separate internal audit found multiple issues and proposed 29 corrective recommendations). At the conclusion of their audit, the auditors are required to communicate with management as to certain key information involved with the audit (often referred to as “Required Communications”) and communicate any findings with regard to Internal Controls (often referred to as a “Management Letter”).

Since the outside auditors’ review is by its nature limited in scope, when the outside auditors describe an inadequate Internal Control environment, a more detailed or thorough review may be required to determine if even more serious or pervasive issues exist (which, if not corrected, could potentially lead to major financial reporting errors, fraud, or other fiscal problems in the future). In addition, for those organizations that received federal funds in excess of \$500,000, the auditors also issue a report on the organization’s compliance with the grants (often referred to as “Single Audit Report”).

The auditors’ control findings are typically categorized as “Material Weaknesses”, “Significant Deficiencies” and “Other Matters or Findings”. The professional literature provides the following definitions:

- “Material Weakness” is “a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis.”
- “Significant Deficiency” is “a deficiency or a combination of deficiencies in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.”
- “Other Matters or Findings”, while not specifically defined, refers to any additional issues which the independent auditor wishes to communicate to the governing body of the organization.

Both Material Weaknesses and Significant Deficiencies are considered serious conditions by the outside auditors that warrant immediate attention and correction. An organization’s management is required to formally respond to these findings. An entity can receive a “clean” or unqualified opinion on its financial statements and still have problems with its Internal Controls.

Survey and Report Review Results

A detailed survey covering certain Internal Controls was sent by the Grand Jury to selected County Organizations. This survey focused on identifying the size of finance/accounting functions within the organizations, the adequacy of segregation of duties and what impact, if any, recent budgetary constraints may have had on the size of accounting and finance functions. The surveyed County Organizations were Contra Costa County; the cities of Richmond, Pinole, Antioch and Walnut Creek; the Acalanes Unified, West Contra Costa Unified, Mount Diablo Unified and Pittsburg Unified school districts; Pleasant Hill Recreation District; Contra Costa Water District and Kensington Police and Community Services District. A review of the survey responses and reports from the independent auditor for the five most recent fiscal years (2008-2012) identified the following items:

- Three organizations - City of Richmond, Richmond Housing Authority and West Contra Costa USD - received “qualified” audit opinions from the independent accountants in 2011. The qualifications with respect to the City of Richmond and Richmond Housing Authority relate to the Housing Authority’s ability to continue as a going concern due to its current dire financial position. The qualification on the 2011 West Contra Costa USD financial statements related to the improper exclusion in the financial statements of certain trust/agency activities. The West Contra Costa USD corrected the exclusion in 2012.
- In approximately 75% of the entities reviewed, there was communication from the auditors indicating that a significant number of audit adjustments (for example, approximately 120 separate adjustments in the case of Richmond for 2011) were required to the financial statements as prepared by the organization. This may suggest that monthly or interim information prepared during the year was incorrect, potentially impacting budgetary controls and/or information presented to management/governing boards for decision-making or oversight purposes.
- A majority of the entities reviewed had at least one Internal Control issue noted as Material Weaknesses/Significant Deficiencies. The total number of control issues identified for the five-year period ranged from 1 (Contra Costa Water District and City of Antioch) to greater than 125 (City of Richmond). In many instances, the issues identified were recurring.
- A majority of the entities reviewed had at least one grant compliance finding over the past five fiscal years. The total number of findings ranged from 0 (Contra Costa Water District) to greater than 40 (City of Richmond). In many instances, the issues identified were recurring.

- In the smaller cities and special districts there is not a sufficient number of staff to achieve an adequate segregation of duties.

Contra Costa County has an internal audit group that currently formally reports to the County Auditor-Controller and informally to an “Audit Committee” that includes two County supervisors and representatives from the Auditor-Controller’s Office. The internal audit group reviews the various operating County departments on a 2-5 year cyclical basis (more frequently where problems have been identified). The scope and plans for these audits are determined by the Auditor-Controller, with input from the Audit Committee. The professional literature indicates that the internal audit function should have direct reporting responsibility to the governing board of an organization.

Material Weaknesses/Significant Deficiencies

A more detailed view of the number of Material Weaknesses/Significant Deficiencies identified by the independent auditors for the County Organizations reviewed, including the recurring nature of some of the findings, is presented below in Table 1.

Table 1- Summary of Material Weaknesses/Significant Deficiencies -

Entity	Material Weaknesses/Significant Deficiencies by Fiscal Year					
	2012	2011	2010	2009	2008	Recurring
Contra Costa County	1	1	2	0	0	Yes
City of Richmond/Richmond Housing Authority	*	15	18	12	11	Yes
City of Antioch	0	1	0	0	0	No
City of Walnut Creek	0	0	0	0	0	No
City of Pinole	0	0	0	0	0	No
City of Hercules	(2)	(2)	(2)	(2)	(2)	
Pleasant Hill Recreation	0	0	0	0	0	No
Kensington Police (KPPCSD)	1(1)	0	0	0	0	Yes
Contra Costa Water Dist.	0	0	0	0	0	No
Acalanes USD	0	0	0	1	1	Yes
Mt. Diablo USD	2	2	1	3	1	Yes
West Contra Costa USD	1	2	0	0	0	Yes
Pittsburg USD	2	1	5	11	0	Yes

Legend / Notes –

* Reporting for 2012 not yet completed

- (1) KPPCSD has not completed a timely audit for either 2011 or 2012 due to the credit card charges allegations and investigations. Due to the inability to produce audited financial statements on a timely basis– there is deemed to be a Material Weakness.
- (2) City of Hercules/Hercules RDA – Information based on separate State Controller Office Audit Report of Controls for 2005-2010.

With respect to the school districts, there has been noted improvement in Internal Controls measured by a reduction in auditor findings in the last five years. The Contra Costa Office of Education has regular involvement with the various school districts to assist them in confronting their internal control issues. The County Office of Education has, at times, inserted monitors or consulting experts to assist the districts. The majority of the recent findings relate to identified inadequacies in the controls over cash receipts (most often student/parent donations or contributions) and timely recordkeeping/reconciliation in the area of “Associated Student Funds” – student clubs and organizations for which the school districts have oversight and accounting responsibility.

A number of the organizations reviewed had recurring findings of Material Weaknesses/Significant Deficiencies. The repetition of significant findings from year to year could call into question a management’s or governing board’s commitment to the control environment. Additional background on certain of the information reviewed is as follows:

- **Kensington Police Protection and Community Services District –**

In 2010, the independent auditor identified as an internal control weakness the issue of unsubstantiated credit card purchases. Subsequently, there were allegations of improper credit-card spending. . The District had to incur approximately \$25,000 in costs related to an additional independent, forensic audit of the spending allegations as a result of the lack of functioning of internal controls.

- **The City of Hercules (including the Hercules Redevelopment Agency) -**

An audit by The State Controller’s Office found “control deficiencies were serious and pervasive – in effect, non-existent. In addition, the City Council did not appear to exercise any oversight over the City’s operations.” (SCO Audit Report). The audit (which covered the period 2005-2010) indicates that there were millions of dollars of questionable spending and property transfers by the RDA, misuse of city-issued credit cards, improper budgeting and a lack of competitive bidding on public contracts.

- **The City of Richmond -**

Significant issues were identified in regard to library operations, including inadequate controls over purchases, improper credit card use, significant shrinkage or theft of library materials, unauthorized purchases, lack of control over cash receipts and inadequate controls over fines/billings for lost items. These items could aggregate as much as \$450,000 in losses (2013 City of Richmond Library Internal Audit Report).

- **The City of Richmond/Richmond Housing Authority -**

There are an excessive number of issues noted from an overall perspective. While many of the issues deal with the accuracy and timeliness of financial reporting, there are many which document losses (or potential losses) due to inadequate controls, including: unauthorized city credit card usage, significant levels of uncollectible employee/other loans (which aggregate to approximately \$1 million over the period reviewed), and significant disallowed grant/program costs requiring the city to fund activities initially to be covered under grants (several million dollars).

- **Contra Costa County –**

The Contra Costa County Auditor-Controller department is currently operating at approximately 6-9 headcount below its budgeted headcount level, primarily due to a high level of unplanned retirements (which did not leave time for adequate succession planning) and employee turnover. Additionally, as longer-term employees have retired/left, they have been replaced by less-experienced personnel with an attendant loss of cumulative institutional knowledge.

Internal Audit Reports for the past four years prepared by Contra Costa County internal audit staff identify a number of different internal control issues at the various County operating departments. The majority of issues relate to proper safeguarding of assets and controls associated with ensuring the integrity of financial reporting. The issues at various County departments include:

- A lack of compliance with County credit card guidelines, including personal use, charges for non-permitted items, exceeding transaction authority limits, and missing approvals (primarily for travel) and documentation. According to the internal audit reports there have been instances where the non-compliance resulted in unreimbursed losses.
- Instances where there was a lack of segregation of duties at the operating department level.
- Controls over cash receipts in terms of depositing funds on a timely basis and maintaining adequate control logs over all receipts.
- Concerns with respect to petty cash funds and the timely reconciliation of these funds.
- Controls over various “trust funds” and the timely reconciliation and correction of identified reconciling items, processing disbursement/refunds of such funds and the necessity for proper tax reporting related to certain of these funds.
- Results of periodic inventory observations by the internal audit staff that show both overages and shortages (including items such as medical supplies/pharmacy inventories, fuel inventories, and various supplies).
- Failure to properly and fully reconcile various accounts, many of which show differences between the general ledger system and the related subsidiary systems. This included the

timely resolution (and correction where necessary) of differences identified when reconciliations were performed, rather than just carrying these differences forward. These differences could result in undetected errors or losses and/or inaccurate financial reporting.

- Failure to properly use asset tags to safeguard County equipment and properly certify equipment inventories at fiscal year-ends.

In the case of the County, cities and independent special districts, responsibility for remedy and oversight of findings with respect to Internal Controls lies with management and the related governing board. There is no additional on-going oversight over the County, cities and independent special districts by a supervising entity, similar to the role played by the Contra Costa Office of Education with regard to school districts. According to representatives from the California State Controller’s Office, that organization may intervene in extreme situations including those where state funds are required to be provided as part of a temporary solution to a crisis situation.

In the smaller cities and special districts (such as Kensington Police Protection and Community Services District, Pleasant Hill Recreation District and the City of Pinole) there is not sufficient staff to achieve an adequate segregation of duties. In instances such as these, the professional literature describes the need for additional “compensating controls” – typically a person(s) independent of the day-to-day processes who can exercise a meaningful level of supervisory oversight (including check signatory control for large expenditures). This supervisory oversight could include someone from the related governing board.

Single Audit/Grant Findings

A summary of the Single Audit Report Findings – which focuses on compliance with Federal and State grants, is presented below in Table 2.

Table 2 – Single Audit Report (Grant) Findings (FY2008-2012) -

Entity	Single Audit Report (Grant Findings) Total Grant Issues Identified by Fiscal Year					
	2012	2011	2010	2009	2008	Recurring
Contra Costa County	6	5	3	0	2	Yes
City of Richmond/Richmond Housing Authority	*(1)	12	9	7	11	Yes
City of Antioch	1	0	3	0	0	No
City of Walnut Creek	0	0	0	0	0	No
City of Pinole	0	N/A	0	1	N/A	No
Pleasant Hill Recreation	N/A	N/A	N/A	N/A	N/A	N/A

Entity	Single Audit Report (Grant Findings) Total Grant Issues Identified by Fiscal Year					
Kensington Police (KPPCSD)	N/A	N/A	N/A	N/A	N/A	N/A
Contra Costa Water Dist.	0	0	0	0	0	N/A
Acalanes USD	0	1	0	1	0	Yes
Mt. Diablo USD	1	3	3	2	5	Yes
West Contra Costa USD	0	1	2	1	3	Yes
Pittsburg USD	0	2	2	3	4	Yes

Legend / Notes –

* Reporting for FY12 not yet complete

N/A – Not applicable

- (1) An employee in the City of Richmond has identified issues with a Library Grant, including allegations of improper accounting and this has been acknowledged by the City per media reports. This is not included in the totals for this year. A separate internal audit of the library function revealed multiple Internal Control weaknesses and 29 corrective recommendations.

Single Audit Report Findings represent identified instances of non-compliance with a grant or award. While the report does not necessarily cover all grants and awards – it does cover those the auditor believes are most significant. The impact of non-compliance instances on grants typically ranges from required remediation to repayment of disallowed grant funds. This could potentially involve the loss of the grant or impact the ability to receive future grants. There were a number of instances where costs charged to grants were disallowed and had to be repaid or entities were not able to identify grant disallowances or required repayments. Specific examples include:

- The City of Richmond 2011 Single Audit Report identified multiple instances aggregating in excess of \$200,000 where repayment of grant funds was required. Additionally information suggests that there are Richmond Library grant funds in excess of \$50,000 which were improperly charged to a grant. Many of these instances related to control problems that were identified for multiple, consecutive years by the independent auditors.
- The 2011 financial statement audit report for the Richmond Housing Authority states that “the allowance for HUD disallowed costs was increased to \$2.4 million” and this was one of the reasons for the auditors questioning the ability of this entity to continue as a going concern or financially-viable entity.
- Contra Costa County was unable to identify the level of disallowed grant or program costs for the past two years.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: June 20, 2013

RE: Agenda Item #17 – June 27, 2013 Board Meeting

To Consider Landscape & Lighting District #6 Refund Application for 2013-2014 (ACTION)

Enclosed in your packet is a refund application for property owners that qualify for the Landscape & Lighting District #6 for 50% refund. The household income was raised by SF Cost of Living Index at 2.4%. Accounting Supervisor Mark Blair indicates that between 16 – 20 applications are received on an annual basis. We are recommending the increase of 2.4% for fiscal year 2013-2014.



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

Refund Application for Property Owners - Owner-Occupied Landscape Maintenance Assessment District No. 6 Fiscal Year 2013-2014

The following information must be completed by the property owner:

NAME (Last, First, M.I.) _____

ADDRESS _____

PHONE _____ PARCEL # _____

Eligibility Requirements for a 50% Refund:

1. Owner-occupied resident must meet the following requirements:
 - a. Sixty-two (62) years of age or older and household income of \$43,027 per year or less. Household income is the adjusted gross income as indicated on the 2013 State Income Tax Return. In the case of a husband and wife, it is the amount indicated on their joint return or the sum of the amounts indicated on individual returns **OR**
 - b. Disabled as established by the Social Security Administration Supplemental Income Program for the aged, blind, and disabled.
2. **Refund checks will be mailed to the property owner after the final tax payment has been paid to the Tax Collector (final payment due to Tax Collector before April 10, 2014).**
3. Application must be received by May 15, 2014.

**For any questions regarding this form, please call the
 Pleasant Hill Recreation & Park District, 682-0896.**

Please complete the following:

DATE OF BIRTH: _____

Attach a copy of one the following documents:

Birth Certificate

Medicare Card

Baptismal Record

IF DISABLED,
 attach a copy of Social Security document

TAXABLE INCOME (amount) \$ _____

SOCIAL SECURITY # _____

I declare under penalty of perjury that the above information is correct for which I am requesting a refund of the Landscape Maintenance Assessment District No. 6. I hereby authorize the Pleasant Hill Recreation & Park District to verify any and all of the information provided above.

Homeowner's Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Refund Approved By: _____ Date Approved: _____

Comments: _____



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: June 20, 2013

RE: Agenda Item #18 – June 27, 2013 Board Meeting

To Consider Membership in California Association of Park and Recreation Commissioners and Board Members (ACTION)

The District has been a member off and on throughout the years with the California Association of Park and Recreation Commissioners and Board Members. I received a recent email from Steve Hoagland, a Board Member at Ambrose Recreation & Park District, requesting that the District consider membership. I have enclosed the email from Steve and I thought we would take the matter up at the June 27th Board Meeting. Currently, the General Manager does not have this in our membership budget. The General Manager thought it was interesting that Mr. Hoagland asked us to be a member and also would like to have their Board of Directors meet at one of our new facilities. The membership is not a huge amount, it is only \$225.

Bob Berggren

From: steverhoagland@comcast.net
Sent: Wednesday, June 05, 2013 5:12 PM
To: Bob Berggren
Subject: CalParkBoards Membership

Bob,

Is there any chance we might be able to bring Pleasant Hill Recreation and Park District Board into our state association? Our association is seeking to increase size while adding more educational and interaction between agency members. Our membership includes your entire board and you as GM in the membership.

Agency membership \$225.00 — Each Commissioner or Board Member receive the same benefits as part of the agency membership. Commissioners and Board Members in this category are covered by one agency membership; and, each Commissioner or Board Member will use the Agency member code number for affiliate's benefits such as discount to workshops, conferences and meetings.

In addition, if you could join our association we would like to ask to be invited to Pleasant Hill for our October 19, 2013 Board of Directors meeting so we could promote your agency and its new assets to the resident of Pleasant Hill.

I hope we can see you as a member agency so we can grow the communication, interaction, education and trainings we might be able to offer here in the SF Bay Area.

Thank you for your time and consideration.

Sincerely,

Steve Hoagland
Ambrose Recreation and Park District Board Chair
CalParkBoards Vice President
925-262-9234
925-303-9689



CALIFORNIA ASSOCIATION OF PARK & RECREATION
COMMISSIONERS & BOARD MEMBERS

A NON-PROFIT CORPORATION SINCE 1993

Founded - 1968

www.caprcbm.org

Business Office:

PMB #157

1750 Prairie City Rd.

Ste. 130

Folsom, CA 95630-9579

May 30, 2013

BOARD OF DIRECTORS

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Signal Hills

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Vacant

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Bill Thomas
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Long Beach
Ron Anderson
Jurupa Area RPD

AT-LARGE DIRECTORS

2014 - Vacant
2015- Leo Friedland
Cypress
2016 - Kathi Rothner
Beverly Hills

Dear Administrator:

We noticed that you did not renew your membership with CAPRCBM. We want you back so that your Commissioners can keep aware of the latest news relating to citizen advocates, participate in training sessions and workshops, attend CPRS conference at member rates, and join fellow Commissioners throughout our state in social events, annual Awards and Installation Banquet, and so much more!

During the year all of your members will receive:

- The new, electronically transmitted *GUIDELINES*, a quarterly publication for Commissioners and Board Members. Also, *CalParkBoards News*, is now sent to provide information on current events, legislation of interest, Association activities, and educational opportunities.
- Member rates discounted for the 2014 California & Pacific Southwest Conference to be held at Ontario in March. The membership discount allows all your Commissioner/Board Member to attend the conference at CPRS membership rates. This is a tremendous savings over individual, non-member rates.
- Resource information on issues, advocacy and ideas supporting the role and responsibilities of commissioners and board members.
- Network and resource information at training sessions held throughout the state.
- CAPRCBM now offers 15% reduction at Wyndham Hotels and Resorts. Learn more about this benefit by contacting me at caprcbm@sbcglobal.net.
- Opportunity to receive recognition for outstanding Commission/Board and outstanding Commissioner at the annual Awards and Installation banquet held in conjunction with the CPRS conference.

A unique service of our Association is that training/ workshops may be arranged in your area (at minimal cost) to increase the knowledge of the board and of the staff. Also, the newly revised Commission/Board Member Handbook is provided, at no charge, to all new and renewing agency members. Visit our web site www.caprcbm.org for more information.

Please refer to the enclosed list of your commission/board and send name or address changes with your remittance. Please **make certain that your finance office encloses the invoice and Commission/Board list with the payment.**

CAPRCBM is available to serve your Agency. Now, more than ever, we must bring park professionals and lay people into one framework. Together, we can accomplish much...let me know how we can help you in this tough financial and political environment!

Sincerely,

Paul Romero, Executive Director

California Association of Park & Recreation
Commissioners & Board Members (CAPRCBM)
non-profit corporation # 94-3197078



Annual Dues Invoice July 1, 2013 - June 30, 2014

BOB BERGGREN
PLEASANT HILL PK DIST BOARD OF DIRECTORS
147 GREGORY LANE
PLEASANT HILL, CA 94523

PLEASANT HILL REC. & PARK
DISTRICT
JUN -5 2013
RECEIVED

Dues for Agency Membership

\$ 225

Agency Membership includes all Commissioners/Board Members in Agency

Please attach a list of your Commission/Board including home addresses and e-mail address. CAPRCBM communicates electronically so e-mail address is critical.

(Note Address Change)

Mail this form, your member list with your remittance check to:

CAPRCBM
PMB #157
1750 Prairie City Road, Suite 130
Folsom, CA 95630-9579

Name and Title of person filling out this form:

Name _____ Title _____

Telephone () _____ e-mail _____

Please keep information current by faxing changes to us as soon as they occur.

FAX Number (215) 944-7881

Thank you for your support



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: June 20, 2013

RE: Agenda Item #19 – June 27, 2013 Board Meeting

Report from Program Committee

a. To Consider Community Center, Senior Center and Teen Center Rental Fees (ACTION)

The Program Committee consisting of Chair Sherry Sterrett and Member Zac Shess will be meeting on Thursday, June 20 to consider rental fees for the Community Center and update fees for the Senior Center and Teen Center. The agenda for the meeting is enclosed and the Board Members will report to the Board regarding their recommendation.



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
Program Committee
Thursday, June 20, 2013
8:00 a.m.
Administration Office
147 Gregory Lane, Pleasant Hill**

Chair: Sherry Sterrett
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. Discuss Non-profit/Co-sponsored Rental Fees and Report from Comparable Agencies Young
3. Propose Community Center Rental Fees Young
4. Propose Senior Center and Teen Center Rental Fee Updates Luke/Hunn

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: Tina L. Young – Recreation Superintendent, Kendra Luke – Recreation Supervisor
Date: June 20, 2013
Re: Non-Profit/Co-Sponsored Facility Discount Survey

Below is a study that was done by staff of local agencies asking, who and what types of discounts they provide for rental of their facilities. The reason for the survey was due to requests from Board Members, non-profit and co-sponsored groups to provide additional discounts given for the rental of our facilities beyond the approved fee schedule.

RENTAL DISCOUNT COMPARIBLES

INFORMATION RECEIVED VIA PHONE CALLS

Center Concord

If a group can prove they are a non-profit they receive 5% off the rental rate. This does not apply to their weekend pricing which comes in a 10 hour continuous block for Saturdays (\$2,500 and \$200 for each additional hour) or a 7 hour continuous block for Fridays and Sundays (\$1,700 and \$200 for each additional hour). Non-profits and local service groups pay the same amount as everyone else. They did say they encourage non-profits to rent on Fridays and will then let these groups come in before their 7 hour block of time to do set up (since there is staff on site).

City of Dublin

They have a non-profit rate and all service organizations pay that rate. When I asked if they show any flexibility with their local service groups/co-sponsored groups she said very firmly NO. They are very black and white. "What is published is what people pay."

City of Walnut Creek

They have a non-profit rate and all service organizations pay that rate. They have done away with most of their co-sponsored groups (either they fell into the non-profit category or not). When I asked if they show any flexibility with their local service groups/co-sponsored groups she said "oh no no no". They are also very black and white. She said that to even consider giving a group any additional discounts or perks would have to go through her manager which would then have to go through his director.

City of Brentwood

The non-profit rate is for Brentwood based groups only. As of September 2012, these groups have to submit a membership roster and show that 75% of their members are Brentwood residents to qualify for this rate. Non-profits groups who are not based out of Brentwood pay the commercial rate.

City of San Ramon

Non-profit rate applies to service organizations as well. Co-sponsored groups have various deals worked out with the city that have been approved by the City Council (either % of rate or # of free rentals). Staff keeps policies the same

with all rentals (non-profit or not) as to keep things black and white. Recently city council approved 4 different rental promotions to run through 2013 at different times.

Hayward Area Recreation & Park District

Hayward has a 5 tier facility rental schedule. #1 is for groups that are sponsored by the city, county, state and federal governments, including school districts. #2 group is for resident, non-profit service and community groups. This group receives 40% discount off the, highest rental rate, (#5 group) which is their non-resident rate. 150 seat capacity is the largest facility HARD has available to rent. There are some special circumstances and arrangements for reduced rentals that can be approved by the General Manager.

Livermore Area Recreation & Park District

Livermore has very few co-sponsored groups they work with and local service clubs are charged the non-profit rates. There are some special circumstances and arrangements for reduced rentals that can be approved by the General Manager. Livermore does give certain youth group's room and field usage for no charge if they do maintenance or service to the district. "However, NO discounts are given to anyone for prime time Friday-Sunday rentals."

Town of Danville

Have a non-profit rate for both resident non-profits and non-resident non-profits. Their service organizations pay the resident non-profit rate. They have a small number of co-sponsored groups who also pay the non-profit rate. No additional discounts are given.



MEMO

To: Bob Berggren, General Manager
From: Tina L. Young – Recreation Superintendent

Date: June 20, 2013

Re: Proposal of Community Center Rental Fees

As we have learned with the opening of the Teen and Senior Center, before the building is completed, it is hard to determine the specific room setups, special features, true capacity, and the challenges and successes of each of the rental spaces.

Attached is a comparable study of local agencies and Community Center fees along with the proposed fees for the Pleasant Hill Community Center Perera Pavilion highlighted in yellow. Based on the square footage and the comparable facilities we recommended the following fees for the Community Center to be effective from July 1, 2013 through June 2014, at which time we will have 6 months of occupancy which will help us to determine the future rental fee opportunities.

*After review and discussion of the fees and comparables with the Program Committee on June 20th, the program committee asked that we look at a second proposal to present to the board that shows a more discounted rate for the rental fees for M-Th for the McHale Room and Perera Pavilion, which shows a 40% reduction for non-profits and 30% for Residents and Non-residents. The reason for this proposal is due to the comparable report showing reduced weekday rates of neighboring cities, Walnut Creek and San Ramon. The proposal to reduce the weekday rental rates would be a good opportunity to market and build the business community exposure to the Community Center in the first year. If the board decides to go with the reduced weekday rates staff recommends following those percentage reductions for the Senior Center Dining Room and Chateau Room.

Rental Fee Comparisons - PROPOSED Community Center FEES highlighted

RENTAL FEES	Robert Livermore C.C.	Lafayette Events Center	Shadelands Center Walnut Creek	Shannon Center Dublin	San Ramon Community Cnt	Centre Concord	Brentwood C.C.	Pleasant Hill Community Center	Pleasant Hill Community Cntr
	Cresta Blanca 62' 0" X 74' 0"	Undivided Hall 3,580 sq ft	3,588 sq ft 52' x 69'	Ambrose Hall 6,000 sq ft	Fountain Room 5,200 sq ft	Ball Room 8,833 sq ft	Main Hall 5,009 sq ft	Michale Room 1,200 Sq ft	Perera Pavilion 4,971 sq ft
	Seats 350/550	Seats 250/400	Seats 300/350	Seats 300/400	Seats 250/375	Seats 400/400	Seats 330/500	Seats 80	Seats 350/450
Weekdays	8 Hours	8 Hours	Hourly	Hourly	Hourly	7AM-5PM	5 Hour Block	Hourly	Hourly
Non Profit	\$1,512	\$189	\$70	\$188	\$50	\$825	\$140	\$70 \$42*	\$145 \$87 *
Resident	\$1,779	\$225	\$105	\$250	\$105	\$825	\$140	\$75 \$53*	\$160 \$112*
Non Resident	\$2,046	\$256	\$105	\$300	\$135	\$825	\$140	\$100 \$70*	\$200 \$140*
Weekends	8 Hours	8 Hours	Hourly	Hourly	Hourly	10 hr Sat	7hr Fri&Su	5 Hour Block	Sat
Non Profit	\$2,223	\$238	\$165	\$188	\$130	\$2,500	\$1,700	\$168/hr	\$110
Resident	\$2,223	\$280	\$195	\$250	\$225	\$2,500	\$1,700	\$240/hr	\$120
Non Resident	\$2,557	\$321	\$195	\$300	\$320	\$2,500	\$1,700	\$264/hr	\$145
						Addl. \$200/Hour	5% off for Nonprofit		Fri/Sat/Sun
Misc Info									Sat. 8 hr. min.
Event Insurance	\$180				\$300	\$400	\$98-\$700		Fri/Sun 5 hr.min
Alcohol Permit	\$100		\$75				\$500		For Public Events only
Damage Security	\$750	\$600	\$500	\$750	Mon- Thur \$500 Fri-Sun \$1,000	\$1,000	\$250	\$500	\$75
Deposit									\$750
Kitchen	Full Kitchen Residents: \$250 Nonprofit: \$185 Non Res: \$310 Caterers welcome	Full Kitchen Charge Included in Rental In House catering \$30 and up/plate Place Settings/ Linens incl. (\$500 outside catering fee)	Full Kitchen, No Charge, Included in Rental, Caterers welcome	Catering Kitchen No Charge Included in Rental Caterers welcome	Full Kitchen Residents: \$20/hr Nonprofit: \$11/hr Non Res: \$21/hr Caterers welcome	Full Kitchen No Charge Included in Rental, Caterers Welcome	Full Kitchen \$300 Caterers welcome	Catering Kitchen \$50	Catering Kitchen included with Rental of Perera Pavilion
Application Fee			\$500		\$25		\$48.60		
Overtime			\$100/Hour Plus hourly rate		2 x Hourly Rate	\$200/Hour Plus hourly rate		\$100/Hour hourly rate	\$100/Hour plus hourly rate
Audio Visual	\$150	Included In Rental	\$50	Included In Rental	\$25	Included In Rental	Included In	\$150	\$150
Staff	2 on site Attendants	1 on site Events Manager	1 Building Attendant	1 Building Attendant	1 Building Attendant	1 Building Manager	1 on site Staff	1 on site Staff	1-2 on site Staff

	<u>Robert Livermore C.C.</u>	<u>Lafayette Events Center</u>	<u>Shadelands Center Walnut Creek</u>	<u>Shannon Center Dublin</u>	<u>SR Fountain Room</u>	<u>Centre Concord</u>	<u>Brentwood C.C. Main Hall</u>	<u>PH Community Center</u>	<u>PH Community Center</u>
Additional Items for Rent	Stage Dance Floor Projection Screen Projector Event Coordinator Company	Wi-Fi Access Projector Screen Microphone Speakers No Projector Full Bar Easels	Piano Fee: \$50 Stage:\$60 per 4'x8'x32" (12 available minimum of 2 sections must. be rented, includes skirting, steps, set-up & take down) Lighting Design: \$245 Gazebo: \$295/ \$250	Projector Screen Projector Microphone Speakers Portable Dance Floor:\$100 per rental (will not have one if not rented)	Rose Garden \$30 Gazebo Resident:\$105 Nonresident:\$135 Portable Dance Floor Nonprofit:\$200 Resident:\$250 NonResident:\$300 Projector Screen No System	Risers Dance Floor Microphones Projector Screen \$35 No Projector	Microphones, Projector, Projector Screen Potable bleachers, Stage	AV package includes Projector, Projector Screens, PA, podium WiFi	AV Package , Adjustable 30" Cocktail Tables, Portable Bar, Gazebo Including 100 Chairs WiFi



MEMO

To: Bob Berggren, General Manager

From: Kendra Luke, Supervisor - Senior Center

Date: June 20, 2013

Re: Senior Center Fee Matrix

I would like to propose the following changes/additions for the Senior Center rental fee matrix:

- Reduce the AV package from current price of \$200 to \$150. Reason being, after 6 months of renting realize the \$200 rate was a bit high.
- Increase the rental fee for the classrooms by 10% (shown below). Reason being, the Teen Center is proposing to increase meeting room fee which would put its hourly rate higher than the Senior Center classroom rate.
- Require a minimum of 5 rental hours for the dining room and classrooms on Saturdays and Sundays instead of the current 2 hour minimum. Opening the SC on a weekend for only 2 hours of rental time is not fiscally feasible.
- Offer a **Weekend Package Deal** for \$2,500 which would include:
 - 8 hours continuous rental time of the Chateau Room, Dining Room, Entry Lobby, Coffee Lounge & Kitchen.
 - AV Package
 - Additional hourly rate \$200/hr.

Current Fees:

Pleasant Hill Senior Center 233 Gregory Lane		Weekdays M-TH, F until 5pm	Saturdays	Fri after 5pm & Sundays
Classroom (cap 50) 2 Hr. minimum Damage Deposit \$200	Resident/Private	\$43/hr	\$68/hr	\$54/hr
	Non-Resident/Private Commercial	\$54/hr	\$85/hr	\$68/hr
	Non-Profit	\$40/hr	\$64/hr	\$51/hr

Proposed Fees:

Pleasant Hill Senior Center 233 Gregory Lane		Weekdays M-TH, F until 5pm	Saturdays	Fri after 5pm & Sundays
Classroom (cap 50) 2 Hr. minimum on weekdays, 5 Hr. minimum on Saturday's & Sundays Damage Deposit \$200	Resident/Private	\$48/hr	\$75/hr	\$60/hr
	Non-resident/Private/ Commercial	\$60/hr	\$94/hr	\$75/hr
	Non-Profit	\$45/hr	\$70/hr	\$56/hr

Memo



To: Bob Berggren, General Manager
 From: Katrina Hunn, Supervisor - Teen Center
 Date: June 17, 2013
 Re: Teen Center Fee Matrix

I would like to propose a few changes for the Teen Center rental procedures and fee matrix. Due to the cost of having a building attendant present during rentals it has shown not financially feasible for us to offer only 2 hour rentals of the meeting room at the current rate. I propose that we increase the fee for the meeting room by \$10 per hour across the board. Propose other fees to stay the same.

Current Fees:

Pleasant Hill Teen Center 147 Gregory Lane		Mon—Fri until 1pm	Saturdays	Fri after 6pm & Sundays
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

Proposed:

Pleasant Hill Teen Center 147 Gregory Lane		Mon—Fri until 1pm	Saturdays	Fri after 6pm & Sundays
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	\$46/hr	\$50/hr	\$46/hr
	Non-resident/Private/ Commercial	\$55/hr	\$60/hr	\$55/hr
	Non-Profit	\$44/hr	\$48/hr	\$44/hr