MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: July 10, 2014

RE: Closed Session – July 10, 2014 Board Meeting at 6:00 p.m.

Please note, there will be a closed session at 6pm regarding conference with labor negotiators regarding the negotiations with the General Manager Bob Berggren.

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

Board of Directors AGENDA

PLEASANT HILL RECREATION & PARK DISTRICT

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.

Thursday, July 10, 2014
ADMINSTRATION OFFICE
CONFERENCE ROOM
147 GREGORY LANE, PLEASANT HILL

6:00 p.m.
Closed Session
CONFERENCE WITH LABOR NEGOTIATORS
California Government Code Section 54957.6(a)
Agency designated representative: Sherry M. Sterrett
Unrepresented employee: Robert B. Berggren

7:00 p.m.

Est. Time

1. Pledge of Allegiance
2. Roll Call
3. 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.

10 min 4. Public Hearing Preliminary Budget Fiscal Year 2014 - 2015

5 min 5. Consent Calendar **(ACTION)**
   a. To Approve Bills to be Paid

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 accommodations to a person who requires such 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.

20 min	6.	To Consider adding E-Cigarettes or Viping to the District's No Smoking Policy
20 min	7.	Report on District's Computers and Consideration of New Equipment for Fiscal Year 2014-15 **(ACTION)**
20 min.	8.	Acknowledgement of Grand Jury Report and Response **(ACTION)**
10 min.	9.	To Consider Amending Resolution 2014-06-12A, Ordering Even-Year Board Election; Consolidation of Elections; and Specifications of the Election Order **(ACTION)**
20 min.	10.	To Consider Adjustments to Fiscal Year 2014 - 2015 Preliminary Budget **(ACTION)**
10 min.	11.	Board Announcements and Requests to Staff
10 min.	12.	Staff Announcements
	13.	Adjourn

Future Board of Directors Meetings:

Regular Meetings:
July 24, 2014
August 14, and 28 2014

MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: July 2, 2014

RE: Agenda Item #4 – July 10, 2014 Board Meeting

Public Hearing
Preliminary Budget Fiscal Year 2014-2015

The District will have one more public hearing following this one on July 10 and the final one on July 24.

MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: June 19, 2014

RE: Agenda Item #5 – June 26, 2014 Board Meeting

Consent Calendar (ACTION)
a. To Approve Bills to be Paid

Accounts Payable
Computer Check Register Totals

Check	Date	Vendor No	Vendor Name	Amount	Voucher
20106	07/10/2014	Aflac	Aflac	88.40	000000
20107	07/10/2014	AlhEle	Alhambra Electric	407.00	000000
20108	07/10/2014	AmerSta	American Stage Tours	1,260.00	000000
20109	07/10/2014	AmFid	American Fidelity	2,204.95	000000
20110	07/10/2014	AmirMaz	Mazar Amiri	117.00	000000
20111	07/10/2014	Antai	Antai Solutions LLC	6,859.00	000000
20112	07/10/2014	ATT CC	AT & T	44.68	000000
20113	07/10/2014	BayAlar	Bay Alarm Company	1,282.95	000000
20114	07/10/2014	BerBob	Robert B. Berggren	350.00	000000
20115	07/10/2014	BillAce	Bill's Ace Hardware	945.50	000000
20116	07/10/2014	BonaSan	Sandra Bonato	200.00	000000
20117	07/10/2014	CalSta	Court-Ordered Debt Collections	138.32	000000
20118	07/10/2014	CCCAudit	Contra Costa County Auditor -C	3,064.19	000000
20119	07/10/2014	CCSNP	Contra Costa Senior Nutrition	2,073.00	000000
20120	07/10/2014	CCWat	Contra Costa Water District	4,477.20	000000
20121	07/10/2014	Cleansou	Cleansource	451.78	000000
20122	07/10/2014	Cole	Cole Supply Co., Inc.	668.56	000000
20123	07/10/2014	CollJoh	John Collins	500.00	000000
20124	07/10/2014	ConSoft	Concord Softball Umpires	6,198.00	000000
20125	07/10/2014	CopySt	Copy Station	276.12	000000
20126	07/10/2014	Cyber	Cybercopy	59.53	000000
20127	07/10/2014	Denelect	Denalect Alarm Company	246.30	000000
20128	07/10/2014	DonDen	Dennis A. Donaghu	200.00	000000
20129	07/10/2014	DurSch	Durham School Services	1,062.59	000000
20130	07/10/2014	DVCCar	Diablo Valley CollegeCareer	300.00	000000
20131	07/10/2014	Eames	Eames Hardware & Supply	84.26	000000
20132	07/10/2014	EBMUD	East Bay Mud	1,033.64	000000
20133	07/10/2014	Ed2go	Education To Go	201.75	000000
20134	07/10/2014	Ewing	Ewing Irrigation	101.91	000000
20135	07/10/2014	FarWest	Farwest Sanitation	2.66	000000
20136	07/10/2014	FranTx	Franchise Tax Board	105.00	000000
20137	07/10/2014	Furber	Furber Saw, Inc.	25.43	000000
20138	07/10/2014	GlovBob	Bobby Glover	200.00	000000
20139	07/10/2014	GNU	GNU Group	2,138.68	000000
20140	07/10/2014	HallGar	Gary Halloway	250.00	000000
20141	07/10/2014	HardBret	Bret Hardwick-Renner	117.00	000000
20142	07/10/2014	IdealSer	Ideal Service Company, Inc.	1,583.00	000000
20143	07/10/2014	INKEM	INKEM	719.63	000000
20144	07/10/2014	KidzLove	Kidz Love Soccer Inc	12,880.80	000000
20145	07/10/2014	LeadingE	Leading Edge Pest Management	1,485.00	000000
20146	07/10/2014	Lesco	John Deere Landscapes	63.80	000000
20147	07/10/2014	LincEqu	Lincoln Equipment, Inc.	1,213.60	000000
20148	07/10/2014	LukeDes	Luke Design Associates	175.00	000000
20149	07/10/2014	MJStudio	Bruce Jackson MJ Studios	155.40	000000
20150	07/10/2014	MtDiablo	Mt Diablo Landscape Centers	185.19	000000
20151	07/10/2014	Muir	Muir/Diablo Occupational Medic	25.00	000000
20152	07/10/2014	MurdDeb	Debbie Murdock	1,802.50	000000
20153	07/10/2014	Nextel	Nextel Communications/Sprint	655.99	000000
20154	07/10/2014	PERS	PERS	15,382.64	000000
20155	07/10/2014	PG&E	Pacific Gas & Electric Co	17,626.28	000000
20156	07/10/2014	PhCham	Pleasant Hill Chamber Of Comme	315.00	000000
20157	07/10/2014	PhDol	Pleasant Hill Dolfin Parents C	4,450.00	000000
20158	07/10/2014	PhPol	Pleasant Hill Police Departmen	425.00	000000
20159	07/10/2014	PlayWel	Timothy D Bowen	3,510.00	000000
20160	07/10/2014	PleaHill	Pleasant Hill Rec & Park Distr	132,393.91	000000
20161	07/10/2014	SanchezW	Walter C Sanchez	120.00	000000

Check	Date	Vendor No	Vendor Name	Amount	Voucher
20162	07/10/2014	SeniCite	Senior Citizens opportunities	265.00	000000
20163	07/10/2014	ShessZac	Zac Shess	200.00	000000
20164	07/10/2014	Springbr	Springbrook Software	4,875.26	000000
20165	07/10/2014	SterSher	Sherry Sterrett	200.00	000000
20166	07/10/2014	Unisourc	Unisource Solutions	3,948.10	000000
20167	07/10/2014	UNIVAR	UNIVAR USA Inc	592.31	000000
20168	07/10/2014	USBank	U.S. Bank	4,015.90	000000
20169	07/10/2014	USBankEq	US Bank Equipment Finance	340.26	000000
20170	07/10/2014	USBankP	U.S. Bank Corporate Payment	21,942.93	000000
20171	07/10/2014	USBKLoan	US Bank	41,244.87	000000
20172	07/10/2014	Valic	Valic	1,550.00	000000
20173	07/10/2014	WhitCas	Casey White	480.00	000000
20174	07/10/2014	Xerox	Xerox Corporation	287.95	000000

			CHECK TOTAL:	**$312,845.72**	

MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: July 2, 2014

RE: Agenda Item #6 – July 10, 2014 Board Meeting

To Consider Adding E-Cigarettes or Viping to the District's No Smoking Policy (ACTION)

Ken Housfeld, representative from the American Cancer Society volunteer has requested that the Recreation & Park District consider banning E-Cigarettes or Viping along with our no tobacco policy, no smoking policy within District facilities and parks. There is information attached provided by Ken Housefeld. This is not listed as an action item as it will require the change of a policy rules, which requires one reading prior to the adoption of the new policy. Staff is looking for direction from the Board whether to include this to the District's No Smoking Policy. The District's current policy is attached.

June 25, 2014

Dear Rec and Park Board Members,

I would like to see vaping banned in all the places where Rec and Park has banned smoking. I believe this ban is appropriate because e cigarettes are a way that big tobacco is trying to hook young people into smoking. The flavors that they lace nicotine with include bubblegum and fruity flavors. It make them sound harmless yet they are very dangerous. Many local communities including Concord and Walnut Creek have already taken this action.

Sincerely yours,

Ken Housfeld
American Cancer Volunteer

Enclosure

Bob Berggren

From: Ken [kenhousfel@aol.com]
Sent: Saturday, June 21, 2014 2:43 AM
To: Bob Berggren
Subject: E cigarettes

Bob,
Let's put this on the agenda at your earliest convenience. Thank you.
Ken

Congresswoman Speier Announces Legislation to Prevent e-Cigarette Marketing to Minors

JUNE 20, 2014 16:00 PM · 7 COMMENTS

Congresswoman Jackie Speier, D-San Francisco/San Mateo, announced new proposed legislation regulating electronic cigarettes at a news conference at San Francisco General Hospital this morning.

If Congress passes it, the Stop Selling and Marketing to our Kids E-Cigarettes Act, known as the SMOKE Act, will extend U.S. Food and Drug Administration regulations against marketing cigarettes to children to e-cigarettes.

"With flavors like gummy bear, cotton candy and chocolate cake, our kids are literally vaping these things up," Speier said in a news release. "With ads using sex and sex appeal, our teens are lusting after these objects. It's time to regulate these products and protect our children."

Speier's legislation is part of a growing movement to regulate e-cigarettes similarly to regular cigarettes.

In San Francisco, people can only smoke e-cigarettes in locations where regular cigarette smoking is allowed, under new city legislation passed in March.

"The new law is a common sense policy for San Francisco that regulates the smoking of e-cigarettes in the same way that cigarettes are already regulated," San Francisco Supervisor Eric Mar, who sponsored the bill, said in a news release today.

The Santa Clara County Board of Supervisors also took steps in March to ban e-cigarette use and sales in places where cigarettes are already banned.

Health officials say further regulation is necessary to prevent e-cigarettes from being dangerously marketed to children and teens.

"These facts are indisputable: nicotine is addictive, e-cigarettes are unregulated nicotine delivery devices and the e-cigarette industry is targeting our youth," Dr. Tomas Aragon, director of the Population Health Division at the San Francisco Department of Public Health, said in the release.

The California Poison Control System has observed an increase in poisonings and burnings caused by e-cigarettes, including 207 cases of e-cigarette-related poisoning in the past 17 months, according to Dr. Neal Benowitz with the San Francisco division of the state Poison Control System.

The Tobacco Vapor Electronic Cigarette Association, an e-cigarette industry group based in Georgia, supports efforts to prevent marketing to minors.

"We've been against that since day one," said CFO Tom Kiklas, who said his group has been active on the issue.

Speier will introduce the SMOKE Act in Congress on Monday.

7 comments

To: Bob Berggren

From: Cassie Ray

Re: E-Cigarettes

I am glad to see that you are considering strengthening your current protections to include these products. At this point, e-cigarettes are in a gray area of the law, so they really do need to be specified in local policies. It is probably easiest to amend the policy to add "all electronic smoking devices, including e-cigarettes" to the definition of tobacco products. If you do not have a definition section, you could just amend the policy to add electronic smoking devices.

I am happy to help you with the language for your policy, or support your efforts to strengthen policy for smoke-free protections in Pleasant Hill. Please let me know how I can best support your efforts.

Cassie Ray | Northern California Government Relations
American Cancer Society Cancer Action Network, Inc.
980 9th Street Suite 2200
Sacramento, CA 95814-2742
Phone: 707.290.0003 | Mobile: 707.290.0003 | Fax: 916.447.6931
acscan.org

acscan.org

Pleasant Hill
Recreation & Park District
People, Parks & Programs Since 1951
147 Gregory Lane, Pleasant Hill, CA 94523
www.pleasanthillrec.com

Board of Directors Resolution

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

IN THE MATTER OF **ORDINANCE 2011-05-25**
AN ORDINANCE OF THE PLEASANT HILL RECREATION & PARK DISTRICT TO REGULATE SMOKING AND USE OF TOBACCO PRODUCTS IN DISTRICT PARKS, FACILITIES AND OPEN SPACE

THE PLEASANT HILL RECREATION & PARK DISTRICT BOARD OF DIRECTORS DOES HEREBY ORDAIN THAT THE FOLLOWING ORDINANCE BE ESTABLISHED TO HELP PROVIDE FOR THE PUBLIC'S SAFETY WHILE USING DISTRICT PARKS, FACILITIES AND OPEN SPACE:

SECTION I – FINDINGS

The Pleasant Hill Recreation & Park District herby finds and declares as follows:

WHEREAS, tobacco use causes death and disease and continues to be an urgent public health challenge, as evidenced by the following:

- Tobacco-related illness is the leading cause of preventable death in the United States,[i] accounting for about 443,000 deaths each year;[ii] and
- Scientific studies have concluded that tobacco use can cause chronic lung disease, coronary heart disease, and stroke, in addition to cancer of the lungs, larynx, esophagus, and mouth;[iii] and
- Some of the most common types of cancers including stomach, liver, uterine, cervix, and kidney, are related to tobacco use;[iv] and

WHEREAS, secondhand smoke has been repeatedly identified as a health hazard, as evidenced by the following:

- The U.S. Surgeon General concluded that there is no risk-free level of exposure to secondhand smoke:[v] and
- The California Air Resources Board placed secondhand smoke in the same category as the most toxic automotive and industrial air pollutants by categorizing it as a toxic air contaminant for which there is no safe level of exposure;[vi] and
- The California Environmental Protection Agency included secondhand smoke on the Proposition 65 list of chemicals known to the State of California to cause cancer, birth defects, and other reproductive harm;[vii] and

WHEREAS, exposure to secondhand smoke causes death and disease, as evidenced by the following:

- Secondhand smoke is responsible for as many as 73,000 deaths among nonsmokers each year in the United States;[viii] and
- Exposure to secondhand smoke increases the risk of coronary heart disease by approximately thirty percent;[ix] and
- Secondhand smoke exposure causes lower respiratory tract infections, such as pneumonia and bronchitis in as many as 300,000 children in the United States under the age of 18 months each year;[x] and exacerbates childhood asthma;[xi] and

WHEREAS, cigarette butts pose a health threat to young children, as evidenced by the following:

- In 2004, American poison control centers received nearly 8,000 reports of children poisoned by the ingestion of cigarettes, cigarette butts, and other tobacco products;[xii] and
- Children who ingest cigarette butts can experience vomiting, nausea, lethargy, and gagging;[xiii] and

WHEREAS, cigarette butts are a major and persistent source of litter, as evidenced by the following:

- It is estimated that over two billion cigarette butts are discarded every day worldwide, and that Americans alone discard more than 175 million pounds of cigarette butts every year; [xiv] and
- Cigarette butts are often cast onto sidewalks and streets, and frequently end up in storm drains that flow into streams, rivers, bays, lagoons and ultimately the ocean;[xv] and
- Cigarette filters, made of plastic cellulose acetate, take approximately 15 years to decompose;[xvi] and

WHEREAS, state law prohibits smoking within 25 feet of playgrounds and tot lot sandbox areas and expressly authorizes local communities to enact additional restrictions;[xvii] and state law prohibits smoking within 20 feet of entryways and operable windows of public buildings; [xviii]

NOW THEREFORE, it is the intent of the Pleasant Hill Recreation & Park District, in enacting this ordinance, to provide for the public health, safety, and welfare by discouraging the inherently dangerous behavior of smoking around non-tobacco users, especially children; by protecting the public from exposure to secondhand smoke where they recreate; by reducing the potential for children to wrongly associate smoking with a healthy lifestyle; and by affirming and promoting a healthy environment in and around the District's parks, facilities and open spaces.

SECTION III - DEFINITIONS

The following words and phrases, whenever used in this ordinance, shall have the meanings defined in this section unless the context clearly requires otherwise:

"Recreational Area" means any area, including streets and sidewalks, that is owned or operated by Pleasant Hill Recreation & Park District and open to the general public for recreational purposes, regardless of any fee or age requirement. The term "Recreational Area" includes but is not limited to parks, picnic areas, playgrounds, sports fields, walking paths, gardens, hiking trails, bike paths, horseback riding trails and swimming pools.

"Tobacco" means a substance containing tobacco leaf, including but not limited to cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, dipping tobacco, and smokeless tobacco.

SECTION IV – SMOKING AND RELATED PROHIBITIONS

1. Tobacco smoking is prohibited in all Recreational Areas and places within the District, including but not limited to:
   a. All District parks (including parking lots for the parks).
   b. All District facilities (including parking lots).
   c. All District designated open space areas (including parking lots).
   d. All hiking trails owned or operated by the District.

2. Disposing of tobacco related waste is prohibited in all Recreational Areas and places within the District, including parking lots.

3. Use or disposal of any tobacco product, whether or not capable of being smoked, is prohibited in all Recreational Areas and places within the District.

PASSED AND ADOPTED on May 25, 2011, by the following vote:

AYES: Bonato, Donaghu, Glover
NOES:
ABSENT: Shepard, Sterrett

Sandra Bonato, Chair

I hereby certify that the foregoing ordinance was approved by the vote indicated herein above at the regular meeting of the Board of Directors on May 25, 2011.

Robert B. Berggren, Clerk of the Board

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[i] US Department of Health and Human Services, Centers for Disease Control and Prevention. *Targeting Tobacco Use; The Nation's Leading Cause of Preventable Death.* 2008, p.2. Available at: www.cdc.gov/nccdphp/publications/aag/pdf/osh.pdf

[ii] US Department of Health and Human Services, Centers for Disease Control and Prevention. "Smoking-Attributable Mortality, Years of Potential Life Lost, and Productivity Losses – United States, 2000-2004. " *Morbidity and Mortality Weekly Report,* 57(45): 1226-1228, 2008. Available at: www.cdc.gov/mmr/preview/mmwrhtml/mm5745a3.htm.

[iii] US Department of Health and Human Services, Centers for Disease Control and Prevention. *Targeting Tobacco Use: The Nation's Leading Cause of Preventable Death. 2008, p.2. Available at:* www.cdc.gov/nccdphp/publications/aag/pdf/osh.pdf

[iv] Leistikow B, Zubair K, et al. "Male Tobacco Smoke Load and Non-Lung Cancer Mortality Associations in Massachusetts." BMC Cancer, 8:341, 2008. Available at: ww.biomedcentral.com/1471-2407/8/341.

[v] US Department of Health and Human Services, Office of the Surgeon General. 2007. Report highlights available at: www.surgeongeneral.gov/library/secondhandsmoke/factsheets/factsheet7.html.

[vi] Resolution 06-01, Cal. Air Resources Bd. (2006) at 5. Available at: www.arb.ca.gov/regact/ets2006/res0601.pdf; See California Environmental Protection Agency, Air Resources Board. *News Release California Identifies Secondhand Smoke as a "Toxic Air Contaminant."* Jan. 26, 2006. Available at: www.arb.ca.gov/newsrel/nr01206.htm.

[vii] California Environmental Protection Agency, Office of Environmental Health Hazard Assessment. *Chemicals Known to the State to Cause Cancer or Reproductive Toxicity.* 2006, p. 8 & 17. Available at: www.oehha.ca.gov/prop65/propr65_list/files/P65single081106.pdf.

[viii] US Department of Health and Human Services, Center for Disease Control and Prevention. *Fact Sheet – Secondhand Smoke.* 2006 Available at: www.cdc.gov/tobacco/data_statistics/fact_sheets/secondhand_smoke/general_facts/index.htm.

[ix] Barnoya J and Glantz S. "Cardiovascular Effects of Secondhand Smoke: Nearly as Large as Smoking." *Circulation,* 111:2684-2698, 2005. Available at: www.circ.ahajournals.org/cgi/content/full/111/20/2684

[x] US Department of Health and Human Services, Centers for Disease Control and Prevention. *Targeting tobacco Use: The Nation's Leading Cause of Preventable Death.* 2008, p.2. Available at: www.cdc.gov/nccdphp/publications/aag/pdf/osh.pdf.

[xi] US Department of Health and Human Services, Centers for Disease Control and Prevention. *Fact Sheet – Secondhand Smoke.* 2006. Available at: www.cdc.gov/tobacco/data_statistics/fact_sheets/secondhand_smoke/general_facts/index.htm.

[xii] American Association of Poison Control Centers. *2004 Annual Report of the American Association of Poison Control Centers Toxic Exposure Surveillance System.* Elsevier Inc., 2004, p. 645. Available at: www.poison.org/prevent/documents/TESS%20 Annual%20Report%202004.pdf.

[xiii] US Department of Health and Human Services, Center for Disease Control and Prevention. "Ingestion of Cigarettes and Cigarette Butts by Children – Rhode Island, January 1994-July 1996. *"Morbidity and Mortality Weekly Report,* 46(06): 125-128, 1997. Available at: www.cdc.gov/mmwr/preview/mmwrhtml/00046181.htm.

[xiv] Surfrider Foundation, San Diego Chapter, Hold on to Your Butt, www.surfridersd.org/hotyb.php.

[xv] Surfrider Foundation, San Diego Chapter, Hold on to Your Butt, ww.surfridersd.org/hotyb.php.

[xvi] Surfrider Foundation, San Diego Chapter, Hold on to Your Butt, www.surfridersd.org/hotyb.php.

[xvii] Cal. Health & Safety Code § 104495 (West 2008).

[xviii] Cal. Government Code § 7597 (West 2008).

MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: July 2, 2014

RE: Agenda Item #7 – July 10, 2014 Board Meeting

Report on District's Computers and consideration of new Equipment for Fiscal Year 2014-15 (ACTION)

The District's IT specialist Richard Miller will be on hand to give an update and report on the District's computer system along with discussing various computer needs, equipment and software. Attached is a copy of what the budget committee reviewed and there are some other questions from Board Members regarding some specific items. Richard will be able to answer those questions. It is in the budget for computer needs at $26,200. If the Board would like to approve the computer items, or add any other items, it is listed as an action item and the Board could take that action.

Computer Needs **Available Funds: $26,200**

1. One Mac for Winslow Center $3,550 ***Committee agreed***
2. Rental Coordinator –IPAD $1,850 ***Committee, one agreed and one maybe***
3. Windows 8 & Dual Boot for Senior Center Computer Lab $2,500 ***Undecided***
4. Acronis Imaging Software - $1,600 ***Undecided***
5. Two new Workstations at District Office $5,050 ***Committee agreed***
6. CISCO Switch/Router Warranties - $8,000 C***ommittee agreed***

Other Items Under Considerations:

1. Wifi at PH Park - $19,000
2. Add a Backup Domain Server at Senior Center - $12,800

MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: July 2, 2014

RE: Agenda Item #8 – July 10, 2014 Board Meeting

Acknowledgement of Grand Jury Report and Response (ACTION)

Enclosed in your packet is Grand Jury Report #1405, "The Public Records Act in Contra Costa County" by the 2013-14 Contra Costa Grand Jury. As you read through the report, you will see that the District is obligated to respond to the findings section and also, the District is required to reply to each of the recommendations. Attached is a draft of the Pleasant Hill Recreation & Park District's response to the Grand Jury Report. This is a draft and the District is not obligated to reply until September 3, 2014. However, I think it is in the best interest of the District, since most of the items have been implemented, that we respond to the Grand Jury in a timely manner.

Grand Jury

Contra
Costa
County

725 Court Street
P.O. Box 431
Martinez, CA 94553-0091

June 3, 2014

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. 1405, 'The Public Records Act In Contra Costa County"** by the "2013-2014" Contra Costa Grand Jury. As the Pleasant Hill Recreation and Park District is a subject of the report, this report is being provided to you at least two working days before it is released publicly in accordance with California Penal Code section 933.05(f).

Section 933.05(a) of the California Government Code requires that a person or entity that is the subject of a report shall respond to each finding in the report by indicating one of the following :

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

If the respondent wholly or partially disagrees with a finding, 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 of the report 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.

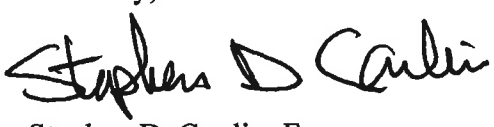
3. The recommendation requires further analysis. This response should explain the scope and parameters of the analysis or study, and a time frame for the matter to be prepared for discussion. This time frame shall not exceed six months from the date of the publication of the Grand Jury Report.

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

Please be aware 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 the public release of the final report. Please ensure that your response to the above noted Grand Jury report complies in form and substance with the legal requirements for such responses. We expect your response, no later than **SEPTEMBER 3, 2014** under the Penal Code.

Please send a copy of your response in hard copy to the Grand Jury, as well as a copy by e-mail in Word to clope2@contracosta.courts.ca.gov .

Sincerely,



Stephen D. Conlin, Foreperson
2013-2014 Contra Costa County Civil Grand Jury

Enclosure

A REPORT BY
THE 2013-2014 CONTRA COSTA COUNTY GRAND JURY
725 Court Street
Martinez, California 94553

REPORT 1405

THE PUBLIC RECORDS ACT IN CONTRA COSTA COUNTY

Letting the Sun Shine In

APPROVED BY THE GRAND JURY:

Date: 5/22/2014

STEPHEN D. CONLIN
GRAND JURY FOREPERSON

ACCEPTED FOR FILING:

Date: 5/30/14

JOHN T. LAETTNER
JUDGE OF THE SUPERIOR COURT

Contact: Stephen D. Conlin
Foreperson
925-957-5638

Contra Costa County Grand Jury Report 1405

THE PUBLIC RECORDS ACT IN CONTRA COSTA COUNTY

Letting the Sun Shine In

TO: Contra Costa County Board of Supervisors
All Contra Costa County Cities,
All Contra Costa County School Districts,
All Contra Costa County Fire Districts,
Selected Special Districts in Contra Costa County

SUMMARY

The California Public Records Act (the "CPRA" or "Act") is the law that ensures the public has access to records generated by public agencies. The Act, however is complex and flawed. Employees responsible for fulfilling CPRA requests do not always respond in the manner required by the law. Contra Costa County has adopted a Better Government Ordinance; it allows the public even greater access to government records and information and clarifies some of the uncertainties of the ACT. The practice of making public records available on a governmental entity's website is an economical and practical means of complying with the Act.

METHODOLOGY

In preparing this report, the Contra Costa Civil Grand Jury:

- Interviewed an individual who makes frequent requests for public records from agencies in Contra Costa County and one who bears responsibility for insuring compliance with the law.
- E-mailed and made in-person requests for routine public records to a cross-section of agencies within the County.

Reviewed:

- The California Public Records Act, Government Code Section 6250 et seq.;
- The Summary of the California Public Records Act 2004 prepared by the California Attorney General's Office;

- Contra Costa County's Better Government Ordinance, 25-2.202 et seq.;
- Contra Costa County Administration Bulletin Number 120.5, Public Access to County Records;
- The People's Business: A Guide to the California Public Records Act published by the League of California Cities;
- Materials concerning audits of public agencies for Public Records Act compliance published by Californians Aware, the Center for Public Form Rights.

BACKGROUND

The CPRA, enacted in 1968, ensures that the public has access to governmental records, and that those records will be disclosed to the public upon request, unless there is a specific reason provided by the Act not to do so. Access to information concerning the conduct of governmental activities permits the public to better monitor the functioning of government and reduces the likelihood of waste, fraud and corruption.

The Act strongly favors the release of the requested records. For example:

- The request need not be in writing. There may be good reason to do so to establish the exact nature of the documents sought and the time frame for responses, but it is not required by law.
- The person requesting the records does not need to identify him/herself. Although it may be easier for the responding agency to deal with the request and get back to the party making the request, only in a few specified situations need the requester be identified.
- The request need not state the purpose of the request.
- The governmental entity has the burden of justifying the denial of a request.
- The agency must respond to the request within 10 days, or provide notice to the requester within 14 days concerning the existence of the requested records, and the records must be produced within a reasonable time.
- The agency must assist the requester by attempting to identify records that contain the information sought.
- Fees may be charged for the costs of reproduction of the records, but not for the time required to conduct a search.

Despite the CPRA's strong mandate and the important policy that lead to its enactment, members of the public and the press are occasionally rebuffed or given the runaround when making legitimate CPRA request. In some cases this may be the result of imprecise requests:

- The scope of the request must be reasonably clear.
- The requester may ask for records that don't exist. The government entity need not create information or write reports in response to requests under the Act.
- The government entity need only produce records that are reasonably identified.

The CPRA does present problems in its implementation. It is complicated in that it contains many exceptions to disclosure, including such matters as attorney-client communications, code enforcement records, law enforcement records, pending litigation, personnel records, and recipients of public services, among others.

If an agency in or of the County opposes disclosure of the records, it can argue that one or more of the exceptions apply. Unless the person making the request is persistent and challenges the agency's right to withhold the record, the agency may avoid disclosure. The requesting party's only option at that point is to threaten litigation or actually file a lawsuit, a choice that realistically is an option available only to the press or other entities with significant resources but less likely to be exercised by individual members of the public.

The Board of Supervisors has adopted the "Better Government Ordinance," (the "BGO"), that expands the public's access to records beyond those available to the public under the CPRA. The BGO applies to the offices of County government under the authority of the Board of Supervisors. Independent districts are covered only by the Public Records Act.

An increased number of County agencies maintain websites that provide links to public records. This has been of major assistance to citizens seeking information, and it is an efficient and inexpensive way of complying with the Public Records Act.

Among the most valuable classifications of documents whose publication would strengthen integrity in government are: Statements of Economic Interests, Employment Contracts, Annual Audits, Travel and Entertainment reimbursements and agendas and supporting documents for public meetings.

Compliance with the Act in Contra Costa County

Compliance with the Act by those agencies reporting to the Board of Supervisors is generally good, but compliance by cities and special districts is uneven, with some being very forthcoming and others less so. There are several reasons that could account for the failure to comply, from an unwillingness to provide information during the existence of a public controversy to simple ignorance about the requirements and workings of the Act. The County provides annual training about the CPRA and compliance. This, no doubt, accounts for the greater receptiveness of County offices to document requests.

E-mail requests were sent to 41 different cities, special districts and divisions of County government. The same request was made to each entity; a request for a copy of the contract of the highest-ranking official for that entity. The request did not identify the name of the person making the request nor did it reveal any connection with the Grand Jury. In many instances an e-mail response with the appropriate document attached or a reference to the document online was received within an hour or so from the time of the inquiry. Several took from one to three days. Several took seven days; one took 24 days. Several of the e-mails bounced and had to be re-directed to a different e-mail addresses where the response was normally prompt once the request reached the appropriate staff member. There was no response from 12 of the offices.

Visits, including visits to some of the offices that failed to respond to the e-mail requests, resulted usually in positive responses. When the Statement of Economic Interest form (Form 700) was requested, it was produced in a matter of minutes in some instances. At other times, an e-mail was sent to the requester with the document attached.

Requests pursuant to the CPRA do not need to be in writing; the requesters do not have to reveal their identity, explain the purpose of the request or with whom they might be affiliated. However this information was requested on several occasions and one entity insisted that the request be in writing.

Several patterns emerged in response to CPRA requests.

- Requests by e-mail were generally directed to knowledgeable individuals within the office so the resulting response was timely and professional.
- Personal visits to offices, while usually successful (the requested record was provided), often revealed the staff's uncertainty about who in the office should respond to the request.
- In-person visits often resulted in requests for the requestor's name and purpose of the request, disclosures the law does not require.
- The quickest responses came when the information was already on the entity's website and could be referenced easily.
- The requests were for very routine documents that are clearly subject to the Act and should be readily forthcoming.

FINDINGS

1. The State of California's policy of transparency in government is embodied in the California Public Records Act (CPRA).
2. Contra Costa County's policy of transparency in government has been strengthened by its adoption of the Better Government Ordinance.

3. Contra Costa County conducts periodic training of its employees regarding how to respond to requests for records under the CPRA and the Better Government Ordinance.

4. The response to CPRA requests by departments reporting to the Board of Supervisors is generally timely and appropriate.

5. The response to CPRA by cities and special districts within Contra Costa County is uneven. Some entities are responsive, while others have a delayed responses or fail to respond entirely.

6. Employees of cities and some special districts who deal with CPRA requests are unfamiliar with the Act and the responsibilities of their agency when records are requested.

7. Among the most valuable documents that could be included on websites are: Statements of Economic Interests, Employment Contracts, Annual Audits, Travel and Entertainment reimbursements, and agendas and supporting documents for public meetings.

RECOMMENDATIONS

1. Cities and special districts in Contra Costa County should consider adopting a policy similar to the Better Government Ordinance, expanding the right of the public to access to public records.

2. Cities and special districts in Contra Costa County should arrange for periodic training of employees who are responsible for responding to Public Records Act requests.

3. Cities and special districts should consider making certain public records that are clearly disclosable under the CPRA available on their websites:

   a. Statements of Economic Interests

   b. Employment Contracts

   c. Annual Audits

   d. Travel and Entertainment reimbursements

   e. Agendas and supporting documents for public meetings.

REQUIRED RESPONSES

	Findings	Recommendations
Contra Costa County Board of Supervisors	1-7	1 - 3
City of Antioch	1-7	1 - 3
City of Brentwood	1-7	1 - 3
City of Clayton	1-7	1 - 3
City of Concord	1-7	1 - 3
Town of Danville	1-7	1 - 3
City of El Cerrito	1-7	1 - 3
City of Hercules	1-7	1 - 3
City of Lafayette	1-7	1 - 3
City of Martinez	1-7	1 - 3
Town of Moraga	1-7	1 - 3
City of Oakley	1-7	1 - 3
City of Orinda	1-7	1 - 3
City of Pinole	1-7	1 - 3
City of Pittsburg	1-7	1 - 3
City of Pleasant Hill	1-7	1 - 3
City of Richmond	1-7	1 - 3
City of San Pablo	1-7	1 - 3
City of San Ramon	1-7	1 - 3
City of Walnut Creek	1-7	1 - 3
Acalanes Union High School District	1-7	1 - 3
Antioch Unified School District	1-7	1 - 3

	FINDINGS	RECOMMENDATIONS
Brentwood Union School District	1-7	1 - 3
Byron Unified School District	1-7	1 - 3
Canyon School District	1-7	1 - 3
Contra Costa Community College District	1-7	1 - 3
John Swett Unified School District	1-7	1 - 3
Knightsen Elementary School District	1-7	1 - 3
Lafayette School District	1-7	1 - 3
Liberty Union High School District	1-7	1 - 3
Martinez Unified School District	1-7	1 - 3
Moraga School District	1-7	1 - 3
Mount Diablo Unified School District	1-7	1 - 3
Oakley Union Elementary School District	1-7	1 - 3
Orinda Union School District	1-7	1 - 3
Pittsburg Unified School District	1-7	1 - 3
San Ramon Valley Unified School District	1-7	1 - 3
Walnut Creek School District	1-7	1 - 3
West Contra Costa Unified School District	1-7	1 - 3
Contra Costa County Office of Education	1-7	1 - 3
Kensington Police Protection and Community Services District	1-7	1 - 3
Pleasant Hill Recreation and Park District	1-7	1 - 3
Contra Costa Water District	1-7	1 - 3
Diablo Water District	1-7	1 - 3

	FINDINGS	RECOMMENDATIONS
West Contra Costa Health Care District	1-7	1 - 3
Contra Costa County Fire Protection District	1-7	1 - 3
Crockett-Carquinez Fire Protection District	1-7	1 - 3
East Contra Costa Fire Protection District	1-7	1 - 3
Kensington Fire Protection District	1-7	1 - 3
Moraga-Orinda Fire District	1-7	1 - 3
Rodeo-Hercules Fire Protection District	1-7	1 - 3
San Ramon Valley Fire Protection District	1-7	1 - 3

DRAFT

July 1, 2014

Pleasant Hill Recreation & Park District's Response to the Grand Jury Report No. 1405 "The Public Records Act in Contra Costa County

Findings

1. The State of California's policy of transparency in government is embodied in the California Public Records Act (CPRA). ***District Agrees with the finding.***
2. Contra Costa County's policy of transparency in government has been strengthened by its adoption of the Better Government Ordinance. ***Not Applicable, District does not have information regarding Contra Costa County's Policies.***
3. Contra Costa County conducts periodic training of its employees regarding how to respond to requests for records under the CPRA and the Better Government Ordinance. ***Not Applicable, District does not have information regarding Contra Costa County's trainings.***
4. The response to CPRA requests by departments reporting to the Board of Supervisors is generally timely and appropriate. ***Not Applicable, District does not have information regarding Contra Costa County's departments.***
5. The response to CPRA by cities and special districts within Contra Costa County is uneven. Some entities are responsive, while others have a delayed responses or fail to respond immediately. ***District partially disagrees with the finding. Pleasant Hill Recreation & Park District responds to information requests in a timely manner. District does not have information regarding other Cities and special districts.***
6. Employees of cities and some special districts who deal with CPRA requests are unfamiliar with the Act and the responsibilities of their agency when records are requested. ***District partially disagrees with the finding. Pleasant Hill Recreation & Park District has staff that has received training in the CPRA.***
7. Among the most valuable documents that could be included on websites are: Statements of Economic Interests, Employment Contracts, Annual Audits, Travel and Entertainment reimbursements, and agendas and supporting documents for public meetings. ***District agrees with the finding.***

Recommendations

1. Cities and special districts in Contra Costa County should consider adopting a policy similar to the Better Government Ordinance, expanding the right of the public to access to public records. ***The recommendation has already been implemented. Pleasant Hill Recreation & Park District Board of Directors approved a resolution "Recognizing the Importance of Government Transparency and Accessibility" on March 28, 2013. Resolution attached.***
2. Cities and special districts in Contra Costa County should arrange for periodic training of employees who are responsible for responding to Public Records Act requests. ***The recommendation has already been implemented. Pleasant Hill Recreation & Park District employees have attended trainings on the following dates:***

   Board Secretary Training October 8, 2003
   Board Secretary Training February 26, 2005
   Electronic Documents Management Workshop October 17, 2008
   Leadership Summit June 23-24, 2014
3. Cities and special districts should consider making certain public records that are clearly disclosable under the CPRA available on their websites:

a. Statements of Economic Interests ***The recommendation has not yet been implemented, but will be implemented by July 31, 2014.***
b. Employment Contracts ***The recommendation has not yet been implemented, but will be implemented by July 31, 2014.***
c. Annual Audits ***The recommendation has already been implemented.***
d. Travel & Entertainment Reimbursements ***The recommendation has already been implemented.***
e. Agendas and supporting documents for public meetings. ***The recommendation has already been implemented.***

Board of Directors Resolution

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

IN THE MATTER OF **RESOLUTION** 2013-03-28B

RECOGNIZING THE IMPORTANCE OF GOVERNMENT TRANSPARENCY AND ACCESSIBILITY

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

WHEREAS, the California Legislature has found that access to information concerning the conduct of the people's business is a fundamental and necessary right, per California Government Code Sections 54950, et seq; and

WHEREAS, "Sunshine Week" was initiated by the American Society of News Editors to educate the public about the importance of open government; and

WHEREAS, James Madison, the father of the United States Constitution, wrote that "consent of the governed" requires that the people be able to "arm themselves with the power which knowledge gives"; and

WHEREAS, "Sunshine Week" coincides with James Madison's birthday on March 16th because he wrote the First Amendment to the U.S. Constitution that guarantees freedom of speech and press – and by extension the right and need of the people and press to know what their government is doing; and

WHEREAS, every citizen in our constitutional republic and under State Statutes has a right of open access to government meetings and public records; and

WHEREAS, an open and accessible government is vital to establishing and maintaining the people's trust and confidence in their government and in the government's ability to effectively serve its citizens; and

WHEREAS, the protection of every person's right of access to public records and notice of government meetings is a high priority of Pleasant Hill Recreation and Park District; and

WHEREAS, Pleasant Hill Recreation and Park District is committed to timely notice, openness and transparency in all aspects of its operations and seeks to set a high standard in this regard; and

TOWARD THAT END, Pleasant Hill Recreation and Park District will strive to earn the California Special District Associations (CSDA) District Transparency Certificate of Excellence, which includes some of the items listed below:

- Proof of current ethics training for all board members, timely filing of State Controller's Special Districts Financial Transactions and Compensation Report.
- Display names of board members and their terms of office, board meeting schedules, agendas, minutes, and the District's mission statement on the website, www.pleasanthillrec.com.
- Provide a regular district newsletter, website information, and email communication on the District activities and projects.

NOW, THEREFORE, Pleasant Hill Recreation & Park District commits during this Sunshine Week, March 10 – 16, commemorating the 262nd anniversary of James Madison's birth, and throughout the year 2013, to work diligently to enhance the public's access to government records and information; to increase information provided electronically and online; and to ensure that all meetings of deliberative bodies under its jurisdiction, and their committees, are fully noticed, open to the public; and that, whenever possible, audio recordings of public meetings shall be undertaken.

PASSED AND ADOPTED on March 28, 2013, by the following vote:

AYES: Bonato, Donaghu, Glover, Sterrett
NOES:
ABSENT: Shess

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 March 28, 2013.

Robert B. Berggren, Clerk of the Board

Board of Directors
Conference Travel FY 2012-13

	date	description	amount
	7/23/2012	Registration for AB 1234 training- S Sterrett	$69.00
	12/24/2012	Governance Foundation training - B Glover	$125.00
	2/13/2013	CPRS District 3 luncheon-Sterrett, Donaghu & Glover	$75.00
	4/1/2013	Susan Bonilla luncheon- B Glover	$32.64
	4/1/2013	Mayors breakfast-Bonato,Glover, Shess & Sterrett	$100.00
		Total Board Conference and Travel for year ended Jun 30, 2013	$401.64

Board of Directors
Conference/Travel FY 2013-14

For the year ending Jun 30, 2014			
	date	description	amount
	8/9/2013	CSDA conference registration - S Sterrett	$450.00
	8/20/2013	Ethics & Governance Foundation Training -Zac Shess	$294.00
	9/19/2013	CSDA annual conference -Monterey expenses S Sterrett	$771.81
	9/19/2013	CSDA annual conference -Monterey expenses Z Shess	$154.92
	9/26/2013	Ethics training- S Bonato	$69.00
	10/17/2013	Ethics training- B Glover	$69.00
	2/7/2014	Mayors breakfast tickets	$190.44
	2/19/2014	CPRS awards banquet ticket-S Sterrett	$80.00
	2/28/2014	PH Chamber Community Awards Banquet tickets	$270.00
	3/24/2014	CSDA Legislative day registration- S Sterrett	$150.00
	3/31/2014	CPRS awards banquet travel expenses to Ontario- S Sterrett	$306.22
	5/21/2014	CSDA Legislative day travel expenses - S Sterrett	$323.20
		Total for the year ending Jun 30, 2014	$3,128.59

MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: July 2, 2014

RE: Agenda Item #9 July 10, 2014 Board Meeting

To Consider Amending Resolution 2014-06-12A, Ordering Even-Year Board Election; Consolidation of Elections; and Specifications of the Election Order (ACTION)

In communication with the Contra Costa County Election Department concerning the Candidate's Statement that is paid for by the candidate, the difference from 250 word count to 300 word count is almost double the cost. The approximate cost for 250 words is $340 and for the cost of 300 words is close to $700.

The Board of Directors sets the word count and for many years it has been set at the 300 word count. According to the County Elections Department the cost per word increases significantly past the 250 word count.

If the Board agrees with the 250 word count, attached is another resolution to indicate the 250 word count instead of the 300 word count. The Board also could leave the original word count of 300 words and take no action on the amended resolution.

Board of Directors Resolution

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

BOARD OF DIRECTORS

IN THE MATTER OF **RESOLUTION 2014-07-10**
ORDERING EVEN-YEAR BOARD OF DIRECTORS ELECTION; CONSOLIDATION OF ELECTIONS; AND SPECIFICATIONS OF THE ELECTION ORDER

WHEREAS, California Elections Code requires a general district election be held in each district to choose a successor for each elective officer whose term will expire on the first Friday in December following the election to be held on the first Tuesday after the first Monday in November in each even-numbered year; and

WHEREAS, other elections may be held in whole or in part of the territory of the district and it is to the advantage of the district to consolidate pursuant to Elections Code Section 10400; and

WHEREAS, Elections Code Section 10520 requires each district involved in a general election to reimburse the county for the actual costs incurred by the county elections official in conducting the election for that district; and

WHEREAS, Elections Code Section 13307 requires that before the nominating period opens the district board must determine whether a charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters; and

WHEREAS, Elections Code Section 12112 requires the elections official of the principal county to publish a notice of the election once in a newspaper of general circulation in the district;

NOW, THEREFORE, IT IS ORDERED that an election be held within the territory included in this district on the 4th day of November, 2014, for the purpose of electing members to the Board of Directors of said district in accordance with the following specifications:

SPECIFICATIONS OF THE ELECTION ORDER

1. The Election shall be held on Tuesday, the 4th day of November 2014. The purpose of the election is to choose members of the Board of Directors for the following seats:

   Board of Director Three (4) year term

2. The Pleasant Hill Recreation & Park District has determined that the Candidate will pay for the Candidate's Statement. The Candidate's Statement will be limited to 250 words. As a condition of having the Candidate's Statement published, the candidate shall/may pay the estimate cost at the time of filing. The District hereby establishes the estimated cost for a candidate statement as the following: $340.00.

3. The Pleasant Hill Recreation & Park District directs that the County Registrar of Voters of the principal county publish the notice of election in a newspaper of general circulation that is regularly circulated in the territory.

4. The Pleasant Hill Recreation & Park District Board hereby requests and consents to the consolidation of this election with other elections, which may be held in whole or in part of the territory of the district, as provided in Elections Code 10400.

5. The Pleasant Hill Recreation & Park District will reimburse the County for the actual cost incurred by the county elections official in conducting the general district election upon receipt of a bill stating the amount due as determined by the elections official.

6. The Clerk of this Board is ordered to deliver copies of this Resolution, to the Registrar of Voters, and if applicable, to the Registrar of Voters of any other county in which the election is to be held, and to the Board of Supervisors.

PASSED AND ADOPTED ON July 10, 2014, by the following vote:

AYES:
NOES:
ABSENT:

Sherry M. Sterrett, Chair

I hereby certify that the foregoing resolution was approved by the vote indicated herein above at the regular meeting of the Board of Directors on July 10, 2014.

Robert B. Berggren, Clerk of the Board

MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: July 2, 2014

RE: Agenda Item #10 –July 10, 2014 Board Meeting

To Consider Adjustments to Fiscal Year 2014-15 Preliminary Budget (ACTION)

The Board of Directors and Staff are still making adjustments to the preliminary budget. The final budget will be passed on July 24, 2014. The Board has continued discussions on capital projects. Attached to your packet is a list of the items that there was consensus from the Board at the June 26 Board Meeting and there is a section on items that were tabled and wanted further information. Some of that information is attached for your review.

Capital Projects

The Board of Directors at the June 26, 2014 Board Meeting, agreed to the following concerning the Capital Items:

1. Parks – New Truck $22,000 ***Consensus***
2. Community Center –Drinking Fountain at Playground $5,000 ***Consensus/Donor***
3. KIDSTOP – Floor $13,000 ***Consensus***
4. Park Signs –Dinosaur Hill Park $4,000 ***Consensus***
5. Community Center Cat Walk - $20,000 ***Consensus***
6. Senior Center Blinds Chateau Room $10,000 ***Consensus***
7. Building Maintenance – 26' Lift $8,000 ***Consensus***

Total $77,000

The following items were tabled for further discussion and information:

1. Recreation – New Passenger Van $20,000 ***Tabled for further discussion***
2. Community Center – Ceiling Mounted Projectors $7,000 ***General acceptance, would like to see location of projectors.***
3. Sports – Scoreboard PH Ed Center Gym $8,000 ***Tabled for further discussion.***
4. Park Signs – Rodgers/Smith Park $7,500 ***Tabled for further discussion.***
5. Parks – 2nd Infield Prep Machine $15,000 ***Tabled for further discussion.***
6. PH Park Pathways - $34,000 (Partial completion) ***Tabled for further discussion.***

Total $91,500

Current Amount in Preliminary Budget: $173,500

The following items were tabled for further discussion and information:

1. Recreation – New Passenger Van $20,000 ***Tabled for further discussion***

New 9 Passenger Van- This size of van would allow for more staff flexibility in finding drivers. Currently I am the only Class B driver in the District and as such do all of the driving for our recreation camps/groups etc. With this size of van any of our staff members, with a clean DMV report, could transport the kids. The van could also be utilized for staff trainings or Board tours as necessary. Our two buses that we have are having issues to the tune of $3500 a year for repairs. The cost for a slightly used van is $18,000-20,000. A brand new 19 passenger bus would be in the range of $62,000-$65,000 and would take 8 weeks to get.

Additional Info: Current additional driver: Ian Rehag
Potential Driver: Katrina Hunn, scheduled for driving test July 11, 2014
Recruitment: Word of mouth and craigslist.com advertisement. The inconsistence of the pick up times during the summer and the lack of hours during the school year make filling this position difficult.

Ideas, this should be made a job requirement of the Kidstop Director (or a staff member at that site). The 3-4 hour shift is only possible in the summer. Driving for Teen Center during the school year is only a 1 hour needed per day.

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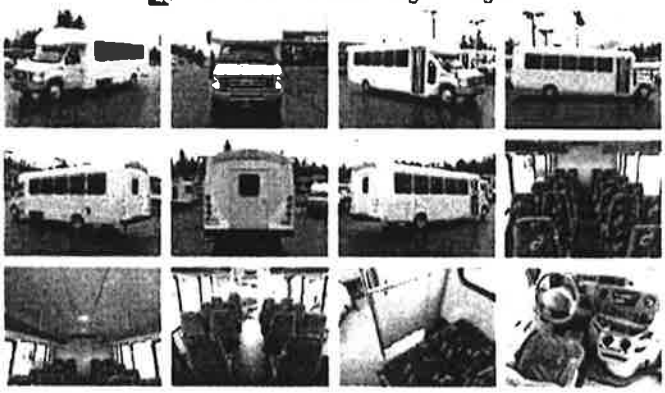

Pictures are example only - bus is located off site but very similar.

****Unit Located Off-Site****

Print This Listing

Save in Favorites

Request Additional Info

Refer This Item

Schedule an Appointment

Calculate Payments

Chassis Features:

- Ford E450 chassis w/dual rear wheels
- 14,500 GVWR
- Ford Triton 6.8 liter V10 gas engine
- Ford 5-speed automatic w/ tow/haul mode
- Ford 225 Amp Alternator
- Engine block heater

Standard Exterior Features:

- "Starview" drivers visibility window in front of entry door
- Electric actuated passenger entry door with full length glass
- Tinted Tour Style Passenger Windows
- Black powder coated steel rear bumper
- Rear mud flaps
- Pre-painted white aluminum side, rear walls, skirts

- One-piece seamless FRP (fiberglass reinforced plastic) roof
- Breakaway rearview mirrors with built-in convex
- Sealed LED stop, tail and turn signal lights with incandescent reverse lights
- Fully welded steel cage construction

Standard Interior Feature Highlights:

- High back reclining passenger seats with level 4 covers, aisle side arm rests and seat belts
- Padded Cloth Interior (rear wall & ceiling)
- Overhead Racks
- Rear Luggage Area w/Rear Door
- 113,000 BTU Dual Compressor Air Conditioning
- 35,000 BTU Passenger Heater
- Electric Passenger Entry Door
- Floor and wall seat track for flexible seating
- Non-Skid flooring
- 5/8" exterior grade plywood flooring
- Ceiling and rear wall fabric for sound abatement
- White step nosing
- Left hand vertical passenger assist rail at entry door
- Printed circuit board with automotive type fuses and LED trouble shooting lights
- Entry door step well lights

Please call us at 1-800-231-7099 with any questions about this bus for sale or any buses for sale on our website. If you are traveling from out of town, we're happy to pick you up at the airport or your hotel. If you would like some help with travel arrangements we can make recommendations. All buses for sale on website are located on our lot in Federal Way, Washington just south of Seattle.

*A negotiable documentary service fee up to $85.00 may be added
*All prices are listed after OEM rebates
*Rebate only applicable in the United States

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2. Community Center – Ceiling Mounted Projectors $7,000 ***General acceptance, would like to see location of projectors.***

Proposed Location of Ceiling Mounted Projector - Community Center

ACMP 100
Angled Ceiling Mounting Plate

FCMP Series
Flat Ceiling Mounting Plates

PCA 100
Female-to-Female Pipe
Coupling Adapter

PCM 240
Projector Drop Ceiling Mount

PCM 340
Projector Drop Ceiling Mount
with Adjustable Pole

PCM AM
Angle Mount Kit

PMP Series
Projector Mounting Poles

Proposed Location of Ceiling Mounted Projector - McHale Room

Proposed location for ceiling mounted projector for the screen on the east wall.

Proposed location for ceiling mounted projector for the screen on the south wall.

This projector could be suspended at the best height to align with the mullion intersection.

Existing projector. Proposed McHale projectors would look similar - but smaller.

3. Sports – Scoreboard PH Ed Center Gym $8,000 ***Tabled for further discussion.***

New Scoreboard at PH Middle School Gym- The current scoreboard is at least 30 years old and obsolete. When any component breaks down we have to ship that component to Southern California, where the manufacturer is located which can be both costly and time consuming. We run 4 seasons a year of full court and 3 on 3 basketball and a season of youth basketball that all utilize the scoreboard. The estimated cost for a new scoreboard ranges from $6,000-8000.

Additional info: We are the only league in the area that uses shot clocks which would be part of the purchase of the new scoreboard.

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8' X 5' Indoor Scor

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Basic (As Shown) SKU# MSBBD1	99 each
Double Bonus SKU# MSBBD1DB	99 each
Timeouts Left SKU# MSBBD1TO	99 each
Double Bonus/Timeouts Left SKU# MSBBD1DT	99 each
Wireless Remote Control* SKU# MSBREM1	99 each
Control Cable SKU# MSBCB1	83 foot
Battery for Wireless Remote SKU# MSBPP4	99 each
Protective Net (9' x 8') SKU# MSBNET7	$519.99 each
Sponsor Panel (21" X 8") SKU# MSBSPN2	$449.99 each
Artwork Left/Right of Fouls SKU# MSBBB4L	$219.99 each*

8' X 5' Indoor Scoreboard

* Color Option

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- 15" super-bright 100,000 hour rated LED numerals (750' viewing distance)
- Scores 0-199 and clock will also deduct down from 99:59
- 1/10th second timing feature during final minute
- Interchangeable panels for volleyball and wrestling
- Galvanized steel cabinet with powder-coated finish
- Includes horn and 150' of control cable (if operated by cable)
- Weight: 260 lbs

Based on current Product, you may be interested in the following items:

Lanyards
$9.99 dozen

Acme Thunderer 660 Plastic Whistle
$29.99 dozen

Dribble Specs
$5.99 each

Mark V Basketball Scorebook
$8.49 each

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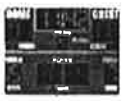

8' X 5' Indoor Scoreboard

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Basic (As Shown) SKU# MSBBP1	* Color Option		$3,499.99 each
Double Bonus SKU# MSUBBUDB	* Color Option		$3,699.99 each
Timeouts Left SKU# MSBBUTL	* Color Option		$3,699.99 each
Double Bonus/Timeouts Left SKU# MSBBUDT	* Color Option		$3,799.99 each
Wireless Remote Control* SKU# MSDRFM			$1,199.99 each
Control Cable SKU# MSBCBI			$0.83 foot
Battery for Wireless Remote SKU# MSBRY4			$124.99 each
Protective Net (9' x 8') SKU# MSBNT7			$519.99 each
Sponsor Panel (21" X 8') SKU# MSBSPN2	* Color Option		$449.99 each
Artwork Left/Right of Fouls SKU# MSBBGL			$219.99 each*

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* This item is not eligible for discounts

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Details | **Additional Information** | **Warranty** | **Reviews** | **Tags**

- 15" super bright 100,000 hour rated LED numerals (red or optional yellow)
- Scores up to 99 and clock will shut down from 99:59
- 110% [illegible] for [illegible]
- [illegible]
- Outdoor [illegible] powder coated finish
- Indoor/Outdoor use [illegible]
- Weight [illegible] lbs

Based on current Product, you may be interested in the following items:

Lanyards
$9.99 dozen

Acme Thunderer 660 Plastic Whistle
$29.99 dozen

Dribble Specs
$5.99 each

Mark V Basketball Scorebook
$8.49 each

4. Park Signs – Rodgers/Smith Park $7,500 ***Tabled for further discussion.***

With four brand new facilities now completed, the District is quickly gaining wide-spread recognition as an organization that invests in our community, providing beautiful spaces that improve the quality of life. We need to ensure that our parks, representing a big part of who we are, also reflect this positive image.

Rodgers Smith and Paso Nogal Park are two of the most visited and visible parks in District. New signage for these two parks were proposed in the 2013-2014 budget to be updated, but unfortunately they were not done. Our park sites have old, dated signs that are inconsistent with our updated signage at our new facilities, and at Pleasant Oaks Park. If left unchanged, these old signs ultimately dilute our brand perception especially if these parks are the only District facilities a resident may drive by or utilize.

We understand that there is now a need for a new sign at Dinosaur Hill so ultimately, we propose 3 new park signs at Dinosaur Hill, Rodgers Smith and Paso Nogal Park for the 2014-2015 fiscal year.

5. Parks – 2nd Infield Prep Machine $15,000 ***Tabled for further discussion.***

The Parks Department is requesting the purchase of a second ABI Force field prep machine as a Capital Expense in the fiscal year 2015 budget.

The ABI Force we currently have has greatly improved the quality of our sports fields. This has been noted from PHBA, the Senior Softball Leagues, and our Rec Softball teams. During the Little League and softball season, this machine is in use approximately seven hours, five days a week. This requires one person to trailer it from field to field and often creates a difficulty in getting all our fields prepped. With a second ABI Force, we could get all our fields prepped in a more efficient manner. In closing, a second ABI Force machine will ensure that we are always able to maintain our fields to the new standards that have become expected from us.

6. PH Park Pathways - $34,000 (Partial completion) ***Tabled for further discussion.***

We have initial estimates for the replacement of the pathways at PH Park from $12 to $25 per square foot. The pathways would be concrete, ADA accessible, and truck compatible and the price includes demolition and removal of exiting path. There is a total of $13,500 square feet and an additional 4,000 square feet behind both baseball field backstops. At an average of $20 per square foot, the total amount would be approximately:

Pathways 13,500 s.f. at $20/s.f. = $270,000
Backstop Areas 4,000 s.f. at $20/s.f. = $80,000

To complete the entire project would cost approximately $350,000 plus an additional $50,000 for design work and contingencies. To fund the entire project the District could complete it by one of the following methods:

1. Utilizing Unrestricted Fund Balance – end of FY 2012-2013
   This would reduce the Fund Balance by $400,000. Over the last couple of years, the District has made concerted efforts to increase the General Fund Balance. The current fund balance is approximately $600,000.

2. Taking out a short-term loan with the Lease Finance Corporation of the California Special Districts Association. The General Manager has requested through CSDA the approximate annual costs for a short-term loan of 4-5 years. CSDA indicated that the information could be ready by July 8. We will get that information out to you when we receive it.

3. District could complete the pathways project by a combination of utilizing Fund Balance and a short-term loan from CSDA. This could reduce the annual payments for the short-term loan as well as not reducing the General Fund Balance. The breakdown could be the following:

Short-Term Loan	$200,000
Fund Balance	$200,000

4. Utilize a combination of Fund Balance, short-term loan, and capital projects fund from the FY 2014-15 budget. For example:

Capital Projects Fund	$100,000
Fund Balance	$100,000
Short Term Loan	$200,000