Pleasant Hill rec

MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: July 30, 2013

RE: Closed Session – August 8, 2013 Board Meeting at 5:30 p.m.

The Board of Directors will be meeting in **closed session at 5:30 p.m.** Legal Counsel Bill McInerney will be present.

MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: July 30, 2013

RE: Agenda Item #4 – August 8, 2013 Board Meeting

Fundraising Updates

The General Manager and staff will give an update on fundraising updates. Tina Young will give an update on attending the Wine, Women and Shoes event that was held in Napa on July 27th. Also enclosed are the updated fundraising revenue and expenses along with the hours spent in July on Wine, Women and Shoes.

Updated: 7/31/13

Bond Projects: Revenue and Expense Summary

Revenue Source	Senior Center	Teen Center	Community Center	General/POP	Total
Amount Collected	$ 302,807.04	$ 125,740.00	$ 93,580.00	$ 42,021.92	$ 564,148.96
Pledges Committed/Unpaid	$ 11,300.00	$ 3,350.00	$ 132,000.00	$ 7,000.75	$ 153,650.75
Less Received**	$ 44,866.18				
Sub Total	$ 358,973.22	$ 129,090.00	$ 225,580.00	$ 49,022.67	$ 762,665.89
CSDA Loan*	$ 102,000.00	$ 9,000.00	$ 189,000.00		$ 300,000.00
District Specialized Funds	$ 68,000.00	$ 6,000.00	$ 126,000.00		$ 200,000.00
Sub total	$ 528,973.22	$ 144,090.00	$ 540,580.00	$ 49,022.67	$ 1,262,665.89
Expenses	$ 589,461.59	$ 170,606.00	$ 604,380.00		$ 1,364,447.59
Remainder to Fundraise	$ (60,488.37)	$ (26,516.00)	$ (63,800.00)		$ (150,804.37)
Sale of Little House	$ 120,000.00	$ 40,000.00	$ 90,000.00		$ 250,000.00
	$ 59,511.63	$ 13,484.00	$ 26,200.00	Deficit/Surplus	$ 99,195.63

*Loan Payment $50,500 for 7 yrs.

** Senior Club $ in PHCF as of end of January '13

Update 7/31/13

Bond Projects: Expense Summary

Expenses	Senior Center	Committed	Teen Center	Committed	Comm. Center	Committed
Consultants						
Fundraisers	$ 45,510.00	X	$ 10,885.00	X	$ 52,670.00	X
Beverly Moris	$ 25,440.00	X	$ 12,172.00	X	$ 1,765.00	X
TeeCom	$ 10,714.00	X	$ 5,175.00	X		
GNU	$ 8,430.00	X	$ 3,230.00	X	$ 18,340.00	X
Future Fundraising	$ 22,500.00		$ 10,000.00		$ 30,000.00	
Dahlin Group					$ 20,000.00	X
CSI	$ 6,450.00	X	$ 1,230.00	X	$ 5,000.00	X
Kitchen	$ 31,320.00	X	$ 10,200.00	X	$ 26,685.00	X
AV	$ 29,695.00	X	$ 15,862.00	X	$ 20,000.00	X
Furniture Total	$ 310,661.00	X	$ 69,614.00	X	$ 340,000.00	X
Security	$ 2,000.00	X	$ 2,000.00	X	$ 10,000.00	X
Engraved Bricks/Tiles	$ 3,506.59	X	$ 2,000.00		$ -	
Recognition Signage	$ 13,500.00	X	$ 7,245.00	X	$ 13,800.00	X
Custodial Equipment	$ 9,845.00	X	$ 1,850.00	X	$ 8,770.00	X
Computers/Network	$ 45,500.00	X	$ 8,323.00	X	$ 24,500.00	X
Office Equipment	$ 6,130.00	X	$ 460.00	X	$ 11,850.00	X
Garbage Cans/Recycled	$ 5,260.00	X	$ 360.00	X	$ 6,000.00	X
Storage/Shelves	$ 3,000.00	X	$ 5,000.00	X		
Other/Contingency	$ 10,000.00		$ 5,000.00		$ 15,000.00	
Total	**$ 589,461.59**	**$ 556,961.59**	**$ 170,606.00**	**$ 153,606.00**	**$ 604,380.00**	**$ 559,380.00**

Total Expenses for FF & E

Total FF&E Expenses $ 1,364,447.59

Pleasant Hill rec

MEMORANDUM

TO: Robert B. Berggren, General Manager
FROM: Tina L. Young, Recreation Superintendent
DATE: July 31, 2013
RE: Wine Women & Shoes Fundraising Event July Hours

For the month of July the following hours were spent on preliminary committee meetings, phone calls, contract work, and meetings with three potential third party beneficiaries for the Wine, Women and Shoes Event.

Kendra Luke	8 hours
Sheila Cotruvo	23 hours (vacation July 29-August 2)
Tina Young	14 hours

This month we met with Shelter Inc., STAND and Hospice of the East Bay. We will be meeting with Monument Crisis Center on Friday, August 2nd. The meetings/interviews with the non-profit groups have been very beneficial in determining the best candidate to be our charity partner for Wine, Women & Shoes n Pleasant Hill. We will be coming back to the board in August to make a recommendation.

MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: July 30, 2013

RE: Agenda Item #5 – August 8, 2013 Board Meeting

Updates on Bond Projects

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

The General Manager and staff will give updates on the bond projects.

MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: July 30, 2013

RE: Agenda Item #7 – August 8, 2013 Board Meeting

Consent Calendar (ACTION)

a. To Approve Bills to be Paid

b. To Approve Minutes of May 9 and May 23, 2013

Board of Directors Meeting Minutes
May 9, 2013
DRAFT

The May 9, 2013 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Glover at 6:01 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, Young, Spatz, Luke

PUBLIC COMMENT
None

PRESENTATION OF THE DECEMBER 31, 2012 BOND OVERSIGHT COMMITTEE REPORT BY CHAIR NORM VANHOLE

Bond Oversight Committee Chair Norm Vanhole was present to review the semi-annual Bond Oversight Report of December 31, 2012. He reported that the Senior Center and Teen Center were completed. He commented that it has been a pleasure to serve on the Bond Oversight Committee, and stated that the committee has met to discuss how best to close out the bond projects and to present their final report to the public. Vanhole would like to set up an evaluation meeting with the Board and District staff after all the bond projects have been completed.

Board Member Bonato stated that she is interested in the process the committee will take to close out their reports. She asked accounting supervisor Blair if there is anything additional the committee should include in their final report. Blair said there is not. Blair stated that there will be another Bond Oversight Committee report in June.

The Board thanked Vanhole and the Bond Oversight Committee for all the hard work they do and for the thoroughness of their reports.

TO CONSIDER BIDS FOR PLEASANT OAKS PARK BOND PROJECT (ACTION)

The General Manager stated that the bids for the project were due on May 2, 2013, and that there had been a special board meeting on May 7, 2013 to review the bids for the Pleasant Oaks Park bond project. The General Manager reviewed the bids and the bid alternates with the board. The apparent low bidder is Goodland Construction. The General Manager and staff are recommending that the Board accept the Goodland Construction bid including the alternates of the picnic areas and the preschool playground. Staff has contacted seven of Goodland's references which have all given the company high marks. Board Member Donaghu asked if the references had the same subs on their lists that Goodland would use on the District project. The General Manager said he would look into this.

Board Member Bonato asked for an update on change orders for the Community Center. The General Manager explained that there will be a report available on May 20th. The General Manager distributed the open change order list as of May 6th for the Community Center. Bonato asked where the budget stands for the Senior Center's project money not included in the bond work. The General Manager stated that most of the projects were in the budget with the exception of the parking lot paving and the HVAC repairs. He explained that the parking lot paving may be incorporated into the bid package for work that the City of Pleasant Hill will be doing. Bonato commented that the reason she is bringing this up is that the Senior Center and the Teen Center projects are $900,000 over budget. Since the board has 45 days to decide on the alternates for the Pleasant Oaks Park project, she would not like to make a decision tonight on those.

Board Chair Glover stated that he would like to just approve the bid to Goodland Construction at this time and wait the 45 days to decide on the alternates to get a better grasp on the financial picture for all the projects. The General Manager stated that he will make sure the Board receives an updated budget from CSI on or before May 20th.

Upon motion of Board Members Donaghu & Bonato, the Board approved the bid from Goodland Construction in the amount of $3,260.000 with no alternatives specified.

Board Member Bonato distributed photos of other work done by Goodland Construction. The General Manager invited the Board of Directors and the Bond Oversight Committee members to the ground breaking of the Pleasant Oaks Park project on May 30th.

UPDATES ON BOND PROJECTS

The General Manager made the following comments:

SENIOR CENTER/TEEN CENTER

- The acoustic work has been completed, and we are waiting for the right event to see how everything is working.
- CSI is still working on the HVAC project.
- He stated that it is very nice that the City of Pleasant Hill is willing to include our parking lot paving project at the Senior Center in their bid packages.

COMMUNITY CENTER

- Chris Schmidt has resigned from CSI; he has relocated out of state. Allan France will be taking over his duties with the Community Center and Pleasant Oaks Park.
- The General Manager reported that Bond Facilities Coordinator Carrie Miller did a nice job on the furniture packages for the Community Center. The bids are out now and due back June 19th.

PLEASANT OAKS PARK

- The General Manager reported that the ground breaking for the project will be May 30th at 4:00 p.m.

The General Manager announced that he did not receive any inquires from government agencies regarding the sale of the Little House property. He would like to proceed to put it on the market for public sale. Board Member Bonato asked if the District will be paying for any repairs on the property. The General Manager said the District would be paying approximately $6,000 in repairs. Bonato asked how the process would proceed once an offer has been made on the property. The General Manager explained that this would be a closed session item.

Board Chair Glover started the regular meeting at 7:00 p.m.

PUBLIC COMMENT
None

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

Ex-Officio Cassidy gave the following report.

- The Teen Council is conducting interviews for new members.
- Next year's class officer elections are beginning for College Park.
- Genesis will still be the ex-officio to the board next school year.
- The last day of school will be June 14th.
- Last night was the undergraduate awards night at College Park.
- STAR testing is ending tomorrow.

PRESENTATION OF SIGNED COPY OF THE SPOTLIGHT TO DOG LAYLA AND OWNERS CAITLYN HOLT AND MIKE ANNAS

Layla the dog and her owners Caitlyn Holt and Mike Annas were present to sign the Spring/Summer Spotlight in which Layla highlighted the cover. The signed copy will be placed on the District's "Wall of Fame".

CONSENT CALENDAR (ACTION)
a. TO APPROVE BILLS TO BE PAID
b. TO APPROVE RESOLUTION 2013-05-09A, DECLARING MAY AS NATIONAL WATER SAFETY MONTH

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

REPORT ON REFINANCING OF 1997 AND 1999 CERTIFICATES OF PARTICIPATION

Rick Brandis and Jeff Land from Brandis Tallman LLC were present to discuss with the Board the refinancing options of the 1997 and 1999 Certificates of Participation.

Brandis reported that proceeds from the 1997 Certificates of Participation were used to provide funds to acquire 11.5 acres of land which became Pleasant Oaks Park, and that the proceeds from the 1999 COPs were used to refinance a loan entered into by the District with the City of Pleasant Hill, as lender, to finance the purchase of certain recreation and playground equipment, and to finance certain repairs to the District's buildings.

Brandis commented that they would like to package both Certificates of Participation from 1997 and 1999 into one COP for refinancing. He stated that this is the right time to refinance as the interest rates are low. His Company is in the process of getting documents together to be presented at the June 13th Board meeting.

Board Member Bonato asked about the last bond rating the District received from Moodys and if this would affect the refinance. Brandis explained that to refinance they would need to get a new bond rating, they will be using a different company for the rating, and will be using the Teen Center and pool as the collateral.

The Board thanked Brandis and Land for attending the meeting and for their report.

TO CONSIDER PROPOSALS FOR DISTRICT AUDIT SERVICES (ACTION)
This item was tabled to the May 23rd board meeting.

REVIEW MARCH 31, 2013 QUARTERLY REPORT
a. REVIEW INVESTMENT REPORT
b. REVIEW PUBLIC AGENCY RETIREMENT SERVICES

Accounting Supervisor Mark Blair reviewed the following highlights in the March 31, 2013 quarterly report. He also reviewed the Public Agency Retirement Services accounts.
Report Changes -

- The District has separated Building Maintenance into its own department. In past years, the employees in this department were charged to the Community Center Custodial Payroll. The District's registration software (ACTIVE) has changed its income reporting methodology. In prior years, income was recorded when funds were received. At year-end each supervisor would calculate the amount of income received for events and activities that had not yet occurred. Starting in October 2012, ACTIVE now posts to unearned income all amounts collected for future events and then reflects it into income as each activity date occurs. Blair reported that this new accounting from ACTIVE should result in a truer picture of earned income but will also show lower income levels when compared to the prior year.

Financial Overview -

- The bottom line results for the General Fund show a decline of 6.4% from last year.
- Tax Revenue - The District has received only the first Secured Tax payment which is $41,000 lower than that received in 2012.
- Overall Program Revenue - The total program revenues for the current year show a decline of 14% from the previous year. This decline is more than offset by the increase in unearned revenue reporting changes from the ACTIVE registration.
- Overall Program Expenses - The total program expenses for the current year show a decline of 5% compared to last year.
- Capital Expenses - This department has a $290,000 increase over last year.

At the conclusion of Accounting Supervisor Blair's report, the General Manager commented that he would like to have a joint meeting between the School District Board and our Board to discuss the school district's usage fees.

TO APPROVE RESOLUTIONS 2013-05-09B – 2013-05-09F, INTENTION TO ORDER IMPROVEMENT FOR VALLEY HIGH II, VALLEY HIGH IV, VALLEY HIGH V, WOODSIDE HILLS I AND WOODSIDE HILLS III (ACTION)

Upon motion of Board Members Bonato & Donaghu, the Board approved resolutions 2013-05-09B – 2013-05-09F, intention to order improvement for Valley High II, Valley High IV, Woodside Hills I and Woodside Hills III.

TO APPROVE RESOLUTION 2013-05-09G, INTENTION TO ORDER IMPROVEMENT FOR LANDSCAPE AND LIGHTING DISTRICT #6 (ACTION)

Upon motion of Board Members Donaghu & Shess, the Board approved resolution 2013-05-09G, intention to order improvement for Landscaping and Lighting District #6.

DISTRIBUTION OF PRELIMINARY BUDGET FOR FISCAL YEAR 2013-14 AND AMENDING FISCAL YEAR 2012-13 BUDGET

The Budget and Finance Committee of Chair Sandy Bonato and Member Bobby Glover will be meeting on Monday, May 13th at 8:00 a.m. Board Member Bonato requested a special meeting with the Board to review the budget. A special board meeting was scheduled for Friday, June 7th.

REPORT FROM BUSINESS STRATEGIC PLAN COMMITTEE

Board Members Sandy Bonato and Zac Shess reviewed the minutes from the last Strategic Plan Committee meeting. They reported that the committee is focusing on five top recreational service goals to be completed in the next 2 years. These goals are as follows:

1. Working on partnerships.
2. Develop recreation management policies and evaluation criteria.
3. Emphasize marketing.
4. Hire a rental coordinator and increase facility rentals.
5. Increase recreational programming revenue.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Donaghu made the following announcements/questions:

- He attended the Flaskerud's REMAX TODAY open house.

Bonato made the following announcements/questions:

- She attended part of the "amazing race" through the City of Pleasant Hill. She said it was a great event and that it highlighted a number of the District's parks.
- She asked what event was happening this morning. Staff explained it was the annual "bike to work day".

Shess made the following announcements/questions:

- Attended the Pleasant Hill Baseball Association's banquet at the Senior Center. He said the acoustics seemed much better.

Glover made the following announcements/questions:

- He requested to see more information on the CPRS award given at the CPRS award luncheon to the organization who gave certificates to people for utilizing parks.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- He gave Board Member Bonato some updated information he had received regarding the cell tower proposal at Paso Nogal.
- He announced that Blaine Swafford, who brought the water tank cell antenna proposal for Dinosaur Hill Park, would like to meet with the Board to discuss this proposal further. The Board asked the General Manger to ask Swafford for more information and a design before the Board sets up a meeting with him. The General Manager said he would pass this on to him.
- He stated that the Bay Area Quality Management Committee is looking for a regional park district representative.
- Marian Woodard with the Rodgers Ranch Urban Farm and Teaching Gardens received a free greenhouse.

- The Love, Laugh & Learn event is tomorrow at the Senior Center beginning at 9:30 a.m.

ADJOURNMENT

Board Chair Glover adjourned the meeting at 8:58 p.m.

_____

Robert B. Berggren, Clerk of the Board

Board of Directors Meeting Minutes
May 23, 2013
DRAFT

The May 23, 2013 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Vice Chair Sterrett at 6:36 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE
Board Member Shess led the Pledge of Allegiance.

ROLL CALL
BOARD PRESENT: Sterrett, Donaghu, Bonato, Shess
ABSENT: Glover

STAFF PRESENT: Lischeske, Miller, Bradley, Young, Blair, Keifer, Hunn

PUBLIC COMMENT
None

TO CONSIDER UTILIZING EAST BAY REGIONAL PARK DISTRICT WW FUNDS FOR COMMUNITY CENTER AND PLEASANT OAKS PARK PROJECTS (ACTION)

The District received a Per Capita Grant amount of $1,746,348 through the Measure WW local grant program from East Bay Regional Park District. The District has currently utilized and approved the following expenditures of that money:

- $392,363.00 – Pool resurfacing and VGB upgrades at Pleasant Hill Aquatic Park.
- $150,000 – New Teen Center.
- $700,000 – Community Center.

The General Manager and staff are recommending submitting the remaining $504,000 to East Bay Regional Park District to receive the remaining grant of the Per Capita fund.

Board Vice Chair Sterrett asked if the remaining $504,000 can be used for projects other than the Community Center. Accounting Supervisor Mark Blair explained that, if necessary, the funds can be shifted to different projects, but the funds for each project need to be approved by EBRPD. He stated that it would be more beneficial to submit one request under the Community Center project and have additional money on hand for the Pleasant Oaks Park project. He commented that the District would not receive the WW money until the project has been completed. Bond Facilities Coordinator Carrie Miller commented that the Pleasant Oaks Park project is on schedule to be completed before the Community Center project.

Board Member Bonato asked why it would be necessary to apply for the full $504,000 at this time. Blair explained that $100,000 would be used for the Pleasant Hill Park ad alternates.

A motion from Board Member Bonato was made to apply for $400,000 from the East Bay Regional Park District WW funds for the Community Center project, and begin the process for the Pleasant Oaks Park approval.

After the motion Blair commented that he would research the timing for the approval process from EBRPD. Vice Chair Sterrett recommended tabling the agenda item until more information has been received. The motion was rescinded, and the item tabled to the next board meeting.

FUNDRAISING UPDATES

Recreation Superintendent Tina Young reviewed the lasted fundraising report with the Board. She stated that since the report $64,170 was received from HEDCO. She reported that staff is working with the Dahlin Group on the tile fundraiser for the Community Center. The bricks for the Senior Center are continuing to sell. She commented that the fundraising coordinator is working on two upcoming fundraising events a dance party and a Bocce tournament. Vice Chair Sterrett asked if the donation pledges are being honored. Young stated that they are. Board Member Bonato asked for a report on the status of the donation pledges showing monthly changes. Bonato also requested a report from staff on the status of the ongoing fundraising efforts including a report from the Capital Campaign Committee.

UPDATES ON BOND PROJECTS

The Recreation Superintendent made the following comments:

SENIOR CENTER/TEEN CENTER

- The back parking lot work estimate is $6,292.75 which is far less than anticipated. Board Member Bonato asked when this work will be completed. Miller commented that the District is still confirming the timing of the project.
- The new acoustic work is working nicely. Vice Chair Sterrett asked for a report on the acoustic work.
- The cost for the repairs to the HVAC will be $35,000 which has been included in the general budget. The Board asked that the General Manager look into why repairs had to be done to a new HVAC unit.

PLEASANT OAKS PARK

- The Notice to Proceed on this project will be May 28, 2013. Board Member Bonato would like to know if any RFI's are expected to come in.

Vice Chair Sterrett started the regular meeting at 7:34 p.m.

PUBLIC COMMENT

None

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

Ex-Officio Cassidy was not present to give a report.

TO HONOR AND RECOGNIZE THE 2012-2013 TEEN COUNCIL

a. PRESENTATION TO TEEN COUNCIL MEMBERS

b. PRESENTATION TO CHAIR HELENA STRAND

c. PRESENTATION TO EX-OFFICIO GENESIS CASSIDY

Recreation Supervisor Katrina Hunn was present to recognize the 2012-2013 Teen Council members. She presented certificates to Allie Naccara, Brandon Hutslar, Breanna Klippel, Emily Dowey, Jessica Bracken, Kayla Brooks, Kevin Neys, Matt Cary, Melissa Torres, Meredith Fore, Monica Rodriguez, Ryan Hood, and T.J. Tamura.

Hunn presented a certificate of appreciation to Teen Council chair Helena Strand, who also had received the Teen of the Year award at the Citizen of the Year Awards Night.

CONSENT CALENDAR (ACTION)

a. TO APPROVE BILLS TO BE PAID

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

TO CONSIDER PROPOSALS FOR DISTRICT AUDIT SERVICES (ACTION)

Accounting Supervisor Mark Blair reported that six auditing firms submitted bids for offering services to the District, including our current auditor with the requirement that a new partner be assigned to the audit. Blair reported that the lowest bidder did not have any active clients who returned his calls for reference checks. Based on this, if the Board decides to move to a new auditing firm, he is recommending Fechter & Company. Board Member Shess asked about the references for Fechter & Company. Blair stated that they were all very favorable. Board Member Bonato asked if it was a policy of the District to change auditors at the conclusion of a contract. Blair explained that it is recommended to change firms or audit partners after a number of years. Board Member Bonato asked why the District is paying for the Senior Center books to be reviewed. Vice Chair Sterrett explained that historically, since the Senior Center is primarily volunteered based, the District has helped with their audit. Board Member Bonato asked why the Senior Center does not pay for their part of the audit. Sterrett stated it was her understanding that it was because the District has asked the Senior Center to provide an audit. Board Member Bonato stated that she would like to have a discussion with the Senior Center Club about the possibility of them paying for or reimbursing the District for their audit.

Upon motion of Board Members Bonato & Shess, the Board approved Fechter & Company CPA's for a five year contract with the District, including five years of review of the Senior Club's books.

The Board asked that Blair report to Riccardi Inc. that this board decision is not a reflection of their work, but simply the need to have a fresh set of eyes reviewing the District's books. The Board thanked Blair for his work on this item.

TO CONSIDER GOLF CLUB BRIDGE ADDITIONAL EASEMENT TO THE CITY OF PLEASANT HILL (ACTION)

Recreation Superintendent Tina Young reported that Pleasant Hill City Engineer Mario Moreno has requested to grant an additional aerial easement for the Golf Club Bridge project. Young reported that the General Manager is recommending the District donate this easement to the City of Pleasant Hill for the Golf Club Drive Bridge project. Young commented that the General Manager has confirmed with Mario and District Council Mark Cornelius that this will be a non exclusive easement.

Board Member Bonato stated that she is concerned about the wording of the easement. She would like to make sure it is stated that the District is protected from potential claims.

Upon motion of Board Members Bonato & Donaghu, the Board approved the Golf Club Bridge additional aerial easement to the City of Pleasant Hill with the necessary addition of an indemnity provision that indemnifies, defends and holds harmless the District from claims related to the easement

REPORT FROM BUSINESS STRATEGIC PLAN COMMITTEE

The most recent Strategic Business Plan meeting was on May 16th. Board Member Bonato commented that the Board members on this committee would like to report back to the Board more frequently. She stated that the committee is reviewing the Strategic Plan focusing on each of the plan areas in detail. She commented that the committee is still in the organizational phase. Board Member Shess reported that at the last meeting there were five goals that were discussed and focused on. He commented that the committee will be trying to narrow these down to 3 achievable goals to be reviewed by the Board at a future meeting. Board Member Donaghu commented that he agreed that there should be condensed workable goals to review. He commented that he felt the committee is moving in the right direction. Vice Chair Sterrett commented that she is excited to see where the whole process will go from here.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Donaghu made the following announcements/questions:

- He attended the Chamber of Commerce Board meeting at which time he told them that the Pleasant Oaks Park bid had been approved by the District Board.

Shess made the following announcements/questions:

- He will attend the East Bay state of the water district meeting on May 30th.
- He enjoyed seeing the 25 students from the Teen Council that were recognized at the meeting.

STAFF ANNOUNCEMENTS

Recreation Superintendent Tina Young made the following announcements:

- The General Manager attended the CAPRI awards. The District received two awards one for safety and one for facilities.
- The Pleasant Oaks Park ground breaking will be on May 30th.
- She stated that Jessie Wustoff is resigning from her e-marketing hours due to health reasons. She distributed the job announcement for the part time position for the marketing portion of her position.

ADJOURNMENT

Vice Chair Sterrett adjourned the meeting at 9:14 p.m.

_____

Tina Young, Acting Clerk of the Board

MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: July 30, 2013

RE: Agenda Item #8 – August 8, 2013 Board Meeting

To Approve Resolution 2013-08-08A, Approving the Appropriation Limit to Fiscal Year 2013-14 (ACTION)

As required on an annual basis, the District sets the appropriation limit for each fiscal year. Attached are the figures and analysis for the District's appropriation limit for fiscal year 2013 – 14.

The General Manager is recommending the Board approve the appropriation limit for fiscal year 2013-14.

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

IN THE MATTER OF **RESOLUTION 2013-08-08A**
APPROVING APPROPRIATION LIMIT (ARTICLE XIIIB) FOR FISCAL YEAR 2013 - 14

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

THAT California Revenue and Taxation Code, Section 2228, requires the District to establish an annual appropriations limit and that it use the estimate of percentage change in population for the District annually provided to it by the California Department of Finance; and

THAT the District uses this estimated percentage change in population factor, in conjunctionwith a change in the cost of living, or price factor, to calculate its appropriations limit for each fiscal year; and

THAT pursuant to Article XIIIB of the state of California Constitution and Section 7900 through 7913 of the Government Code, the District adopted procedures and determined an appropriations limit for a **base year** in the amount of **$676,640**; and

THAT Article XIIIB of the state of California Constitution was amended by the voters in the General Election in November of 1988, by which the District was authorized to include the percentage change in California per capita personal income in calculating the formula for the appropriations limit; and

THAT a weighted average population percentage change in the City of Pleasant Hill and unincorporatedareas of the District is used; and

THAT the combined accumulative California per capita personal income and population change factor is to be adjusted to **7.833**.

NOW, THEREFORE, BE IT RESOLVED THAT pursuant to this Resolution 2013-08-08A and established District procedures in having officially adopted the 1988 amendment to Article XIIIB of the state of California Constitution to utilize the California per capita personal income in the District's calculation, the Board of Directors does hereby establish the appropriations limit for all property taxes and augmentation funds received for fiscal year 2013 - 2014 as **$5,018,639 and any other tax proceeds received**. (See Exhibit "A").

PASSED AND ADOPTED on August 8, 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 August 8, 2013.

Robert B. Berggren, Clerk of the Board

	Exhibit "A"		
BUDGET	**FY 2013-14**		
	Tax Proceeds	**Non Tax Proceeds**	
Fund Balance		20,000	
Property Taxes	2,500,500		
Augmentation Fund			
Assessment Districts	-	649,000	
State Grant			
Park Bond Act		-	
Proceeds from other agencies		245,350	
Measure E Bond proceeds		-	
Civic Center Authority		-	
Parkland in-lieu fees		-	
Miscellaneous Fees		81,000	
Fees & Charges		2,563,400	
Interest from Fees & Charges		7,500	
Project Funding & ADA/Energy Revenue		89,000	
Insurance Dividends		-	
Sub-Totals	2,500,500	3,655,250	
Grand Total		6,155,750	
Percentage	*41%*	*59%*	
Adjustment			
Weighted Population Average			
2012/13 Price x Population	1.0377	1.0055	1.0434
2012/13			7.417
Base Year Limits (1978/1979)			676,640
Factor Through 2012/2013			7.417
2013/14 Price x Population	1.0512	1.0047	1.0561
2013/14	Factor		7.833
2013/2014 TAX LIMIT			**$ 5,018,639**
Population = City of PH 4x + Unincorporated County 1x			1.0047
Price is based on Per Capita Personal Income as received from the State of Ca. Dept. of Finance			

Mark Blair
Accounting Supervisor Jul 30, 2013

MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: July 30, 2013

RE: Agenda Item #9 – August 8, 2013 Board Meeting

To Consider Resolution 2013-08-08B, Approving Pleasant Hill Recreation & Park District Nomination to California Association of Park and Recreation Indemnity (CAPRI) for the Position on Board of Directors (ACTION)

The General Manager has been representing Pleasant Hill Recreation & Park District on the CAPRI Board and that position is up again. This is a four year term and I think that it is important that the District have representation on CAPRI that handles our liability, property damage and workers compensation programs including risk management and safety trainings.

The General Manager is recommending that the Board approve the Pleasant Hill Recreation & Park District's nomination to the CAPRI Board of Directors.

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

Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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

IN THE MATTER OF **RESOLUTION 2013-08-08B**
NOMINATING THE PLEASANT HILL RECREATION AND PARK DISTRICT
TO CALIFORNIA ASSOCIATION OF PARK & RECREATION INDEMNITY (CAPRI) BOARD

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

WHEREAS, the Pleasant Hill Recreation & Park District is a member of California Association of Park & Recreation Indemnity (CAPRI) program which has been formed to further the interests of recreation and park services for the people of the State of California; and

WHEREAS, the District is hereby nominated to serve on the Board of Directors which adopts policy and governs the affairs of the California Association of Park & Recreation Indemnity (CAPRI); and

WHEREAS, it is the advantage and best interest of the Pleasant Hill Recreation & Park District that it has a representative on the board of directors of the California Association of Park & Recreation Indemnity Board; and

THEREFORE, BE IT RESOLVED THAT the Board of Directors of the Pleasant Hill Recreation & Park District is hereby authorized and directed to serve as a director and/or officer of the California Association of Park & Recreation Indemnity Board for the Upper One-Third and to serve as such within the scope of the duties as a member of the Board of Directors of the Pleasant Hill Recreation & Park District.

PASSED AND ADOPTED ON August 8, 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 August 8, 2013.

Robert B. Berggren, Clerk of the Board