



## **MEMORANDUM**

TO: Board of Directors

FROM: Interim General Manager

DATE: August 5, 2016

RE: August 11, 2016 Board Meeting

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

- a. To Approve Bills to be Paid
- b. To Approve Minutes of May 26, 2016 and July 28, 2016 and Special Meetings of May 26, 2016 and July 28, 2016

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
23026	08/11/2016	AmerSta	American Stage Tours	3,145.00	000000
23027	08/11/2016	AmFid	American Fidelity	2,648.27	000000
23028	08/11/2016	AmFidAs	American Fidelity Assurance	431.12	000000
23029	08/11/2016	Antai	Antai Solutions LLC	8,324.00	000000
23030	08/11/2016	BANewsG	Bay Area News Group	300.00	000000
23031	08/11/2016	BayBuil	Bay Building Maintenance Inc.	1,315.00	000000
23032	08/11/2016	BillAce	Bill's Ace Hardware	226.79	000000
23033	08/11/2016	BonaSan	Sandra Bonato	200.00	000000
23034	08/11/2016	CaliCon	California Consulting	4,515.20	000000
23035	08/11/2016	CCSNP	Contra Costa Senior Nutrition	2,028.00	000000
23036	08/11/2016	CCWat	Contra Costa Water District	144.24	000000
23037	08/11/2016	CGSgym	CGS Gymnastic Services, Inc	360.00	000000
23038	08/11/2016	Cole	Cole Supply Co., Inc.	198.21	000000
23039	08/11/2016	CoLock	County Lock & Key	577.59	000000
23040	08/11/2016	CommPool	Commercial Pool Systems, Inc.	624.15	000000
23041	08/11/2016	ConSoft	Concord Softball Umpires	4,624.00	000000
23042	08/11/2016	CopySt	Copy Station	203.96	000000
23043	08/11/2016	Denelect	Denalect Alarm Company	178.20	000000
23044	08/11/2016	DiaGla	Diablo Glass Company, Inc.	225.00	000000
23045	08/11/2016	DonDen	Dennis A. Donaghu	200.00	000000
23046	08/11/2016	DurSch	Durham School Services	933.61	000000
23047	08/11/2016	EBMUD	East Bay Mud	7,797.37	000000
23048	08/11/2016	EBPool	East Bay Pool Service	8,013.40	000000
23049	08/11/2016	EDD	Employment Development Dept.	1,278.00	000000
23050	08/11/2016	Ewing	Ewing Irrigation	387.53	000000
23051	08/11/2016	FarWest	Farwest Sanitation	2,444.83	000000
23052	08/11/2016	FirstSt	First Student Inc	8,145.43	000000
23053	08/11/2016	FranTx	Franchise Tax Board	105.00	000000
23054	08/11/2016	GlovBob	Bobby Glover	200.00	000000
23055	08/11/2016	Incred	Incrediflix, Inc.	3,011.40	000000
23056	08/11/2016	LeviJul	Julie Levin	42.00	000000
23057	08/11/2016	LincEqu	Lincoln Aquatics	361.88	000000
23058	08/11/2016	LippMar	Mario Lippmann	75.00	000000
23059	08/11/2016	LMYASwi	LMYA Swim Team	260.00	000000
23060	08/11/2016	MurdDeb	Debbie Murdock	1,014.30	000000
23061	08/11/2016	Nextel	Nextel Communications/Sprint	770.78	000000
23062	08/11/2016	PERS	CalPERS	15,509.33	000000
23063	08/11/2016	PG&E	Pacific Gas & Electric Co	19,521.87	000000
23064	08/11/2016	PhCham	Pleasant Hill Chamber Of Comme	739.69	000000
23065	08/11/2016	PhDol	Pleasant Hill Dolfin Parents C	5,331.00	000000
23066	08/11/2016	PhPol	Pleasant Hill Police Dept.	250.00	000000
23067	08/11/2016	PhSen	Pleasant Hill Seniors Club	630.00	000000
23068	08/11/2016	Pioneer	Pioneer Manufacturing Co.	3,054.60	000000
23069	08/11/2016	PleaHill	Pleasant Hill Rec & Park Distr	175,083.36	000000
23070	08/11/2016	QualTre	Quality Tree Care/Joseph Matto	2,500.00	000000
23071	08/11/2016	ShessZac	Zac Shess	200.00	000000
23072	08/11/2016	SterSher	Sherry Sterrett	200.00	000000
23073	08/11/2016	SuppWor	Supply Works	1,330.69	000000
23074	08/11/2016	TheBowl	The Bowlby Group, Inc	5,000.00	000000
23075	08/11/2016	UNIVAR	UNIVAR USA Inc	1,083.61	000000
23076	08/11/2016	USBank	U.S. Bank	5,207.92	000000
23077	08/11/2016	USBankEq	US Bank Equipment Finance	340.25	000000
23078	08/11/2016	USBankP	U.S. Bank Corporate Payment	39,682.37	000000
23079	08/11/2016	Valic	Valic	600.00	000000
23080	08/11/2016	WhitCas	Casey White	234.50	000000

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
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<b>CHECK TOTAL:</b>				<u>-----</u> <b>\$341,808.45</b>	
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**Board of Directors Meeting Minutes**  
**May 26, 2016**  
**DRAFT**



The May 26, 2016 meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Shess at 7:12 p.m. in the McHale Room at the Community Center. Board Chair Shess adjourned closed session at 7:06 p.m. and stated there were no final decisions made.

**PLEDGE OF ALLEGIANCE**

Board Member Glover led the Pledge of Allegiance.

**ROLL CALL**

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

**BOARD ABSENT:** Sterrett

**STAFF PRESENT:** Berggren, Bradley, Cooper, Hunn, Kubota, Luke, Miller, Young

**PUBLIC COMMENT**

Stephanie Leal, Pleasant Hill resident – Stephanie commented that she has had tree debris falling in her yard from the Eucalyptus tree on the District's open space behind her home. She has been working with the District and apologized that she was not able to make the last Land and Facility Development Committee meeting. She presented some photos and pointed out that the tree has grown back with a vengeance. She said she is in contact with staff and the Board to see how we can resolve the issue with the Eucalyptus trees behind her home. She offered to help pay to remove the trees. She got a bid for \$6,500. She has concerns of falling debris and with having a 3 year old child and a new one on the way, she wants it to be safe for her family. Board Chair Shess said he will speak with the Land and Facility Committee and Staff about her concerns.

**CONSENT CALENDAR (ACTION)**

- a. **To Approve Bills to be Paid, warrants #22718-22770**
- b. **To Approve Minutes of Special Board Meeting May 12, 2016**
- c. **To Approve Resolution 2016-05-26, Honoring Robert Berggren, Outgoing General Manager**

Upon motion of Board Members Glover and Donaghu, the Board approved the Consent Calendar.

**PRESENTATION OF SIGNED COPY OF THE WINTER/SPRING 2016 SPOTLIGHT TO ALEXA HEINE AND THE SPRING/SUMMER 2016 SPOTLIGHT TO TRACEY LANE, DEBBIE BOUEY, KELLY BECKER, MARTY PAPAGNI AND ALLISON LIGHTFOOT**

Marketing Director Jen Thoits introduced Alexa Heine who was the cover model for the Spring/Summer 2016 Spotlight. Alexa signed a copy of the Spotlight to put up on the "Wall of Fame" in the District Office. Board Chair presented her with a framed copy of the Spotlight Cover for her keepsake.

Jen Thoits introduced the ladies from the Wine, Women and Shoes event that were on the Spring/Summer Spotlight 2016 cover. They all signed the copy of the Spotlight to add to the District's "Wall of Fame" and they were each presented a framed copy of the Spotlight Cover. Board Chair Shess thanked everyone for coming tonight to sign the Spotlight cover and for supporting the District.

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

Ex-Officio Naccara gave the following report:

### **Teen Council news:**

- Five Senior Teen Council members assisted in conducting 2016-17 Teen Council interviews which were last Tuesday and one more set of interviews will be on Tuesday, May 31.
- The Battle of the Bands event was a success with 4 bands total (2 from Pleasant Hill and 2 from Danville). The tickets were \$10 at the door and the event was held at the Teen Center.

### **College Park news:**

- Graduation Commencement will be held on June 7 at 6pm at the Concord Pavilion. There will be a company taking photos at the Graduation that Seniors may purchase.
- Next week is Spirit Week and the Movin' Up Rally is on June 6, there will be themed days for the week starting with 60's, 70's, 80's, 90's and school color day on Friday.
- Finals week is two weeks from now.
- Allie announced the signed athletes for various colleges such as William Jessup, Hastings, and Chico State.
- The CPHS Orchestra will be performing at the Pops picnic tomorrow at 5pm.
- Yearbooks will be issued tomorrow.
- Grad Nigh memory boards are due on June 2.
- Walk thru registrations for next school year will be on August 15 and 16.
- First day of school for 2016-17 will be on August 22
- Final transcripts will be available end of next week.

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## **HONOR AND RECOGNIZE THE 2015-16 TEEN COUNCIL**

### **a. Presentation to Teen Council Members**

Recreation Supervisor Katrina Hunn and Recreation Coordinator Jenny Cooper presented certificates of appreciation to each Teen Council Member. Jenny spoke about each individual and what programs and events they were involved with. Board Chair Shess thanked Allie Naccara for serving as Ex-Officio for the last two years. She has been great. Allie was presented with a certificate as well as her name plate engraved with the terms she served as Ex-Officio.

### **b. Presentation to Chair Ryan Hood**

Ryan Hood was not present to receive his certificate of appreciation.

## **TO CONSIDER INTERIM GENERAL MANAGER POSITION (ACTION)**

The General Manager mentioned that the process for a new General Manager is still ongoing and until a new General Manager is decided on, he recommends to have Tina Young as the Interim General Manager starting on June 1. Board Member Bonato thought it is a good selection and looks forward to continuing to work with Tina Young.

Upon motion of Glover and Donaghu, the Board approved to appoint Tina Young as the Interim General Manager at the proposed compensation until a newly selected General Manager can start.

## **UPDATE ON GENERAL MANAGER SELECTION PROCESS**

Board Member Bonato reported on the Executive Search firm process and stated she met with the representative Pam Derby with CPS HR Consulting firm along with Board Member Sterrett. They were pleased with the candidates and the process. They have received over 50 applicants and now have reached the interview process where the Board will meet the 3 final candidates to interview which is tentatively scheduled for June 11. Board Chair Shess continues to be impressed with the process.

## **REPORT AND DISCUSSION ON LIAISON COMMITTEE MEETING WITH THE CITY OF PLEASANT HILL**

Board Chair Shess said the meeting was postponed.

### **TO CONSIDER AMENDMENT TO THE FEE WAIVER ASSISTANCE POLICY (FIRST READING)**

The General Manager said the Program Committee met on May 11 in regards to the fee waiver assistance policy and some changes to the policy. The Program Committee recommends offering other forms of documentation instead of only the tax documents. He said this is the first reading and the next time will be for approval. Some Board Members recommended some changes to the wording on the policy. Bonato commented that with the Oversight Workers Group (OWG), she wants to make sure for cost recovery purposes, staff and supervisors get credit of the full value and not the discounted rates.

### **REPORTS AND TO SET BOARD COMMITTEE MEETING DATES**

- a. **Land and Facility Development Committee** – Board Member Glover said the Committee met last Tuesday. He said the Old School House estimated the demo at \$110,000. He said there was no further discussion and this information will be used when more considerations, decisions and recommendations are made later. Glover said with Rodgers Ranch, there was considerable amount of discussion with the agreements and a plan so that the District can assist with programs at the site. With Dinosaur Hill Park and the gate discussion, Glover stated that staff estimated \$4,200 a year spent with dealing with graffiti and damage to Dinosaur Hill Park. The Eucalyptus Tree issue was placed on the agenda per Ms. Leal and Park Superintendent Tom Bradley, but she was not able to attend. Glover stated the Committee felt that there should be a policy on tree issues. They will have other meetings in the future on the 4<sup>th</sup> Tuesday of every month.
- b. **Personnel Committee** – Nothing to report.
- c. **Budget & Finance Committee** – Cancelled meeting and will have to re-schedule for June 7 at 4:30 p.m.
- d. **Program Committee** – Tentatively scheduled a meeting for June 20.

### **BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF**

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

- She congratulated Bob on his retirement and thanked him for his leadership, mentoring her and with all his patience for when she came onto the Board.

**Glover** made the following announcements/questions:

- He will not be at June 9 Board Meeting. His first job was with PH Rec and Park and Bob is the reason why he got involved with the Board. He said he remembered when he was campaigning for the position. A lady stated she can't support him because she loves Bob Berggren. Bob has a great reputation and thanked him for everything he has done for the District, community and everyone. He congratulated Bob on his retirement.
- He attended Wine, Women and Shoes and said it was a great event. He thanked staff and everyone for all their hard work for this successful event.

**Donaghu** made the following announcements/questions:

- He attended the Relay for Life last week.
- He thanked Bob for all his years of service and in 1993 was the first time he interacted and met Bob was on the Master Plan Committee. He will miss him and congratulated him and said to enjoy his retirement.

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

- He attended Wine Women and Shoes and he was selling keys to the closet. He said staff did a great job. It is becoming a signature event and shows off our facility, the community and Pleasant Hill. The MC's did a wonderful job.
- He did not get to attend the Relay for Life for that long, but did walk late at night.
- He reached out to Steve Van Dorn with the Chamber and he said they will try and meet up and tell him a bit about the District. Donaghu said he mentioned to Van Dorn that Pleasant Hill Recreation & Park District are the oldest members of the Chamber.
- He said when he was running for the Board position with the District, he met Bob and thanked Bob for getting him up to speed and said staff owes a tremendous amount of gratitude to him and the reason why the community is special is because of people like Bob.
- Shess read and presented a framed resolution to Bob Berggren, outgoing General Manager.

### **STAFF ANNOUNCEMENTS**

The General Manager made the following announcements:

- He attended the California Association Recreation and Park District (CARPD) conference and gave a brief report. He also attended his last CAPRI Board Meeting at the conference. Jim Friegle will be taking his spot on the CAPRI Board.
- With the minimum wage, it has affected the District and as the years go by, it will be more challenging with the budget and will have an impact.
- With Proposition 218, there have been challenges for Assessment Districts. It is important to follow all the procedures and to get the final approved Engineer Reports.
- He received a legislative update to pass the Park Bond Act and to get it on the ballot where the District could receive Per Capita money. It would be huge to get this Act passed.
- He handed out the District's Annual Report. The Board appreciated the Annual Report and asked to get them out to other agencies and community organizations.
- Who is available for the 4<sup>th</sup> of July Parade and who will be attending? Bobby Glover and Dennis Donaghu are confirmed, but Sandy Bonato will let Katrina Hunn know.
- He said there was an issue at the Senior Center with a gentleman. They had to ban him from the center and filed a no trespass notice with the Police Dept.
- Berggren thanked staff and Curt Kidder for working with him.

### **ADJOURNMENT**

Board Chair Shess adjourned the meeting at 8:27 p.m. in honor of Bob Berggren with over 800 Board Meetings.

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Robert B. Berggren, Clerk of the Board



The July 28, 2016 meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Shess at 7:15 p.m. in the Conference Room at the Administrative Office. Board Chair Shess reported that the Board had met in Closed Session and the Board made no final decisions on pending litigation with Contra Costa County. The Board gave direction to legal counsel. In regards to consider public employee, Board Chair Shess commented that the Board approved to hire Michelle Lacy for the position of General Manager.

**PLEDGE OF ALLEGIANCE**

Board Member Glover led the Pledge of Allegiance.

**ROLL CALL**

**BOARD PRESENT:** Glover, Shess, Sterrett

**BOARD ABSENT:** Bonato, Donaghu

**STAFF PRESENT:** Miller, Riley, Young

**PUBLIC COMMENT**

There was no public comment.

**CONSENT CALENDAR (ACTION)**

- a. To Approve Bills to be Paid, warrants #22975-23025
- b. To Approve Minutes of April 28, 2016, May 12, 2016 and Special Meeting Minutes of June 9, 2016, July 15, 2016 and July 20, 2016

Upon motion of Sterrett and Glover, the consent calendar was approved as presented.

**REPORT FROM CO-SPONSORED CLUB PLEASANT HILL GARDEN STUDY CLUB**

Interim General Manager Tina Young introduced past President Debbie Arnold who presented the Board with a written report outlining their events, financials and upcoming goals for the Pleasant Hill Garden Study Club. She reported there are 150 members. Current President of the Club, Richard Ingalls, spoke about their annual plant sale, how they want to continue to meet at the Community Center monthly and that his goal is for the Club to do more community outreach. Board Member Glover thanked Debbie and Richard for their report and expressed his appreciation on such a well written report.

**UPDATE ON GENERAL MANAGER RECRUITMENT AND CONSIDERATION OF EMPLOYMENT AGREEMENT WITH MICHELLE LACY (ACTION)**

Upon motion of Sterrett and Glover, the Board unanimously approved to hire Michelle Lacy for the General Manager position. Sterrett announced that Michelle Lacy will start on August 29<sup>th</sup>. Michelle Lacy was in the audience and thanked the Board and said she is excited to begin work with the Board and Staff!

**UPDATE ON PLEASANT HILL AQUATIC PARK POOL DECK PROJECT**

Board Members and staff began their discussion while touring the pool deck and filter room. Riley discussed the history of the architects estimate and some alternatives to filling the cracks on the pool deck. Riley emphasized the time it takes to get plan approvals from the County and

City and the safety concerns with the drainage in the filter room. Board Members directed staff to proceed with the specs and to consider plans with bid alternates splitting out the filter room and the pool decking.

**REPORT ON THE CONTRA COSTA SPECIAL DISTRICT ASSOCIATION (CCSDA) QUARTERLY MEETING**

Board Member Sterrett attended the CCSDA Quarterly Meeting on Monday, July 18. She reported that this was one of the best meetings of the year. They had a large crowd and the program was on "Resource Recovery and Cowboys". Ironhouse Sanitary District General Manager and Porto Reclamation, Levee and Ranch Superintendent talked about the resource recovery at Ironhouse and the use of reclaimed water for haying and cattle operation on Jersey Island. Also, Sterrett reported that CCSDA received their IRS tax exempt nonprofit status 501(c)(6). Sterrett said the next meeting is on October 17, 2016.

**REPORTS AND TO SET BOARD COMMITTEE MEETING DATES**

- a. **Land and Facility Development Committee** – Board Member Glover reported that they will have monthly committee meetings on the 4<sup>th</sup> Tuesday of each month. The tree preservation policy and the gate at Dinosaur Hill Park are going to be coming to the Board for approval soon. The Committee is still working on the Chilpancingo Agreement, Rodgers Ranch Agreement and researching the School House options.
- b. **Personnel Committee** – no report
- c. **Budget & Finance Committee** – no report
- d. **Program Committee** – no report

**BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF**

**Sterrett** had nothing to report.

**Glover** had nothing to report.

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

- He announced that along with Board Member Glover, they will be attending the City/District Liaison Committee Meeting next Wednesday, August 3.
- He complimented the Blues and Brews Event and feels the home brews was a very popular addition and feels it will take off in the future.

**STAFF ANNOUNCEMENTS**

The Interim General Manager made the following announcements:

- She reported that the Senior Center logged in with 26,267 hours with 180 active volunteers for the 2015-16 fiscal year.
- Young reported the District will have a booth at National Night Out on August 2 at City Hall.
- She reported that Blues and Brews had a very nice crowd and the new, Friday Night Home Brew Contest portion of the event has received very good reviews.

**ADJOURNMENT**

Board Chair Shess adjourned the meeting at 8:30 p.m.

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Tina Young, Acting Clerk of the Board

# Board of Directors Special Meeting Minutes May 26, 2016



The May 26, 2016 Special Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Zac Shess at 5:10 p.m. in the Republic Services Room at the Community Center.

## **ROLL CALL**

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

**BOARD ABSENT:** Sterrett

**STAFF PRESENT:** Berggren, Young, Consultant David Bowlby and District Legal Counsel Curt Kidder

## **PUBLIC COMMENT**

There was no public comment.

## **CLOSED SESSION**

Board Chair Zac Shess announced the closed session:

### **CONFERENCE WITH LEGAL COUNSEL-PENDING LITIGATION**

Pursuant to California Government Code Section 54956.9 (d)(1)  
Pleasant Hill Recreation & Park District v. Contra Costa County  
Contra Costa County Superior Court Case No. N16-0477

### **TO CONSIDER APPOINTMENT OF PUBLIC EMPLOYEE**

Pursuant to California Government Code Section 54957(b)(1)  
Position: General Manager

Board Chair Shess announced there were no final decisions and gave direction to consultant and legal counsel.

## **ADJOURNMENT**

Board Chair Shess adjourned the meeting at 7:06 p.m.

**Board of Directors Special Meeting Minutes**  
**July 28, 2016**  
**DRAFT**



The July 28, 2016 Special Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Zac Shess at 5:04 p.m. in the Conference Room at the Administrative Office.

Telephonic location: 701 Shelter Creek Lane San Bruno, CA 94066

**ROLL CALL**

**BOARD PRESENT:** Bonato (Called in at 5:46 p.m.), Glover, Shess, Sterrett

**BOARD ABSENT:** Donaghu

**STAFF PRESENT:** **CONFERENCE WITH LEGAL COUNSEL-PENDING LITIGATION**  
Young, Legal Counsels William McInerney, Bryan Wenter, Matt Henderson  
and Consultant David Bowlby

**TO CONSIDER APPOINTMENT OF PUBLIC EMPLOYEE**  
District Legal Counsel Curt Kidder and Consultant Pam Derby with CPS HR  
Consulting

**PUBLIC COMMENT**

There were eight people that spoke at Public Comment who were mostly Pleasant Hill residents: Delos Mace, Claire Shigley, Norman Vanhole, Matt Todd, Leona Toussarat, Wendy Gollop, Kim Brandt and Beverly Ortiz (Walnut Creek resident). All public speakers promoted the District to continue to pursue the purchase of Oak Park property and some encouraged the District to purchase all 10 acres.

**CLOSED SESSION**

Board Chair Zac Shess announced the closed sessions:

**CONFERENCE WITH LEGAL COUNSEL-PENDING LITIGATION**  
Pursuant to California Government Code Section 54956.9 (d)(1)  
Pleasant Hill Recreation & Park District v. Contra Costa County  
Contra Costa County Superior Court Case No. N16-0477

Board Chair Shess announced there were no final decisions made on the pending litigation and the Board gave direction to consultants and legal counsel.

**TO CONSIDER APPOINTMENT OF PUBLIC EMPLOYEE**  
Pursuant to California Government Code Section 54957(b)(1)  
Position: General Manager

Board Chair Shess reported that the Board of Directors approved to hire Michelle Lacy for the position of General Manager.

**ADJOURNMENT**

Board Chair Shess adjourned the meeting at 7:10 p.m.

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Tina Young, Acting Clerk of the Board



# Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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

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

**IN THE MATTER OF** **RESOLUTION 2016-08-11**  
**APPROVING APPROPRIATION LIMIT (ARTICLE XIII B) FOR FISCAL YEAR 2016 - 17**

**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 conjunction with a change in the cost of living, or price factor, to calculate its appropriations limit for each fiscal year; and

**THAT** pursuant to Article XIII B 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 XIII B 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 unincorporated areas of the District is used; and

**THAT** the combined accumulative California per capita personal income and population change factor is to be adjusted to **8.617**.

**NOW, THEREFORE, BE IT RESOLVED THAT** pursuant to this Resolution 2016-08-11 and established District procedures in having officially adopted the 1988 amendment to Article XIII B 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 2016 - 2017 as **\$5,572,130 and any other tax proceeds received**. (See Exhibit "A").

**PASSED AND ADOPTED** on August 11, 2016, by the following vote:

**AYES:**  
**NOES:**  
**ABSENT:**

\_\_\_\_\_  
Zachary Shess, 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 11, 2016.

\_\_\_\_\_  
Tina Young, Acting Clerk of the Board

**Exhibit "A"**

**BUDGET FY 2016-17**

**Tax Proceeds Non Tax Proceeds**

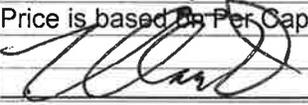
Fund Balance		-	
Property Taxes	3,287,000		
Augmentation Fund			
Assessment Districts	-	649,000	
State Grant			
Park Bond Act		-	
Proceeds from other agencies		245,000	
Measure E Bond proceeds		-	
Civic Center Authority		-	
Parkland in-lieu fees		-	
Miscellaneous Fees		100,000	
Fees & Charges		3,837,700	
Interest from Fees & Charges		6,000	
Project Funding & ADA/Energy Revenue		325,000	
Insurance Dividends		-	
<b>Sub-Totals</b>	<b>3,287,000</b>	<b>5,162,700</b>	
<b>Grand Total</b>		<b>8,449,700</b>	
<b>Percentage</b>	<b>39%</b>	<b>61%</b>	

**Adjustment**

Weighted Population Average			
2015/16 Price x Population	1.0382	1.00784	1.0463
2015/16			8.235
Base Year Limits (1978/1979)			676,640
Factor Through 2015/2016			8.235
2016/17 Price x Population	1.0537	1.00566	1.0597
2016/17	Factor		8.617
<b>2016/2017 TAX LIMIT</b>			<b>\$ 5,572,130</b>

Population = City of PH 4x + Unincorporated County 1x 1.00784

Price is based on Per Capita Personal Income as received from the State of Ca. Dept. of Finance



Mark Blair  
Accounting Supervisor Jul 14, 2016



## **MEMORANDUM**

TO: Board of Directors  
FROM: Interim General Manager  
DATE: August 5, 2016  
RE: August 11, 2016 Board Meeting

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### **Report from Co-Sponsored Organization, Diablo Valley Mac Users Group (DVMUG)**

Representative Rick Calicura will be on hand to report on the activities and membership of the Diablo Valley Mac Users Group.



## **MEMORANDUM**

TO: Board of Directors

FROM: Interim General Manager

DATE: August 5, 2016

RE: August 11, 2016 Board Meeting

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### **TO CONSIDER GATE AT DINOSAUR HILL PARK (ACTION)**

Staff has been working with the Land and Facility Development Committee to come up with a solution for the continued vandalism that is occurring at Dinosaur Hill Park. Unfortunately, there has been a problem for quite some time with patrons abusing this park, especially into the hours of darkness. I have had conversations with City of Pleasant Hill's Chief of Police, John Moore and he agrees there is a bit of unlawful activity in the park and an installation of a gate to be locked at night is a good solution. It is the recommendation of staff to install a gate at the entrance of the parking lot that will be locked by a security company at dark and opened each morning by our park staff. The cost to purchase the gate and install is in the budget but the security company's cost is not. I recommend that we install the gate and amend the budget to add \$6,160 to cover the cost of security from September 2016– June 2017. Please see Tom Bradley's memo attached for more details.

## MEMORANDUM

TO: Tina Young, Interim General Manager  
FROM: Tom Bradley, Park Superintendent  
DATE: August 4, 2016  
RE: Gate Installation at Dinosaur Hill Park

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Dinosaur Hill Park has had a consistent problem with vandalism for as long there has been a parking lot off of Taylor Blvd. This parking lot has become a hangout place for teenagers in the night time hours when Dinosaur Hill Park is closed. Unfortunately the activities that happen there during this time include drinking, drug use, and graffiti on our signs, trees and rocks. We receive complaints from the neighbors of the Park that include loud music, breaking glass and the smell of marijuana. Park staff has spent almost \$5,000.00 in labor time cleaning up broken glass and graffiti in the last six months alone and I anticipate that number is going up since school is out for summer.

I received a quote for a Double Leaf Swing Barrier Gate (see attachment) to close the parking lot while the park is closed. We would need to hire a private security firm to lock the gate in the evening and park maintenance staff would open the gate each morning.

The quote to lock the gate is \$22.50 per night.

The cost of the gate:	\$ 3,505.00
Annual cost of locking gate:	\$ 8,212.50

While the cost of locking the gate may seem high on an annual basis it is less than the cost of labor we are now using to clean up broken glass and graffiti. I also think there is great value in having the park clean and safe for the public. After the gate has been installed for approximately three months and the pattern of night time use of Dinosaur Hill Park has been interrupted, I would propose to reduce the number of nights we use private security to lock the gate. If needed we can increase the number of nights the gate is locked again seasonally for summers and other times when schools are closed. Being flexible on the number of nights the gate is locked should lower the annual locking cost dramatically.

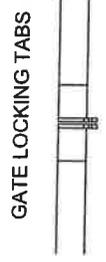
If the gate is installed by the end of September we will need \$6,160.00 added to Contracted Park Maintenance budget to lock the gate through the end of Fiscal Year 2016/17.

I propose we move forward with the purchase and installation of the swing gate and give park users and neighboring homes one month notice, stating that we will be installing a gate to the parking lot and locking the gate each night from dusk to dawn. (see attached signage proposed by Jen)

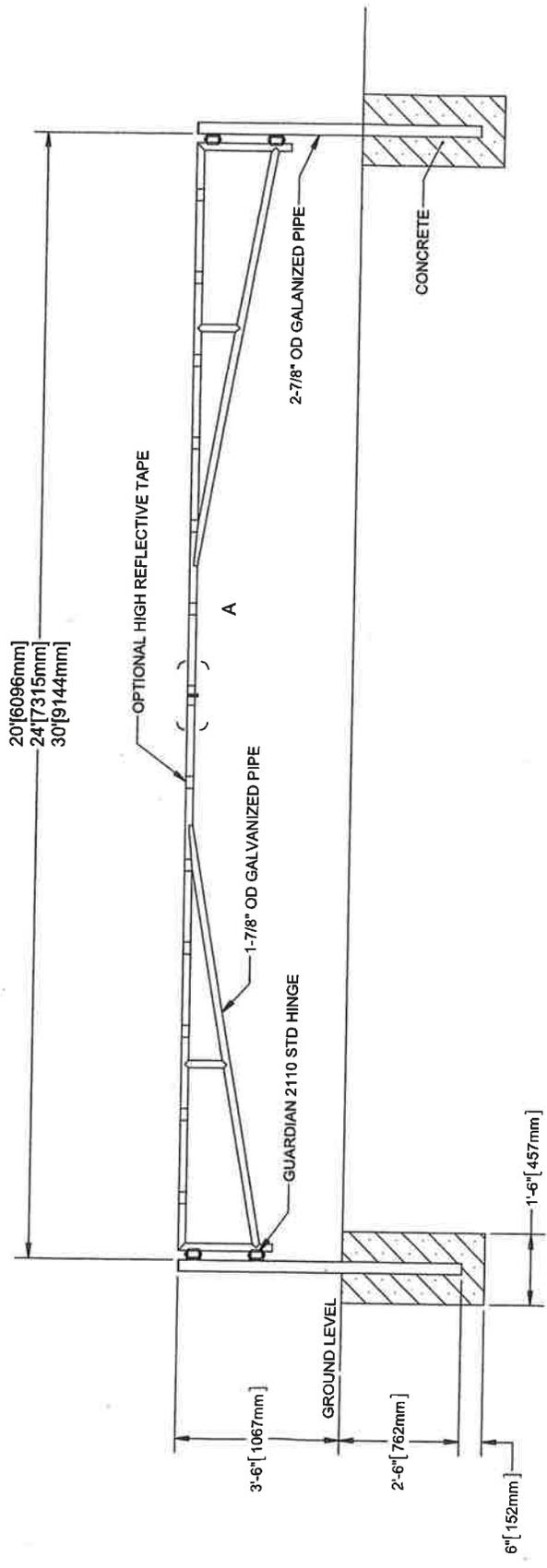
**Proposed Gate at Dinosaur Hill Park Parking Lot**



DOUBLE GATE MODELS:  
 14020.220 - 20'  
 14020.224 - 24'  
 14020.230 - 30'  
 CUSTOM COLORS AVAILABLE  
 OPTIONAL RECEIVER POST  
 14030.100



DETAIL A  
 SCALE 1 : 8



		4261 S. Country Club Rd., Tucson, AZ 85714-2009 Phone 1.520.881.3380 1.800.866.9115 (Toll Free) E-mail: sales@guardiantraffic.com http://www.guardiantraffic.com		COPYRIGHT © 2013 GUARDIAN TRAFFIC SYSTEMS Proprietary Rights are included in all the information disclosed herein. This information is submitted in confidence and neither the document nor the information contained herein shall be used or disclosed to any person for any other purpose without the written consent of Guardian Traffic Systems.		UNLESS OTHERWISE SPECIFIED: DIMENSIONS ARE IN INCHES DECIMALS SHALL BE TO THE NEAREST 1/16" DIMENSIONS IN PARENTHESES ARE IN MILLIMETERS		MATERIAL: NONE SPECIFIED NONE SPECIFIED		DRAWN: RLS CHECKED: N/A DATE: 01/17/14		SCALE: 1:28 SHEET 1 OF 2	
4261 S. Country Club Rd., Tucson, AZ 85714-2009 Phone 1.520.881.3380 1.800.866.9115 (Toll Free) E-mail: sales@guardiantraffic.com http://www.guardiantraffic.com		PART NUMBER <b>14020</b>		REV -		DESCRIPTION <b>SENTINEL MANUAL DUAL SWING BARRIER GATE</b>		WEIGHT: N/A		SHEET 1 OF 2			



# ATTENTION:

Effective  
September 2016  
this parking lot will  
be locked from  
dusk to dawn daily.

Questions? Contact Tom Bradley  
(925) 671-4649

Pleasant Hill Recreation & Park District

PLEASANT HILL RECREATION & PARK DISTRICT

# **PARK CLOSED FROM DUSK TO DAWN**

**QUESTIONS?  
CONTACT TOM BRADLEY  
(925) 671-4649**





## **MEMORANDUM**

TO: Board of Directors

FROM: Interim General Manager

DATE: August 5, 2016

RE: August 11, 2016 Board Meeting

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### **Reports and To Set Board Committee Meeting Dates**

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