



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: October 16, 2012

RE: Closed Session at 5:00 p.m. – October 24, 2012 Board Meeting

Please note that the Board of Directors will meet at 5:00 p.m. for Closed Session on October 24, 2012. There will be a conference with Legal Counsel Bill McInerney.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: October 16, 2012

RE: Agenda Item #4 – October 24, 2012 Board Meeting

Report by the Bond Oversight Committee for June 30, 2012

Enclosed in your packet is the report and attachments by the Bond Oversight Committee for June 30, 2012. Bond Oversight Committee Norm Vanhole will be on hand to give the June 30, 2012 report.

Pleasant Hill Recreation & Park District (PHR&PD) Citizens Bond Oversight Committee For Measure E Projects

Semi-Annual Report as of June 30, 2012

Date Published: October 8, 2012

I. Introduction

This is the semi-annual report of the Citizens Bond Oversight Committee (BOC) for the period ending June 30, 2012. This report summarizes the work of the Committee and its review of the District expenditures pertaining to Measure E Bond Projects for the period beginning January 1, 2012 and ending June 30, 2012.

II. History and Overview of the Citizens Bond Oversight Committee

The District placed a bond measure on the ballot in August 2009 for the residents of the District to consider funding for a new Senior Center, Teen Center, Community Center, Pleasant Hill Oaks Park upgrades and additional restrooms at Pleasant Hill Park, Rodgers-Smith Park, and Brookwood Park. Bond Measure E passed on a 75.7% vote. The total Bond amount was not to exceed twenty eight million dollars (\$28,000,000). It was stated in the Measure that an independent community oversight committee be appointed by the District Board to monitor Bond expenditures.

III. Committee Membership

The Bond Oversight Committee (BOC) is made up of the following members: Frank Gorham, Lisa Hagopian, Erin Hirst, Harold Jeffrey, Marie Simons, Norman Vanhole, and Leo Vardas.

BOC Sub Committees are as follows:

- Communications: Norman Vanhole and Marie Simons
- Audit: Leo Vardas and Harold Jeffrey
- Construction: Frank Gorham
- Budget: Lisa Hagopian and Erin Hirst

Note: During December 2011, Steve Ganguet rendered his resignation letter to Chair Vanhole. His resignation was accepted by the PHR&PD Board at their meeting on January 25, 2012 and the Board appointed Alternate Member Hirst as his replacement.

IV. Duties of the Committee

1. Review the Capital Improvement Budget Expenditure Plan for the Measure E projects beginning in the fiscal year 2009/2010 through the end of the construction projects.
2. Monitor all plans and expenditures to ensure the funds are spent in accordance with Measure E.

3. Review construction expenditures to ascertain whether the construction expenditures are consistent with the budget.
4. Review any major changes in costs previously approved by the District.
5. Report to the voters and the people of the District semi-annually regarding the revenues and expenditures of Measure E funds.
6. Review an annual Measure E financial report to ensure the funds are spent in accordance with Measure E.

V. Bond Oversight Committee Activities

The Bond Oversight Committee met on January 12, March 8 and June 21, 2012 during this six month timeframe. Minutes from all three meetings have been approved and are attached for review.

At the meeting on January 12, 2012, the BOC approved the recommendation to the District (PHR&PD) to accept the resignation of BOC Member Steve Ganguet and to appoint alternate Member Hirst as a permanent member of the BOC. Also, the BOC approved the Quarterly Report as of September 30, 2011 and Committee Chair Vanhole presented the report to the District Board on January 25, 2012. Lastly, the BOC approved a proposed tentative schedule for future meetings and reporting deadlines to be submitted to the District Board for approval.

At the meeting on March 8, 2012, the BOC reviewed and approved the BOC Quarterly Report as of December 31, 2011 that was published on April 10, 2012. Chair Vanhole presented this report to the District Board at their meeting on May 9, 2012.

At the meeting on June 21, 2012, it was the consensus of the BOC to maintain the same format for the Semi-Annual Report as of June 30, 2012 that was used for previous Quarterly Reports.

The Semi-Annual Report as of June 30, 2012 is scheduled for review and approval at the BOC meeting on September 13, 2012.

VI. Subcommittee Reports

Budget Subcommittee

The Budget Subcommittee comprised of Lisa Hagopian and Erin Hirst reviewed construction project change orders, 1) to ensure funds are spent in accordance with Measure E Expenditure Policy, 2) to report impacts of change orders to individual project budgets as well as the overall Measure E budget. The documents reviewed included the following:

1. Construction change orders #8 through #22 with McFadden Construction
2. Critical Solutions twelve change orders #18 through #29
3. Harriman and Associates three change orders #29 through #31
4. Parc Services Inc. two change orders #2 and #3
5. PRA Group Consulting Engineers contract #2 two change orders #4 and #5

6. PRA contract #3 change order #1
7. Dahlin Group, Inc. change order #4
8. RGA Environmental contract change order #1
9. Matriscope Engineering Labs, Inc. contract change order #1

There were a total of thirty-eight change orders, concerning eight firms processed for a six month period beginning January 1 and ending June 30, 2012. McFadden change orders #13, 16 and #19 were “no cost” but adjusted the final completion date of both projects to November 6, 2012. The contract extensions were due to adverse weather days recorded this past winter.

In summary, there remains budgeted a Measure E fund contingency of \$500,000 (1.73%) for all five of the Measure E fund projects, (Teen Center \$3.49M, Senior Center \$9.84M, Community Center \$11.3M, Pleasant Oaks Park \$4.3M, Rehabilitation of Park Bathrooms \$0.) As of June 30, 2012 there is a fund variance of <\$287,554> which when taken into account reduces the actual contingency amount to \$212,446. *(Please see Attachment A for further detail of the review by the Budget Subcommittee)*

Construction Subcommittee

The role and responsibilities of the Construction Subcommittee comprised of Frank Gorham are to 1) monitor construction contract bond expenditures during the construction phase to ensure proper allocation of Bond Funds, 2) monitor construction contract change orders (CCO) utilizing bond funds, 3) ensure both construction contract expenditures and CCO funds are clearly segregated between Bond and Non-bond expenditures and 4) report back to the BOC and the general public regarding questions, findings and conclusions related to construction phase bond expenditures.

This subcommittee is not tasked with ensuring the materials and method of construction are in compliance with the contract documents including the general provisions and the special provisions. This subcommittee is also not responsible for ensuring progress payments are accurate in regard to the actual measured quantities, nor is this subcommittee responsible for identifying or selecting items to be deleted in order to fund extra work. These responsibilities are fulfilled by the PHR&PD and/or its representatives.

For the period of January to June 30, 2012, the BOC received a total of six construction invoices for review for both the Senior Center and the Teen Center. Specifically, for this reporting period invoices for January through June were reviewed by the Construction Subcommittee as follows:

The amounts for the Senior Center were \$318,421.09 for January, \$570,953.70 for February, \$157,834.31 for March, \$389,412.14 for April, \$693,283.21 for May, and \$480,814.86 for June for a total of \$2,610,719.31. The amounts for the Teen Center were \$322,853.08 for January, \$240,269.28 for February, \$200,395.45 for March, \$125,123.86 for April, \$142,132.35 for May and \$96,133.88 for June for a total of \$1,126,907.90.

As of the end of this reporting period, the contract for both buildings is approximately 74% complete in terms of dollars spent including change orders. Specifically, the Senior Center is approximately 70% and the Teen Center is approximately 84% complete in terms of dollars spent.

The site construction and concrete work is substantially complete for both the Senior Center and Teen Center. A majority of the progress payments made this period included framing, drywall, roofing, plumbing and HVAC systems.

To date the project has been able to fund extra work and contract change orders through down scoping and deleting items within the submitted schedule of values. *(Please see Attachment B for further detail of the review by the Construction Subcommittee.)*

Audit Subcommittee

The role and responsibilities of the Audit Subcommittee comprised of Leo Vardas and Harold Jeffrey are to 1) monitor bond expenditures and review an annual Measure E financial report, 2) review any major changes in costs previously approved by the District and 3) report to voters and people of the District semi-annually regarding revenues and expenditures of Measure E funds. Findings and conclusions are as follows:

The Audit Subcommittee's analysis of the District's general ledger record of Measure E expenditures for the six month period ended June 30, 2012, showed bond fund payments were \$4,898,986.19. The cumulative Measure E expenditures since inception at June 30, 2012, for all projects were \$11,981,467.18

In summary, selective tests of January through June 2012 invoices examined by the Audit Subcommittee were deemed appropriate for payment from Measure E bond funds. *(Please see Attachment C and C-1 for further detail of the review by the Audit Subcommittee.)*

Communication Subcommittee

The Communication Subcommittee comprised of Norman Vanhole and Marie Simons prepared the January 12, March 8 and June 21, 2012 BOC meeting minutes that are attached for review. In addition, this Subcommittee prepared the Quarterly Report as of December 31, 2011 for presentation at the District board meeting on May 9, 2012.

The Communication Subcommittee encourages District residents to visit the Pleasant Hill Recreation & Park District's website or call the District office at (925) 682-0896 to review all pertinent BOC activities and public information, including agendas, meeting minutes and reports. In addition, the website has a "fact sheet" on the Measure E Bond Projects and the projects activities and construction progress updates. The BOC also invites the public to attend the BOC's meetings.

VII. SUMMARY

At the District Board meeting on June, 27, 2012, the General Manager announced the estimated “move in” date for the Senior Center and Teen Center would be October 30, 2012 and the Grand Openings are tentatively scheduled for November 14, 2012.

The General Manager reported that on April 18, 2012 the remaining \$8 million of Measure E obligation bonds were sold at an all-in interest cost of 4.35% that will result in a 2012/2013 tax rate to be set below the \$29.00 limit per \$100,000 of assessed valuation.

At the special meeting on May 29, 2012, the District Board rejected all construction bids for the Community Center and authorized the contract rebidding due to the lowest bid coming in at \$1.6 million over the construction budget of \$8.2 million.

Construction Project Manager Ron Johnson gave a presentation to the District at the June 13, 2012 Board meeting and discussed an estimated time line for the rebidding of the Community Center construction project. The minutes of this meeting may be reviewed in detail on the District’s website. Johnson further stated the construction of the Community Center is expected to begin in August 2012 with the goal of opening the facility in the winter of 2013.

Based upon the information provided by District staff to the Subcommittees, the BOC believes the District continues to generally comply with their mandated requirements and fiscal policies by appropriately spending Measure E funds on the voter approved bond projects.

The BOC thanks District staff for their responsiveness to all questions and documents requested by the members.

Submitted By:

The Pleasant Hill Recreation & Park District Citizens Bond Oversight Committee

Attachments:

1. January 12, 2012 Meeting Minutes
2. March 8, 2012 Meeting Minutes
3. June 21, 2012 Meeting Minutes
4. Attachment A – Budget Subcommittee Report for January to June 30, 2012
5. Attachment B – Construction Subcommittee Report for January to June 30, 2012
6. Attachment C - Audit Subcommittee Report for January to June 30, 2012
7. Attachment C-1 - Measure E Expenditure Payments Spreadsheet through June 30, 2012.

Pleasant Hill Recreation & Park District

Date: September 13, 2012
To: Bond Oversight Committee, Measure E Bond Program
From: Budget Subcommittee – Erin Hirst & Lisa Hagopian
Subject: Report for January to June 2012

BACKGROUND:

The purpose of the Budget Sub-committee is to review construction expenditures as outlined by Measure E, and assigned to the District Bond Oversight Committee. Within those responsibilities the Budget Sub-committee reviews project change orders to: a) to ensure funds are spent in accordance with Measure E Expenditure Policy; b) report impacts of change orders to individual project budget(s) as well as overall Measure E budget.

ACTIVITY:

Description of Documents Reviewed: There were a total of thirty-eight change orders, involving eight firms processed for the first half of 2012.

Findings: Change orders 8-22 with McFadden Construction were in regards to the Senior and Teen Center Building Projects. These changes resulted in a net contract addition of \$186,107, bringing the total contract amount to \$10,213,857 up from the original amount of \$10,027,750. Project increases were due primarily to changes in the scope of work to the sites and sewer work, while reductions were due to changes in the scope of work as requested by the Board. Change Orders 13, 16 and 19 were “no cost” but adjusted the final completion date of both projects to November 6, 2012. The contract extensions were due to adverse weather days recorded this past winter.

Contract with Critical Solutions, Inc. was increased by twelve change orders (Nos. 18-29). Change Orders 18-20, 23-24, 26 and 29 are related to additional construction management services for the Senior and Teen Centers. CO #21 is “no cost” related to reallocating funds from one task to another task. CO #22 in the amount of \$10,000 was related to non-bond work. Change orders 25, 27 and 28 are related to Bid Services. In summary these changes resulted in a new contract amount of \$1,930,667.

Three change orders (Nos. 29-31) were approved with Harriman AIA and Associated, increasing their contract amount by \$3,270 resulting in a new contract amount of \$1,046,812.

Parc Services Inc. contract was increased by two change orders (Nos. 2-3) to remove additional material not originally noted. These change orders were approved in December 2011 but were not reported in our December 2011 report.

PRA Group Consulting Engineers contract #2 was increased by two change orders (Nos. 4-5), for a total amount of \$10,300 for additional geotechnical services at the Community Center. This

ATTACHMENT A

increased the total for contract #2 to \$29,900. These change orders also increased their contract by 136 calendar days with an adjusted completion date of May 15, 2012.

PRA contract #3 was increased by one change order (No. 1) in the amount of \$32,300. This change order was completed to provide for on-site geotechnical observation and testing services for the Senior and Teen centers through the end of construction. This change order also increased their contract by 61 calendar days with an adjusted completion date of November 30, 2012, with a total compensation of \$92,300.

Dahlin Group, Inc. contract was increased by one change order (No. 4) in the amount of \$2,000. This was related to a topographical survey of as-built site. This increased their contract to \$1,005,905.

RGA Environmental contract was increased by one change order (No. 1) in the amount of \$620 to collect additional samples at the Community Center. This increased their contract to \$12,070.

Matriscope Engineering Labs, Inc. contract was increased by one change order (No. 1) in the amount of \$13,985 for additional special testing at Senior and Teen Centers. This increased their contract to \$49,985.

Conclusions:

There remains budgeted a Measure E Fund contingency of \$500,000. for all five of the Measure E Fund projects, (Teen Center \$3.52M , Senior Center \$9.86M, Community Center \$11.3M, Pleasant Oaks Park \$4.3M, Rehabilitation of Park Bathrooms \$0). At this time there is an overall fund variance of (\$287,554), which when taken into account reduces the actual contingency amount to \$212,446.

MEMORANDUM

Submitted: August 17, 2012

To: Norm Vanhole, Chair Pleasant Hill Recreation & Park District Citizen's Bond Oversight Committee (BOC), Measure E Funds

From: Francis G. Gorham

Subject: Construction Subcommittee Q3/Q4 Report Period Ending June 2012

Subcommittee Responsibilities:

The role and responsibilities of the Construction Subcommittee are to (1) monitor construction contract bond expenditures during the construction phase to ensure proper allocation of Bond Funds (2) monitor construction contract change orders (CCOs) utilizing bond funds (3) ensure both construction contract expenditures and CCO funds are clearly segregated between Bond and Non-bond expenditures and (4) report back to the Bond Oversight Committee and the general public regarding questions, findings and conclusions related to construction phase bond expenditures.

This committee is not tasked with ensuring the materials and method of construction are in compliance with the contract documents including the general provisions and the special provisions. This committee is not responsible for ensuring progress payments are accurate in regard to the actual measured quantities, nor is this committee responsible for identifying or selecting items to be deleted in order to fund extra work. These responsibilities are fulfilled by the District and/or its representatives.

Background Information:

The District's contract for the construction of the Senior Center (SC) and the Teen Center (TC) was award on June 6, 2011 and executed or approved on June 17, to McFadden Construction Inc. of Stockton. The total awarded bid was \$10,027,750.00 of which \$27,750 was allocated for insurance. During this reporting period (Q3+Q4) the Bond Oversight Committee received a total of 6 combined invoices for review including both the Senior Center and the Teen Center. Specifically, for this reporting period invoices for January thru June were reviewed.

Updates and Corrections:

There were no updates or corrections to report at this time.

Q3/Q4 Summary and Findings:

The Construction Sub-committee is satisfied with Contract Progress Payments made this period in accordance with the approved Schedule of Values. The amounts paid adequately reflect industry standards and the prosecution and progress of work. There are no objections to the Contract Change Order payments made with the exception of one minor adjustment that was agreed to by the District, and as described below.

During this reporting period extra work payments were made under Change Orders 1, 4, 9-12, 14-18 and 20-23. The subcommittee requested additional information and clarification in regard to payments made under CCOs-14 and 15, and CCOs 20 and 21. Specifically, information was requested for CCO-14 regarding Over-span Issues (PCO No. 135 & 151) including payments of **\$2675.00 and \$696.00**. In addition, the subcommittee requested information regarding CCO-15 *“Add Flashing for Asphalt Roof **\$5457.00,**”* and *“Provide & Install Flashing Cleats for **\$580.00.**”* At this time the subcommittee is satisfied with the responses provided and no objections were made in regard to these CCOs. In regard to CCOs 20 and 21, minor administrative adjustments will be made in the amount \$371.00 and \$277.00 which were inadvertently changed to Bond Measure funds and should have been placed under CCO-1 Bocci Court which is non-Bond funded change.

As part of reporting period the Construction subcommittee requested that the Audit Subcommittee verify that CSI’s administrative charges related to CCO-1 (Bocci Courts) are segregated within the general ledger and not drawn from Bond Measure funds.

| <u>CCO No.</u> | <u>CCO Work Description</u> | <u>Facility</u> |
|-----------------------|------------------------------------|------------------------|
| CCO-1 | Non-Bond Bocci Courts | (SC) |
| CCO-4 | Infill Block Wall Pump Room | (TC) |
| CCO-9 | Add Back plaster to Teen center | (TC) |

ATTACHMENT B

| | | |
|--------|--|--|
| CCO-10 | Install Composition Roof | (TC) |
| CCO-11 | Lath & Plaster @ Filter Room | (TC) |
| CCO-12 | Frame Rake Opening @ Game RM Resolve Gable Rafter Conflict | (TC) (TC) |
| CCO-14 | Credit Back Credit Back Tall Curb Ret Wall @ P-lot Install Curb along Canal Remove 2 CMU @ Planter Add Rebar @ NE Corner Fill @ 18"RCP Tie in Lath CMU Add 2x4 for Overspan @ stucco Add Blocks for Stucco Overspan | (SC) (SC) (SC) (SC) (TC) (TC) (TC) (TC) (SC) (TC) |
| CCO-15 | Add Flashing for Asphalt Roof Add Rebar at CMU Planter Provide & install Flash Cleats | (TC) (SC) (TC) |
| CCO-16 | Drinking Fountain changes (2) | (SC) |
| CCO-17 | Traffic Signal Modifications | (SC) |
| CCO-18 | Revised Framing Details | SC |
| CCO-20 | Added paint at SC, Parapet Wall @ME Room 2x6 PT at Bocci | (TC) (SC) |
| CCO-21 | Access to Bump-out at Multi Purpose Room | (SC) |
| CCO-22 | EW Soil Compaction at SC & Add Fire Rated panel | (SC) |
| CCO-23 | Infill Ridge Vent Accelerate Picnic Area Completion Frame Bathroom Wall | (SC) (TC) (SC) |

Q3 -Condensed Payment Summary:

ATTACHMENT B

| Facility | Original Bid | January Progress Pay ¹ | February Progress Pay ¹ | March Progress Pay ¹ |
|---|------------------------|-----------------------------------|------------------------------------|---------------------------------|
| SC Subtotal | \$7,219,753.55 | \$318,421.09 | \$570,953.70 | \$157,834.31 |
| TC Subtotal | \$2,780,246.45 | \$322,853.08 | \$240,269.28 | \$200,395.45 |
| SC/TC Subt | \$10,000,000.00 | \$641,274.17 | \$811,222.98 | \$358,229.76 |
| CCO/PPP | | \$45,688.58 | \$56,387.53 | \$65,501.61 |
| Misc/Adjust | \$27,750.00 | -\$26,503.58 | (\$37,254.53) | (\$21,504.35) |
| Total | \$10,027,750.00 | \$660,459.17 | \$830,355.98 | \$402,227.02 |
| Total Q3 Schedule of Value Payment (w/o CCOs ¹) | | | | \$1,810,726.91 |
| Total CCOs for Q3 ¹ | | | | \$167,577.72 |
| Previous Quarter Payments w/o CCOs ¹ (Q1+Q2) | | | | \$3,586,179.74 |
| Total Payments to date ¹ (Inc CCO Total) | | | | \$5,386,530.37 |
| CCO Total To date | | | | -\$38,126.28 |
| Q3 CCO Summary Chart | | | | |
| CCO-No | CCO Paid this Qtr | Description | BF=Bnd Fnds NBF=NonBnd (F) | CCOs Paid TO Date |
| CCO-1 | \$85,262.46 | Bocci Court | NBF | \$85,262.46 |
| CCO-2 | \$0.00 | Delete 7 SOV Items | BF/(F) | -\$276,570.00 |
| CCO-3 | \$0.00 | SC/TC Extra Wrk | BF/(F) | \$14,803.00 |
| CCO-4 | \$1,395.00 | SC/TC Extra Wrk | BF/(F) | \$19,887.00 |
| CCO-5 | \$0.00 | EW @ SC/TC | BF/(F) | \$13,093.00 |
| CCO-6 | \$0.00 | Sewer Revisions | BF/(F) | \$34,955.00 |
| CCO-7 | \$0.00 | 11 Deletion 19 EW Additions | BF | -\$55,512.00 |
| CCO-8 | \$0.00 | 20 EW Changes | BF/(F) | \$45,035.00 |
| CCO-9 | \$0.00 | 4 Delete/reduce 15 EW items | BF/(F) | \$19,185.00 |
| CCO-10 | \$25,734.26 | EW for roof | BF | \$25,734.26 |
| CCO-11 | \$15,007.00 | Varies | | \$15,007.00 |
| CCO-12 | \$2,731.00 | Varies | | \$2,731.00 |
| CCO-13 | \$0.00 | hold | hold | \$0.00 |
| CCO-14 | \$11,474.00 | Varies | | \$11,474.00 |
| CCO-15 | \$6,789.00 | Varies | | \$6,789.00 |
| CCO Qtr | \$148,392.72 | | | -\$38,126.28 |
| CCO Total | | | | -\$38,126.28 |

Q4 -Condensed Payment Summary

ATTACHMENT B

| Facility | Original Bid | April Progress Pay ¹ | May Progress Pay ¹ | June Progress Pay ¹ |
|---|------------------------|---------------------------------|-------------------------------|--------------------------------|
| SC Subtotal | \$7,219,753.55 | \$389,412.14 | \$693,283.21 | \$480,814.86 |
| TC Subtotal | \$2,780,246.45 | \$125,123.86 | \$142,132.35 | \$96,133.88 |
| SC/TC Subt | \$10,000,000.00 | \$514,536.00 | \$835,415.56 | \$576,948.74 |
| CCO/PPP | | \$58,794.24 | \$56,073.09 | \$14,046.00 |
| Misc/Adjust | \$27,750.00 | | | (\$82,472.09) |
| Total | \$10,027,750.00 | \$573,330.24 | \$891,488.65 | \$508,522.65 |
| Total Q4 Schedule of Value Payment (w/o CCOs ¹) | | | | \$1,926,900.30 |
| Total CCOs for Q4 ¹ | | | | \$128,913.33 |
| Total Payments w/o CCOs ¹ (Q1 -Q3) | | | | \$5,396,906.65 |
| Total Payments to date ¹ (Inc CCO Total) | | | | \$7,442,344.00 |
| CCO Total Q3 | | | | -\$38,126.28 |
| Q4 CCO Summary Chart | | | | |
| CCO-No | CCO Paid this Qtr | Description | BF=Bnd Fnds NBF=NonBnd | CCOs Paid TO Date |
| Q3 CCO Total From CCOs 1-10 | | | | -\$38,126.28 |
| CCO-1 | \$15,456.63 | Bocci Court | NBF | \$100,719.09 |
| CCO-2 to 8 | \$0.00 | Varies | BF | -\$204,308.00 |
| CCO-9 | \$15,242.00 | Varies | BF | \$34,427.00 |
| CCO-10 | \$14,690.90 | Roof | BF | \$40,425.16 |
| CCO-11 | \$7,048.00 | Varies | BF | \$22,055.00 |
| CCO-12 to 14 | \$0.00 | Varies | BF | \$14,205.00 |
| CCO-15 | \$2,276.00 | Varies | BF | \$10,797.00 |
| CCO-16 | \$0.00 | Days | N/A | \$0.00 |
| CCO-17 | \$40,360.80 | Varies | BF | \$22,555.00 |
| CCO-18 & 19 | | | BF | \$17,805.00 |
| CCO-20 | \$1,345.00 | Varies | BF/NBF | \$1,345.00 |
| CCO-21 | \$3,095.00 | Varies | BF/NBF | \$3,095.00 |
| CCO-22 | \$14,808.00 | Varies | BF | \$14,808.00 |
| CCO-23 | \$11,514.00 | Varies | BF | \$11,514.00 |
| Q4 CCO Total | \$125,836.33 | | | |

Conclusion:

As of the end of the Q3/Q4 reporting period the contract for both buildings is approximately 74 % complete in terms of dollars spent including contract change orders. Specifically, the Senior Center is approximately 70% complete and the Teen Center is approximately 84% complete in terms of dollars spent.

The Site Construction and Concrete work is substantially complete for both the SC & TC. A majority of the progress payments made this period included framing, drywall, roofing, plumbing and HVAC systems. There were no objections made to payments made under the approved schedule of values. The District will make one minor administrative change to CCO-20 and 21 to reverse \$648.00 that was inadvertently charged to Bond Measure funds.

To date the project has been able to fund extra work and Contract Change Orders through down scoping and deleting items within the submitted Schedule of Values.

MEMORANDUM

October 8, 2012

Norm Vanhole, Chair
Pleasant Hill Recreation & Park District
Citizen's Bond Oversight Committee for
Measure E Projects

Subject: Revised BOC Audit Subcommittee Semi-Annual Report for January to June 2012

Subcommittee Responsibilities

The role and responsibilities of the Audit Subcommittee are to 1) monitor bond expenditures and review an annual Measure E financial report, 2) review any major changes in costs previously approved by the District and 3) report to voters and people of the District semi-annually regarding revenues and expenditures of Measure E funds.

Background and Activity

Pleasant Hill Recreation & Park District (District) prepares a general ledger that is the official accounting system for revenues and expenditures and keeps a separate record of Measure E outlays for each construction project and for each fiscal year ending June 30. The Audit Subcommittee developed a software application that analyzes the details recorded in the general ledger and produces a listing that expedites tracing invoice payments to underlying documents once a quarter.

Findings and Conclusions

- A. The Subcommittee's analysis of the District's general ledger record of Measure E expenditures for the semi-annual period ended June 30, 2012, showed bond fund payments for January to March 2012 were \$2,399,456.89 and for April to June 2012 were \$2,499,529.30, a total of \$4,898,986.19 for the six months. Senior and Teen Center construction costs accounted for about ninety percent of the six-month period bond expenditures. Bond fund outlays are commencing for the Pleasant Oaks Park project and are increasing for the Community Center project. **Measure E expenditures since the beginning of all bond project work until June 30, 2012 were \$11,981,467.18.**

ATTACHMENT C

All Measure E payments from inception to June 30, 2012 made to Contractor/ Consultant organizations serving the bond construction projects are presented in Attachment C-1 to this report. **The Audit Subcommittee continued its selective examination of invoices paid with Measure E funds to determine that payments were made according to bond Measure E. Included in the Subcommittee examination was an additional adjustment made to Measure E expenditures to recognize escrow payments related to the March 2012 credit adjustment of \$23,853.23 to Senior Center construction costs previously recorded as Measure E expenditures. As the Substantial Completion dates for the Senior and Teen Centers project approach, the Audit Subcommittee is looking closely for payments to contractors that exceed contract dollars the District has authorized.**

- B. The District's Measure E expenditures spreadsheet allows comparisons with Master Program budget dollars at any given date. The Audit Subcommittee compared the District's spreadsheet totals by project with the related general ledger cumulative amounts at June 30, 2011. The difference was minor—the spreadsheet understated general ledger costs by \$129. District staff prepared a general ledger report of Bond fund expenditures at June 6, 2012, and added the prior two years general ledger Bond fund expenditures (a total of \$10,288,966) to compare with the District's spreadsheet at the same date (a total of \$10,290,715). The difference of \$1,749 was reduced to \$1,551 by a quick District check for duplicate postings or omissions.**

The Audit Subcommittee believes the District's spreadsheet serves a good purpose and the \$1,551 difference is minor and unworthy of further checking at this time. In future validation efforts, the Subcommittee will bring duplicate postings, omissions and misstated amounts to the District staff's attention as such items are encountered in looking at general ledger or spreadsheet entries.

- C. The Subcommittee prepared change order listings for each Measure E contractor organization that had one or more approved changes during the contract term. A few of the organizations, such as the PRA Group and WRA, Inc., have more than one contract with the District for Measure E projects. The listings helped to confirm that Measure E authorized contract dollars were sufficient to cover cumulative bond fund payments to each of the organizations. As noted in the previous Subcommittee report for quarter ended December 31, 2011, District approval of change orders to the PRA organization's authorized bond contract dollars has lagged the pace of payments by a few weeks. During the current six-month reporting period authorized PRA dollars lagged payments again by a few weeks for the quarter ended March 31, 2012. The Audit Subcommittee met with the District's construction management contractor [Critical Solutions, Inc.] to understand the controls in place to prevent overpayments to bond project contractors. The Subcommittee is satisfied that CSI procedures are adequate to separate payments by individual contract and prevent significant overpayments.**

ATTACHMENT C

In a second instance of potential Measure E payments beyond authorized dollars, the Audit Subcommittee found that another contractor, WRA Inc., had two contracts to which bond fund payments could be applied. The Subcommittee is confident that CSI will exercise sufficient control over the invoice validation process to prevent overpayment to a contractor.

- D. The Subcommittee's monitoring of bond Measure E revenues revealed earned interest on invested [unspent] bond funds was \$14,186.61 for the six months January through June 2012. Proceeds related to the sale of the final \$8,000,000 portion of the Pleasant Hill Recreation and Park District bond Measure E were received in April 2012 and deposited in an interest bearing account related to Measure E funds. Interest on the \$8,000,000 deposited funds to June 30, 2012 is included in the foregoing amount stated.**

Submitted by BOC Audit Subcommittee

Leo Vardas and Harold Jeffrey

Attachment C-1

**Revised 10-8-12 Final Measure E Expenditure Payments To
Contractor/Consultant Organizations Serving The Bond Measure
Construction Projects at June 30, 2012**

**MEASURE E EXPENDITURE PAYMENTS TO
CONTRACTOR/CONSULTANT ORGANIZATIONS
SERVING THE BOND MEASURE CONSTRUCTION PROJECTS**

At June 30, 2012 Final [10/8/12 Revision]

| Key | General Ledger Name Expenditures | Accum. Dollars Paid | Total Dollars Paid | Measure E Expenditures by Project | | | Initial & Added Amt thru C.O.# | Authorized Contract Dollars | WORK SCOPE | |
|-----|---|---------------------------|-----------------------|-----------------------------------|------------------|-------------------|--------------------------------------|-----------------------------------|-------------------|--|
| | | | | Comm Ctr | Plsnt Oaks Pk | Sen Ctr | | | | Teen Ctr |
| | [original group] | | | | | | | | | |
| | | | | | PAGE ONE | | | | | |
| A | Harriman & Associates | THIS LINE | <u>1,008,669.87</u> | <u>0.00</u> | <u>0.00</u> | <u>710,697.52</u> | <u>297,972.35</u> | Initial | 808,203.00 | Architectural design development & construction documentation for Meas. E Senior and Teen Centers [excludes non-bond funded C.O. 27] |
| | Harriman Kinyon Architects [Jan 12, 2012] | | | | | | | | | |
| | Fiscal Year 2009/2010 | | 125,167.21 | | | 93,065.28 | 32,101.93 | C.O. 1-26 | | |
| | Fiscal Year 2010/2011 | | 655,668.44 | | | 463,082.95 | 192,585.49 | & 28-31 | <u>236,251.00</u> | |
| | Fiscal Year 2011/2012 | | 227,834.22 | 0.00 | 0.00 | 154,549.29 | 73,284.93 | Total | 1,044,454.00 | |
| | Fiscal Year 2012/2013 | | | | | | | | | |
| | Jul-Sep 2011 | | 115,961.34 | 0.00 | 0.00 | 85,377.50 | 30,583.84 | | | |
| | Oct-Dec 2011 | | 45,699.89 | 0.00 | 0.00 | 35,941.91 | 9,757.98 | | | |
| | Jan-Mar 2012 | | 39,966.38 | 0.00 | 0.00 | 23,492.27 | 16,474.11 | | | |
| | Apr-Jun 2012 | | 26,206.61 | | | 9,737.61 | 16,469.00 | | | |
| | # 16817 Apr | | 11,364.43 | | | 7,852.18 | 3,512.25 | | | |
| | # 16884 May-1 | | 11,329.93 | | | 7,817.68 | 3,512.25 | | | |
| | corrctn May | | 0.00 | | | (5,932.25) | 5,932.25 | * | | |
| | # 17073 Jun | | 3,512.25 | | | | 3,512.25 | | | |
| B | Critical Solutions, Inc. | THIS LINE | <u>1,228,748.38</u> | <u>275,701.17</u> | <u>22,979.23</u> | <u>676,900.47</u> | <u>253,167.51</u> | Initial | 1,697,901.00 | Meas. E project mangement, design phase & construction administration services |
| | Fiscal Year 2009/2010 | | 49,332.86 | 17,394.73 | 4,799.52 | 16,740.43 | 10,398.18 | | | |
| | Fiscal Year 2010/2011 | | 376,289.70 | 68,536.00 | 10,041.43 | 216,176.56 | 81,535.71 | | | |
| | Fiscal Year 2011/2012 | | 803,125.82 | 189,770.44 | 8,138.28 | 443,983.48 | 161,233.62 | C.O. 1-21 | <u>145,559.00</u> | |
| | Fiscal Year 2012/2013 | | | | | | | | | |
| | Jul-Sep 2011 | | 173,117.76 | 31,532.77 | 1,192.62 | 102,969.99 | 37,422.38 | Subtotal | 1,843,460.00 | |
| | Oct-Dec 2011 | | 242,770.98 | 59,759.19 | 2,277.97 | 132,558.30 | 48,175.52 | C.O. 23-29 | <u>77,207.00</u> | |
| | Jan-Mar 2012 | | 199,002.34 | 38,252.76 | 3,360.43 | 115,526.56 | 41,862.59 | C.O. 22 | | |
| | Apr-Jun 2012 | | 188,234.74 | 60,225.72 | 1,307.26 | 92,928.63 | 33,773.13 | Total | 1,920,667.00 | |
| | # 16802 Apr | | 75,916.50 | 27,150.77 | 686.20 | 35,263.68 | 12,815.85 | | | |
| | # 16937 May | | 62,103.94 | 22,568.50 | 166.74 | 28,874.70 | 10,494.00 | | | |
| | # 17059 Jun | | 50,214.30 | 10,506.45 | 454.32 | 28,790.25 | 10,463.28 | | | |
| C | Dahlin Group | THIS LINE | <u>836,781.85</u> | <u>836,781.85</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | Initial | 996,300.00 | |
| | Fiscal Year 2009/2010 | | 96,895.47 | 96,895.47 | 0.00 | 0.00 | 0.00 | C.O. 4 | <u>9,605.00</u> | |
| | Fiscal Year 2010/2011 | | 163,794.30 | 163,794.30 | 0.00 | 0.00 | 0.00 | | | |
| | Fiscal Year 2011/2012 | | 576,092.08 | 576,092.08 | 0.00 | 0.00 | 0.00 | Total | 1,005,905.00 | |
| | Fiscal Year 2012/2013 | | | | | | | | | |
| | Jul-Sep 2011 | | 292,296.29 | 292,296.29 | 0.00 | 0.00 | 0.00 | | | |
| | Oct-Dec 2011 | | 169,182.08 | 169,182.08 | 0.00 | 0.00 | 0.00 | | | |
| | Jan-Mar 2012 | | 80,863.11 | 80,863.11 | 0.00 | 0.00 | 0.00 | | | |
| | Apr-Jun 2012 | | 33,750.60 | 33,750.60 | 0.00 | 0.00 | 0.00 | | | |
| | # 16803 Apr | | 4,976.70 | 4,976.70 | 0.00 | 0.00 | 0.00 | | | |
| | # 16938 May | | 1,347.90 | 1,347.90 | 0.00 | 0.00 | 0.00 | | | |

**MEASURE E EXPENDITURE PAYMENTS TO
CONTRACTOR/CONSULTANT ORGANIZATIONS
SERVING THE BOND MEASURE CONSTRUCTION PROJECTS**

At June 30, 2012 Final [10/8/12 Revision]

| <u>Key</u> | <u>Name</u> | <u>General Ledger Expenditures</u> | <u>Accum.</u> | <u>Total</u> | <u>Measure E Expenditures by Project</u> | | | | <u>Initial & Added Amt thru C.O.#</u> | <u>Authorized Contract Dollars</u> | <u>WORK SCOPE</u> |
|------------|-------------|------------------------------------|---------------------|---------------------|--|----------------------|----------------|------|---|------------------------------------|-------------------|
| | | | <u>Dollars Paid</u> | <u>Dollars Paid</u> | <u>Comm Ctr</u> | <u>Plsnt Oaks Pk</u> | <u>Sen Ctr</u> | | | | |
| # 17197 | Jun | | | 27,426.00 | 27,426.00 | | 0.00 | 0.00 | | | |

**MEASURE E EXPENDITURE PAYMENTS TO
CONTRACTOR/CONSULTANT ORGANIZATIONS
SERVING THE BOND MEASURE CONSTRUCTION PROJECTS**

At June 30, 2012 Final [10/8/12 Revision]

| Key | General Ledger Name Expenditures | Accum. Dollars Paid | Total Dollars Paid | Measure E Expenditures by Project | | | Initial & Added Amt thru C.O.# | Authorized Contract Dollars | WORK SCOPE | | |
|-----------------|-------------------------------------|---------------------------|-----------------------|-----------------------------------|------------------|------------------|--------------------------------------|-----------------------------------|--|--|---|
| | | | | Comm Ctr | Plsnt Oaks Pk | Sen Ctr | | | | Teen Ctr | |
| PAGE TWO | | | | | | | | | | | |
| D | Jerry Haag | THIS LINE | <u>80,951.37</u> | <u>30,213.31</u> | <u>13,351.00</u> | <u>29,200.64</u> | <u>8,186.42</u> | a / | Initial C.O. 5 Ltr auth Total | 66,725.00 13,801.50 <u>1,142.50</u> 81,669.00 | Geotechnical services for Meas. E Senior & Teen Center projects; also services for temporary relocation of selected Community Center activities to Winslow Center |
| | Fiscal Year 2009/2010 | | 64,068.04 | 24,644.07 | 11,089.11 | 21,946.61 | 6,388.25 | | | | |
| | Fiscal Year 2010/2011 | | 16,883.33 | 5,569.24 | 2,261.89 | 7,254.03 | 1,798.17 | | | | |
| | Fiscal Year 2011/2012 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| | Fiscal Year 2012/2013 | | | | | | | | | | |
| | Jul-Dec 2011 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| | Jan-Jun 2012 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| E | Mark Cornelius | THIS LINE | <u>85,113.00</u> | <u>30,085.88</u> | <u>6,561.49</u> | <u>34,760.65</u> | <u>13,704.98</u> | b / | | | Legal services related to Meas. E projects |
| | Fiscal Year 2009/2010 | | 21,045.50 | 5,236.10 | 1,827.76 | 8,730.73 | 5,250.91 | | | | |
| | Fiscal Year 2010/2011 | | 27,842.50 | 8,473.67 | 2,991.59 | 12,739.85 | 3,637.39 | | | | |
| | Fiscal Year 2011/2012 | | 36,225.00 | 16,376.11 | 1,742.14 | 13,290.07 | 4,816.68 | | | | |
| | Fiscal Year 2012/2013 | | | | | | | | | | |
| | Jul-Sep 2011 | | 10,920.00 | 2,354.80 | 67.94 | 6,241.60 | 2,255.66 | | | | |
| | Oct-Dec 2011 | | 7,210.00 | 3,201.02 | 198.39 | 2,794.89 | 1,015.70 | | | | |
| | Jan-Mar 2012 | | 10,500.00 | 4,584.08 | 1,345.36 | 3,352.31 | 1,218.25 | | | | |
| | Apr-Jun 2012 | | 7,595.00 | 6,236.21 | 130.45 | 901.27 | 327.07 | | | | |
| | # 16801 Apr | | 5,302.50 | 4,411.06 | 114.15 | 570.12 | 207.17 | | | | |
| | # 16936 May | | 2,100.00 | 1,667.65 | 16.30 | 305.15 | 110.90 | | | | |
| | # 17058 Jun | | 192.50 | 157.50 | 0.00 | 26.00 | 9.00 | | | | |
| F | PRA | THIS LINE | <u>143,048.75</u> | <u>29,900.00</u> | <u>0.00</u> | <u>81,099.08</u> | <u>32,049.67</u> | c / SC TN | Initial C.O. 2 Total | 11,000.00 <u>7,600.00</u> 18,600.00 | Geotechnical observations and testing services related to Meas. E projects |
| | Fiscal Year 2009/2010 | | 18,526.93 | 7,526.93 | | 6,875.00 | 4,125.00 | | | | |
| | Fiscal Year 2010/2011 | | 11,322.00 | 3,392.00 | | 4,985.20 | 2,944.80 | | | | |
| | Fiscal Year 2011/2012 | | 113,199.82 | 18,981.07 | 0.00 | 69,238.88 | 24,979.87 | | | | |
| | Fiscal Year 2012/2013 | | | | | | | | | | |
| | Jul-Sep 2011 | | 36,088.75 | 1,500.00 | 0.00 | 26,564.61 | 8,024.14 | CC | Initial | 10,600.00 | |
| | Oct-Dec 2011 | | 45,200.50 | 2,583.00 | 0.00 | 33,731.77 | 8,885.73 | c / | C.O. 1-5 | <u>19,300.00</u> | |
| | Jan-Mar 2012 | | 19,665.00 | 6,210.00 | 0.00 | 6,890.00 | 6,565.00 | | | | |
| | Apr-Jun 2012 | | 12,245.57 | 8,688.07 | 0.00 | 2,052.50 | 1,505.00 | | Total | 29,900.00 | |
| | # 16839 Apr | | 5,025.00 | 3,940.00 | 0.00 | 742.50 | 342.50 | | | | |
| | ## 7423 May-1 | | 2,492.50 | 2,492.50 | 0.00 | 0.00 | 0.00 | | | | |
| | # 16964 May | | 1,390.00 | 0.00 | 0.00 | 997.50 | 392.50 | | | | |
| | # 17025 Jun-1 | | 2,255.57 | 2,255.57 | 0.00 | 0.00 | 0.00 | all sites | Initial | 60,000.00 | Onsite geotechnical observtns SC-TC |
| | # 17099 Jun-2 | | 1,082.50 | 0.00 | 0.00 | 312.50 | 770.00 | | C.O. 2 | <u>39,900.00</u> | additional observations Dec'11- May'12 |
| | | | | | | | | | Total | 99,900.00 | |
| | | | | | | | | | TOTAL ALL cntcts | 148,400.00 | [See note c /, pg 15 regarding paymtns] |

**MEASURE E EXPENDITURE PAYMENTS TO
CONTRACTOR/CONSULTANT ORGANIZATIONS
SERVING THE BOND MEASURE CONSTRUCTION PROJECTS**

At June 30, 2012 Final [10/8/12 Revision]

| Key | General Ledger Name Expenditures | Accum. Dollars Paid | Total Dollars Paid | Measure E Expenditures by Project | | | Initial & Added Amt thru C.O.# | Authorized Contract Dollars | WORK SCOPE | |
|-------------------|-------------------------------------|---------------------------|-----------------------|-----------------------------------|------------------|------------------|--------------------------------------|-----------------------------------|-------------------|---|
| | | | | Comm Ctr | Plsnt Oaks Pk | Sen Ctr | | | | Teen Ctr |
| PAGE THREE | | | | | | | | | | |
| G | TEECom | THIS LINE | <u>62,002.66</u> | <u>4,406.85</u> | <u>642.96</u> | <u>33,740.74</u> | <u>23,212.11</u> | Initial | 77,700.00 | Technology system design services for Meas. E projects |
| | Fiscal Year 2009/2010 | | | | | | | C.O. 1 | <u>(2,129.14)</u> | |
| | Fiscal Year 2010/2011 | | 51,296.98 | 4,406.85 | 642.96 | 26,784.44 | 19,462.73 | | | |
| | Fiscal Year 2011/2012 | | 10,705.68 | 0.00 | 0.00 | 6,956.30 | 3,749.38 | Total | 75,570.86 | |
| | Fiscal Year 2012/2013 | | | | | | | | | |
| | Jul-Sep 2011 | | 5,509.26 | 0.00 | 0.00 | 3,772.43 | 1,736.83 | | | |
| | Oct-Dec 2011 | | 1,910.25 | 0.00 | 0.00 | 775.52 | 1,134.73 | | | |
| | Jan-Mar 2012 | | 1,314.08 | | | 1,120.06 | 194.02 | | | |
| | Apr-Jun 2012 | | 1,972.09 | 0.00 | 0.00 | 1,288.29 | 683.80 | | | |
| | # 16912 May-1 | | 503.43 | | | 369.24 | 134.19 | | | |
| | # 16967 May-2 | | 856.95 | | | 708.74 | 148.21 | | | |
| | # 17107 Jun | | 611.71 | | | 210.31 | 401.40 | | | |
| H | Abey Arnold | THIS LINE | <u>40,077.00</u> | <u>0.00</u> | <u>40,077.00</u> | <u>0.00</u> | <u>0.00</u> | | | |
| | Fiscal Year 2009/2010 | | 17,000.00 | | 17,000.00 | | | | | |
| | Fiscal Year 2010/2011 | | (14,900.00) | | (14,900.00) | | | e / | | |
| | Fiscal Year 2011/2012 | | 37,977.00 | 0.00 | 37,977.00 | 0.00 | 0.00 | | | |
| | Fiscal Year 2012/2013 | | | | | | | | | |
| | Jul-Dec 2011 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| | Jan-Mar 2012 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| | Apr-Jun 2012 | | 37,977.00 | 0.00 | 37,977.00 | 0.00 | 0.00 | | | |
| | # 16923 May | | 37,977.00 | 0.00 | 37,977.00 | 0.00 | 0.00 | | | |
| | | | | | | | | | | |
| J | Paige-Moris | THIS LINE | <u>16,095.48</u> | <u>0.00</u> | <u>0.00</u> | <u>10,737.78</u> | <u>5,357.70</u> | Initial * | 45,878.00 | Design of Meas. E Senior & Teen Center building interiors (excludes services related to movable furniture and equipment) |
| | Fiscal Year 2009/2010 | | | | | | | C.O. 3 | <u>6,480.46</u> | |
| | Fiscal Year 2010/2011 | | 15,207.68 | | | 10,235.98 | 4,971.70 | | | |
| | Fiscal Year 2011/2012 | | 887.80 | 0.00 | 0.00 | 501.80 | 386.00 | Total | 52,358.46 | |
| | Fiscal Year 2012/2013 | | | | | | | | | |
| | Jul-Sep 2011 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | * Excl'dg cntngcy | | |
| | Oct-Dec 2011 | | 887.80 | 0.00 | 0.00 | 501.80 | 386.00 | | | |
| | Jan-Mar 2012 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| | Apr-Jun 2012 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| | | | | | | | | | | |

**MEASURE E EXPENDITURE PAYMENTS TO
CONTRACTOR/CONSULTANT ORGANIZATIONS
SERVING THE BOND MEASURE CONSTRUCTION PROJECTS**

At June 30, 2012 Final [10/8/12 Revision]

| Key | General Ledger Name Expenditures | Accum. Dollars Paid | Total Dollars Paid | Comm Ctr | Measure E Expenditures by Project | | | | Initial & Added Amt thru C.O.# | Authorized Contract Dollars | WORK SCOPE |
|-------------|-------------------------------------|---------------------------|-----------------------|-----------------|-----------------------------------|-----------------|-----------------|-----|--------------------------------------|-----------------------------------|--|
| | | | | | Plsnt Oaks Pk | Sen Ctr | Teen Ctr | | | | |
| PAGE FOUR | | | | | | | | | | | |
| K | PERMCO | THIS LINE | <u>3,000.00</u> | <u>0.00</u> | <u>3,000.00</u> | <u>0.00</u> | <u>0.00</u> | | Initial | 3,000.00 | Determine property corners and encroachments related to Meas. E Pleasant Oaks Park project |
| | Fiscal Year 2009/2010 | | 3,000.00 | | 3,000.00 | | | | | | |
| | Fiscal Year 2010/2011 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| | Fiscal Year 2011/2012 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| | Fiscal Year 2012/2013 | | | | | | | | | | |
| | Jul-Dec 2011 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| | Jan-Jun 2012 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| L | Omni | THIS LINE | <u>959.00</u> | <u>0.00</u> | <u>0.00</u> | <u>959.00</u> | <u>0.00</u> | f / | | | |
| | Fiscal Year 2009/2010 | | | | | | | | | | |
| | Fiscal Year 2010/2011 | | 959.00 | | | 959.00 | | | | | |
| | Fiscal Year 2011/2012 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| | Fiscal Year 2012/2013 | | | | | | | | | | |
| | Jul-Dec 2011 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| | Jan-Jun 2012 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| M | Antai Solutions | THIS LINE | <u>2,975.00</u> | <u>977.36</u> | <u>139.77</u> | <u>1,746.99</u> | <u>110.88</u> | f / | | | |
| | Fiscal Year 2009/2010 | | | | | | | | | | |
| | Fiscal Year 2010/2011 | | 2,975.00 | 977.36 | 139.77 | 1,746.99 | 110.88 | | | | |
| | Fiscal Year 2011/2012 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| | Fiscal Year 2012/2013 | | | | | | | | | | |
| | Jul-Dec 2011 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| | Jan-Jun 2012 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| [NEW GROUP] | | | | | | | | | | | |
| N-1 | RG Environmental | THIS LINE | <u>12,070.00</u> | <u>5,773.71</u> | <u>0.00</u> | <u>4,630.64</u> | <u>1,665.65</u> | g / | Initial | 11,450.00 | Observation & inspection services for hazards abatement at 3 demolition sites |
| | Fiscal Year 2010/2011 | | 11,450.00 | 5,100.00 | | 4,600.00 | 1,750.00 | | | | |
| | Fiscal Year 2011/2012 | | 620.00 | 673.71 | 0.00 | 30.64 | (84.35) | m/ | C.O. 1 | <u>620.00</u> | Added work at Comm Ctr |
| | Fiscal Year 2012/2013 | | | | | | | | | | |
| | Jul-Sep 2011 | | 0.00 | 53.71 | 0.00 | 30.64 | (84.35) | | Total | 12,070.00 | |
| | Oct-Dec 2011 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| | Jan-Mar 2012 | | 620.00 | 620.00 | 0.00 | 0.00 | 0.00 | | | | |
| | Apr-Jun 2012 | | | | | | | | | | |
| | ## 7385 Mar | | 620.00 | 620.00 | | | | | | | |

**MEASURE E EXPENDITURE PAYMENTS TO
CONTRACTOR/CONSULTANT ORGANIZATIONS
SERVING THE BOND MEASURE CONSTRUCTION PROJECTS**

At June 30, 2012 Final [10/8/12 Revision]

| Key | General Ledger Name Expenditures | Accum. Dollars Paid | Total Dollars Paid | Measure E Expenditures by Project | | | | Initial & Added Amt thru C.O.# | Authorized Contract Dollars | WORK SCOPE | |
|------------------|-------------------------------------|---------------------------|-----------------------|-----------------------------------|-----------------|------------------|-----------------|--------------------------------------|-----------------------------------|-----------------|---|
| | | | | Comm Ctr | Plsnt Oaks Pk | Sen Ctr | | | | | Teen Ctr |
| PAGE FIVE | | | | | | | | | | | |
| N-2 | Millenium | THIS LINE | <u>7,750.00</u> | <u>2,150.00</u> | <u>1,700.00</u> | <u>2,000.00</u> | <u>1,900.00</u> | g / | Initial | 9,650.00 | Environmental site assessment services for all Meas. E projects |
| | Fiscal Year 2010/2011 | | 7,750.00 | 2,150.00 | 1,700.00 | 2,000.00 | 1,900.00 | | | | |
| | Fiscal Year 2011/2012 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| | Fiscal Year 2012/2013 | | | | | | | | | | |
| | Jul-Dec 2011 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| | Jan-Jun 2012 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| N-3 | Chandler Tree Removal | THIS LINE | <u>11,620.00</u> | <u>0.00</u> | <u>0.00</u> | <u>6,970.00</u> | <u>4,650.00</u> | f / | | | Meas. E site clearing (tree removal) services for Senior & Teen Center projects |
| | Fiscal Year 2010/2011 | | 11,620.00 | | | 6,970.00 | 4,650.00 | | | | |
| | Fiscal Year 2011/2012 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| | Fiscal Year 2012/2013 | | | | | | | | | | |
| | Jul-Dec 2011 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| | Jan-Jun 2012 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| N-4 | Hamilton Tree Service | THIS LINE | <u>3,499.00</u> | <u>3,499.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | f / | | | Meas. E site clearing (tree removal) services for Community Center project |
| | Fiscal Year 2010/2011 | | 3,499.00 | 3,499.00 | | | | | | | |
| | Fiscal Year 2011/2012 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| | Fiscal Year 2012/2013 | | | | | | | | | | |
| | Jul-Dec 2011 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| | Jan-Jun 2012 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| N-5 | Associated Right of Way | THIS LINE | <u>1,980.00</u> | <u>0.00</u> | <u>0.00</u> | <u>1,980.00</u> | <u>0.00</u> | g / | Initial | 6,000.00 | Real estate & right of way services related to Meas. E projects |
| | Fiscal Year 2010/2011 | | 1,980.00 | | | 1,980.00 | | | | | |
| | Fiscal Year 2011/2012 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| | Fiscal Year 2012/2013 | | | | | | | | | | |
| | Jul-Dec 2011 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| | Jan-Jun 2012 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| N-6 | Janus Corp | THIS LINE | <u>40,555.00</u> | <u>16,618.18</u> | <u>0.00</u> | <u>22,356.65</u> | <u>1,580.17</u> | d / | Initial | 33,435.00 | Hazardous materials abatement services for Meas. E projects |
| | Fiscal Year 2010/2011 | | 20,646.11 | 10,312.73 | | 9,360.95 | 972.43 | | C.O. 1 | <u>7,120.00</u> | |
| | Fiscal Year 2011/2012 | | 19,908.89 | 6,305.45 | 0.00 | 12,995.70 | 607.74 | | | | |
| | Fiscal Year 2012/2013 | | | | | | | | | | |
| | Jul-Sep 2011 | | 19,908.89 | 6,305.45 | 0.00 | 12,995.70 | 607.74 | | Total | 40,555.00 | |
| | Oct-Dec 2011 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| | Jan-Jun 2012 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |

**MEASURE E EXPENDITURE PAYMENTS TO
CONTRACTOR/CONSULTANT ORGANIZATIONS
SERVING THE BOND MEASURE CONSTRUCTION PROJECTS**

At June 30, 2012 Final [10/8/12 Revision]

| Key | General Ledger Name Expenditures | Accum. Dollars Paid | Total Dollars Paid | Measure E Expenditures by Project | | | Initial & Added Amt thru C.O.# | Authorized Contract Dollars | WORK SCOPE |
|----------|-------------------------------------|---------------------------|-----------------------|-----------------------------------|---------------|-----------------|--------------------------------------|-----------------------------------|---|
| | | | | Comm Ctr | Plsnt Oaks Pk | Sen Ctr | | | |
| PAGE SIX | | | | | | | | | |
| N-7 | Far West Sanitation | THIS LINE | <u>4,219.38</u> | <u>0.00</u> | <u>0.00</u> | <u>3,094.70</u> | <u>1,124.68</u> | h / | Temporary restroom facilities at Pleasant Hill park during Teen Center construction |
| | Fiscal Year 2010/2011 | | | | | | | | |
| | Fiscal Year 2011/2012 | | 4,219.38 | 0.00 | 0.00 | 3,094.70 | 1,124.68 | | |
| | Fiscal Year 2012/2013 | | | | | | | | |
| | Jul-Sep 2011 | | 1,457.28 | 0.00 | 0.00 | 1,068.83 | 388.45 | | |
| | Oct-Dec 2011 | | 1,267.80 | 0.00 | 0.00 | 929.86 | 337.94 | | |
| | Jan-Mar 2012 | | 462.90 | | | 339.52 | 123.38 | | |
| | Apr-Jun 2012 | | 1,031.40 | 0.00 | 0.00 | 756.49 | 274.91 | | |
| | # 16748 Apr-1 | | 231.45 | 0.00 | 0.00 | 170.00 | 61.45 | | |
| | # 16813 Apr-2 | | 214.30 | 0.00 | 0.00 | 157.18 | 57.12 | | |
| | # 16879 May | | 297.65 | 0.00 | 0.00 | 218.31 | 79.34 | | |
| | # 16998 Jun | | 288.00 | 0.00 | 0.00 | 211.00 | 77.00 | | |
| N-8 | PARC Services, Inc. | THIS LINE | <u>215,140.90</u> | <u>215,140.90</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | g / | Meas. E site clearing (demolition of existing Community Center) services |
| | Fiscal Year 2010/2011 | | | | | | | | |
| | Fiscal Year 2011/2012 | | 215,140.90 | 215,140.90 | 0.00 | 0.00 | 0.00 | | |
| | Fiscal Year 2012/2013 | | | | | | | | |
| | Jul-Sep 2011 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | Total | 215,141.00 |
| | Oct-Dec 2011 | | 215,140.90 | 215,140.90 | 0.00 | 0.00 | 0.00 | | |
| | Jan-Jun 2012 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| N-9 | Architectural Energy Corp | THIS LINE | <u>15,534.41</u> | <u>9,000.00</u> | <u>0.00</u> | <u>6,534.41</u> | <u>0.00</u> | g / | CAL Green commissioning services for Meas. E project building systems |
| | Fiscal Year 2010/2011 | | | | | | | | |
| | Fiscal Year 2011/2012 | | 15,534.41 | 9,000.00 | 0.00 | 6,534.41 | 0.00 | | |
| | Fiscal Year 2012/2013 | | | | | | | | |
| | Jul-Sep 2011 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| | Oct-Dec 2011 | | 6,000.00 | 1,000.00 | 0.00 | 5,000.00 | 0.00 | | |
| | Jan-Mar 2012 | | 8,000.00 | 8,000.00 | 0.00 | 0.00 | 0.00 | | |
| | Apr-Jun 2012 | | 1,534.41 | 0.00 | 0.00 | 1,534.41 | 0.00 | | |
| | # 17041 Jun | | 1,534.41 | 0.00 | 0.00 | 1,534.41 | 0.00 | | |

**MEASURE E EXPENDITURE PAYMENTS TO
CONTRACTOR/CONSULTANT ORGANIZATIONS
SERVING THE BOND MEASURE CONSTRUCTION PROJECTS**

At June 30, 2012 Final [10/8/12 Revision]

| Key | General Ledger Name Expenditures | Accum. Dollars Paid | Total Dollars Paid | Measure E Expenditures by Project | | | Initial & Added Amt thru C.O.# | Authorized Contract Dollars | WORK SCOPE | | |
|-------------------|-------------------------------------|---------------------------|-----------------------|-----------------------------------|---------------|------------------|--------------------------------------|-----------------------------------|------------------|------------------|---|
| | | | | Comm Ctr | Plsnt Oaks Pk | Sen Ctr | | | | Teen Ctr | |
| PAGE SEVEN | | | | | | | | | | | |
| N-10 | WRA Inc. | THIS LINE | <u>10,869.85</u> | <u>3,049.89</u> | <u>0.00</u> | <u>6,078.28</u> | <u>1,741.68</u> | g / | **Initial | 8,900.00 | Arborist services during construction of Meas. E Senior & Teen Center projects [** Effectv 7/21/11] |
| | Fiscal Year 2010/2011 | | | | | | | | | | |
| | Fiscal Year 2011/2012 | | 10,869.85 | 3,049.89 | 0.00 | 6,078.28 | 1,741.68 | | | | |
| | Fiscal Year 2012/2013 | | | | | | | | | | |
| | Jul-Sep 2011 | | 2,142.02 | 0.00 | 0.00 | 1,955.42 | 186.60 | n/ | *Initial | 5,850.00 | Arborist services supporting Meas. E Community Center project |
| | Oct-Dec 2011 | | 4,973.92 | 1,842.48 | 0.00 | 2,176.17 | 955.27 | | C.O. 1 | <u>4,600.00</u> | Non-bond task \$125 is excluded from Meas. E authorized dollars |
| | Jan-Mar 2012 | | 1,547.50 | 51.00 | 0.00 | 1,176.59 | 319.91 | | | | |
| | Apr-Jun 2012 | | 2,206.41 | 1,156.41 | 0.00 | 770.10 | 279.90 | | Total | 10,450.00 | |
| | # 16849 Apr | | 882.91 | 882.91 | 0.00 | 0.00 | 0.00 | | | | |
| | # 16973 May | | 700.00 | 0.00 | 0.00 | 513.40 | 186.60 | | TOTAL ALL cntcts | 19,350.00 | |
| | # 17248 Jun | | 623.50 | 273.50 | 0.00 | 256.70 | 93.30 | | | | |
| N-11 | Matriscope Enginrg Labs, Inc. | THIS LINE | <u>49,144.92</u> | <u>0.00</u> | <u>0.00</u> | <u>26,366.12</u> | <u>22,778.80</u> | g / | Initial | 36,000.00 | Special inspection materials testing services related to Meas. E Senior & Teen Center projects |
| | Fiscal Year 2010/2011 | | | | | | | | | | |
| | Fiscal Year 2011/2012 | | 49,144.92 | 0.00 | 0.00 | 26,366.12 | 22,778.80 | | | | |
| | Fiscal Year 2012/2013 | | | | | | | | | | |
| | Jul-Sep 2011 | | 385.00 | 0.00 | 0.00 | 0.00 | 385.00 | | C.O. 1 | <u>13,985.00</u> | Additional special testing |
| | Oct-Dec 2011 | | 24,824.25 | 0.00 | 0.00 | 9,053.00 | 15,771.25 | | Total | 49,985.00 | |
| | Jan-Mar 2012 | | 23,935.67 | | | 17,313.12 | 6,622.55 | | | | |
| | Apr-Jun 2012 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| N-12 | McInerey | THIS LINE | <u>57,261.96</u> | <u>2,812.50</u> | <u>0.00</u> | <u>54,143.01</u> | <u>306.45</u> | b / | | | Legal services related to Meas. E design and construction phases |
| | Fiscal Year 2010/2011 | | | | | | | | | | |
| | Fiscal Year 2011/2012 | | 57,261.96 | 2,812.50 | 0.00 | 54,143.01 | 306.45 | | | | |
| | Fiscal Year 2012/2013 | | | | | | | | | | |
| | Jul-Sep 2011 | | 3,064.50 | 0.00 | 0.00 | 2,247.64 | 816.86 | | | | |
| | Oct-Dec 2011 | | 10,825.00 | 0.00 | 0.00 | 11,335.41 | (510.41) | | | | |
| | Jan-Mar 2012 | | 26,060.96 | 0.00 | 0.00 | 26,060.96 | 0.00 | | | | |
| | Apr-Jun 2012 | | 17,311.50 | 2,812.50 | 0.00 | 14,499.00 | 0.00 | | | | |
| | # 16827 Apr | | 7,861.50 | | | 7,861.50 | | | | | |
| | # 16955 May | | 4,800.00 | 2,812.50 | | 1,987.50 | | | | | |
| | # 17086 Jun | | 4,650.00 | | | 4,650.00 | | | | | |

**MEASURE E EXPENDITURE PAYMENTS TO
CONTRACTOR/CONSULTANT ORGANIZATIONS
SERVING THE BOND MEASURE CONSTRUCTION PROJECTS**

At June 30, 2012 Final [10/8/12 Revision]

| Key | General Ledger Name Expenditures | Accum. Dollars Paid | Total Dollars Paid | Measure E Expenditures by Project | | | Initial & Added Amt thru C.O.# | Authorized Contract Dollars | WORK SCOPE |
|-------------------|-------------------------------------|---------------------------|-----------------------|-----------------------------------|---------------|-----------------|--------------------------------------|-----------------------------------|--|
| | | | | Comm Ctr | Plsnt Oaks Pk | Sen Ctr | | | |
| PAGE EIGHT | | | | | | | | | |
| N-13 | Stone Tree & Lndscp | THIS LINE | <u>3,080.00</u> | <u>0.00</u> | <u>0.00</u> | <u>1,700.00</u> | <u>1,380.00</u> | f / | Tree preservation services for Meas. E Community Center project |
| | Fiscal Year 2010/2011 | | | | | | | | |
| | Fiscal Year 2011/2012 | | 3,080.00 | 0.00 | 0.00 | 1,700.00 | 1,380.00 | | |
| | Fiscal Year 2012/2013 | | | | | | | | |
| | Jul-Sep 2011 | | 1,700.00 | 0.00 | 0.00 | 1,700.00 | 0.00 | | |
| | Oct-Dec 2011 | | 1,380.00 | 0.00 | 0.00 | 0.00 | 1,380.00 | | |
| | Jan-Jun 2012 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| N-14 | TRUCREW Inc. | THIS LINE | 16,625.00 | 0.00 | 0.00 | 16,625.00 | 0.00 | g / Initial | 20,000.00 |
| | Fiscal Year 2010/2011 | | | | | | | | |
| | Fiscal Year 2011/2012 | | 16,625.00 | 0.00 | 0.00 | 16,625.00 | 0.00 | | Excavation work related to connecting new Sen Ctr to sewer main on Gregory |
| | Fiscal Year 2012/2013 | | | | | | | | |
| | Jul-Sep 2011 | | 16,625.00 | 0.00 | 0.00 | 16,625.00 | 0.00 | | |
| | Oct-Dec 2011 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| | Jan-Jun 2012 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| N-15 | GNU Group | THIS LINE | <u>12,196.56</u> | <u>5,048.73</u> | <u>0.00</u> | <u>4,601.19</u> | <u>2,546.64</u> | Plan Initial | 4,400.00 |
| | Fiscal Year 2010/2011 | | | | | | | | |
| | Fiscal Year 2011/2012 | | 12,196.56 | 5,048.73 | 0.00 | 4,601.19 | 2,546.64 | | Planning and design of building signage required for all Meas. E projects (excludes District only signage) |
| | Fiscal Year 2012/2013 | | | | | | | | |
| | Jul-Sep 2011 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| | Oct-Dec 2011 | | 4,232.00 | 1,799.00 | 0.00 | 1,799.00 | 634.00 | Design Initial | 13,832.00 |
| | Jan-Mar 2012 | | 6,837.59 | 2,786.81 | 0.00 | 2,406.16 | 1,644.62 | | |
| | Apr-Jun 2012 | | 1,126.97 | 462.92 | 0.00 | 396.03 | 268.02 | | |
| | # 16815 Apr | | 497.15 | 205.71 | 0.00 | 174.80 | 116.64 | TOTAL ALL cntcts | 18,232.00 |
| | # 17144 Jun | | 629.82 | 257.21 | 0.00 | 221.23 | 151.38 | | |
| N-16 | W W Gregory | THIS LINE | <u>1,045.00</u> | <u>1,045.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | f / | Right of way services related to Community Ctr proj |
| | Fiscal Year 2010/2011 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| | Fiscal Year 2011/2012 | | 1,045.00 | 1,045.00 | 0.00 | 0.00 | 0.00 | | |
| | Fiscal Year 2012/2013 | | | | | | | | |
| | Jul-Dec 2011 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| | Jan-Mar 2012 | | 825.00 | 825.00 | 0.00 | 0.00 | 0.00 | | |
| | Apr-Jun 2012 | | 220.00 | 220.00 | 0.00 | 0.00 | 0.00 | | |
| | # 16816 Apr | | 220.00 | 220.00 | | | | | |

**MEASURE E EXPENDITURE PAYMENTS TO
CONTRACTOR/CONSULTANT ORGANIZATIONS
SERVING THE BOND MEASURE CONSTRUCTION PROJECTS**

At June 30, 2012 Final [10/8/12 Revision]

| <u>Key</u> | <u>General Ledger Name Expenditures</u> | <u>Accum. Dollars Paid</u> | <u>Total Dollars Paid</u> | <u>Comm Ctr</u> | <u>Measure E Expenditures by Project</u> | | | | <u>Initial & Added Amt thru C.O.#</u> | <u>Authorized Contract Dollars</u> | <u>WORK SCOPE</u> |
|---------------------------|---|------------------------------------|-------------------------------|-----------------|--|-----------------|-----------------|--|---|--|-------------------|
| | | | | | <u>Plsnt Oaks Pk</u> | <u>Sen Ctr</u> | <u>Teen Ctr</u> | | | | |
| PAGE NINE | | | | | | | | | | | |
| N-17 | Bellecci & Associates, Inc. | THIS LINE | <u>2,600.83</u> | <u>2,600.83</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | | | | |
| | Fiscal Year 2010/2011 | | | | | | | | | | |
| | Fiscal Year 2011/2012 | | 2,600.83 | 2,600.83 | 0.00 | 0.00 | 0.00 | | | | |
| | Fiscal Year 2012/2013 | | | | | | | | | | |
| | Jul-Dec 2011 | | | | | | | | | | |
| | Jan-Mar 2012 | | | | | | | | | | |
| | Apr-Jun 2012 | | 2,600.83 | 2,600.83 | 0.00 | 0.00 | 0.00 | | | | |
| | # 16860 May | | 2,600.83 | 2,600.83 | | | | | | | |
| | | | | | | | | | | | |
| <u>[OTHER ACTIVITIES]</u> | | | | | | | | | | | |
| P | Small Payments under \$250 | THIS LINE | <u>15,546.90</u> | <u>3,913.68</u> | <u>180.15</u> | <u>6,507.70</u> | <u>4,945.37</u> | | | | |
| | Fiscal Year 2009/2010 | | 901.76 | 127.33 | 48.50 | 472.78 | 253.15 | | | | |
| | Fiscal Year 2010/2011 | | 5,705.04 | 1,744.66 | 58.32 | 2,515.12 | 1,386.94 | | | | |
| | Fiscal Year 2011/2012 | | 8,940.10 | 2,041.69 | 73.33 | 3,519.80 | 3,305.28 | | | | |
| | Fiscal Year 2012/2013 | | | | | | | | | | |
| | Jul-Sep 2011 | | 4,470.84 | 544.88 | 0.00 | 2,719.98 | 1,205.98 | | | | |
| | Oct-Dec 2011 | | 506.00 | 380.65 | 0.00 | 119.06 | 6.29 | | | | |
| | Jan-Mar 2012 | | 732.91 | 232.69 | 0.00 | 84.96 | 415.26 | | | | |
| | Apr-Jun 2012 | | 3,230.35 | 883.47 | 73.33 | 595.80 | 1,677.75 | | | | |
| | Apr | | 2,061.59 | 523.94 | 14.07 | 186.89 | 1,336.69 | | | | |
| | May | | 701.98 | 222.57 | 20.42 | 220.17 | 238.82 | | | | |
| | Jun | | 466.78 | 136.96 | 38.84 | 188.74 | 102.24 | | | | |

**MEASURE E EXPENDITURE PAYMENTS TO
CONTRACTOR/CONSULTANT ORGANIZATIONS
SERVING THE BOND MEASURE CONSTRUCTION PROJECTS**

At June 30, 2012 Final [10/8/12 Revision]

| <u>Key</u> | <u>General Ledger</u> <u>Name</u> <u>Expenditures</u> | <u>Accum.</u> | <u>Total</u> | <u>Measure E Expenditures by Project</u> | | | | <u>Initial &</u> <u>Added Amt</u> <u>thru C.O.#</u> | <u>Authorized</u> <u>Contract</u> <u>Dollars</u> | <u>WORK SCOPE</u> |
|------------|--|-------------------------------|---------------------|--|----------------------|----------------|--|---|--|-------------------|
| | | <u>Dollars</u> <u>Paid</u> | <u>Dollars Paid</u> | <u>Comm Ctr</u> | <u>Plsnt Oaks Pk</u> | <u>Sen Ctr</u> | | | | |

PAGE TEN

Q-- PYMTS/FEES \$250 OR MORE

| | | | | | | | | | |
|-----|---------------------------|-----------|-------------------|------------------|------------------|------------------|------------------|--|--|
| Q-1 | General | THIS LINE | <u>70,612.58</u> | <u>38,472.11</u> | <u>47.22</u> | <u>26,131.31</u> | <u>5,961.94</u> | | |
| | Fiscal Year 2009/2010 | | 900.00 | 300.00 | | 300.00 | 300.00 | | |
| | Fiscal Year 2010/2011 | | 22,585.54 | 4,627.60 | 47.22 | 15,661.73 | 2,248.99 | | |
| | Fiscal Year 2011/2012 | | 47,127.04 | 33,544.51 | 0.00 | 10,169.58 | 3,412.95 | | |
| | Fiscal Year 2012/2013 | | | | | | | | |
| | Jul-Sep 2011 | | 4,862.37 | 2,042.58 | 0.00 | 2,182.08 | 637.71 | | |
| | Oct-Dec 2011 | | 17,420.15 | 10,099.49 | | 6,956.92 | 363.74 | | |
| | Jan-Mar 2012 | | 5,042.55 | 4,159.92 | 0.00 | 165.40 | 717.23 | | |
| | Apr-Jun 2012 | | 19,801.97 | 17,242.52 | 0.00 | 865.18 | 1,694.27 | | |
| | Apr | | 8,017.30 | 6,955.54 | 0.00 | 60.09 | 1,001.67 | | |
| | May | | 4,374.14 | 3,276.45 | 0.00 | 805.09 | 292.60 | | |
| | Jun | | 7,410.53 | 7,010.53 | 0.00 | 0.00 | 400.00 | | |
| Q-2 | City PH | THIS LINE | <u>123,650.00</u> | <u>54,345.52</u> | <u>18,633.59</u> | <u>38,709.87</u> | <u>11,961.02</u> | | |
| | Fiscal Year 2009/2010 | | 50,000.00 | 19,201.52 | 9,315.59 | 17,300.38 | 4,182.51 | | |
| | Fiscal Year 2010/2011 | | 31,450.00 | 11,472.00 | 4,659.00 | 11,236.49 | 4,082.51 | | |
| | Fiscal Year 2010/2011--Eq | | 12,200.00 | 12,200.00 | | | | | |
| | Fiscal Year 2011/2012 | | 30,000.00 | 11,472.00 | 4,659.00 | 10,173.00 | 3,696.00 | | |
| | Fiscal Year 2012/2013 | | | | | | | | |
| | Jul-Sep 2011 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| | Oct-Dec 2011 | | 30,000.00 | 11,472.00 | 4,659.00 | 10,173.00 | 3,696.00 | | |
| | Jan-Jun 2012 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |

**MEASURE E EXPENDITURE PAYMENTS TO
CONTRACTOR/CONSULTANT ORGANIZATIONS
SERVING THE BOND MEASURE CONSTRUCTION PROJECTS**

At June 30, 2012 Final [10/8/12 Revision]

| <u>Key</u> | <u>General Ledger Name Expenditures</u> | <u>Accum. Dollars Paid</u> | <u>Total Dollars Paid</u> | <u>Comm Ctr</u> | <u>Measure E Expenditures by Project</u> | | | | <u>Initial & Added Amt thru C.O.#</u> | <u>Authorized Contract Dollars</u> | <u>WORK SCOPE</u> |
|--------------------|---|------------------------------------|-------------------------------|-----------------|--|------------------|------------------|--|---|--|-------------------|
| | | | | | <u>Plsnt Oaks Pk</u> | <u>Sen Ctr</u> | <u>Teen Ctr</u> | | | | |
| PAGE ELEVEN | | | | | | | | | | | |
| Q-3 | Contra Costa County | THIS LINE | <u>16,847.70</u> | <u>5,914.00</u> | <u>0.00</u> | <u>6,500.45</u> | <u>4,433.25</u> | | | | |
| | Fiscal Year 2009/2010 | | | | | | | | | | |
| | Fiscal Year 2010/2011 | | 8,741.50 | | | 4,308.25 | 4,433.25 | | | | |
| | Fiscal Year 2011/2012 | | 8,106.20 | 5,914.00 | 0.00 | 2,192.20 | 0.00 | | | | |
| | Fiscal Year 2012/2013 | | | | | | | | | | |
| | Jul-Sep 2011 | | 2,094.00 | 2,094.00 | 0.00 | 0.00 | 0.00 | | | | |
| | Oct-Dec 2011 | | 1,723.20 | | 0.00 | 1,723.20 | 0.00 | | | | |
| | Jan-Mar 2012 | | 2,757.00 | 2,288.00 | 0.00 | 469.00 | 0.00 | | | | |
| | Apr-Jun 2012 | | 1,532.00 | 1,532.00 | 0.00 | 0.00 | 0.00 | | | | |
| | ## 7398 May | | 1,532.00 | 1,532.00 | 0.00 | 0.00 | 0.00 | | | | |
| Q-4 | CA EPA & Water Res. Bd | THIS LINE | <u>887.50</u> | <u>0.00</u> | <u>0.00</u> | <u>652.50</u> | <u>235.00</u> | | | | |
| | Fiscal Year 2009/2010 | | | | | | | | | | |
| | Fiscal Year 2010/2011 | | 375.00 | | | 275.00 | 100.00 | | | | |
| | Fiscal Year 2011/2012 | | 512.50 | 0.00 | 0.00 | 377.50 | 135.00 | | | | |
| | Fiscal Year 2012/2013 | | | | | | | | | | |
| | Jul-Dec 2011 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| | Jan-Mar 2012 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| | Apr-Jun 2012 | | 512.50 | 0.00 | 0.00 | 377.50 | 135.00 | | | | |
| | # 16715 Apr | | 505.00 | | | 370.00 | 135.00 | | | | |
| | ## 7481 Jun | | 7.50 | | | 7.50 | | | | | |
| Q-5 | Central San | THIS LINE | <u>66,512.55</u> | <u>450.00</u> | <u>0.00</u> | <u>54,175.67</u> | <u>11,886.88</u> | | | | |
| | Fiscal Year 2009/2010 | | | | | | | | | | |
| | Fiscal Year 2010/2011 | | 69,062.55 | | | 57,175.67 | 11,886.88 | | | | |
| | Fiscal Year 2011/2012 | | (2,550.00) | 450.00 | 0.00 | (3,000.00) | 0.00 | | | | |
| | Fiscal Year 2012/2013 | | | | | | | | | | |
| | Jul-Dec 2011 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| | Jan-Mar 2012 | | 450.00 | 450.00 | 0.00 | 0.00 | 0.00 | | | | |
| | Apr-Jun 2012 | | (3,000.00) | 0.00 | 0.00 | (3,000.00) | 0.00 | | | | |
| | ## recpt 2687 May | | (3,000.00) | 0.00 | 0.00 | (3,000.00) | 0.00 | | | | |

**MEASURE E EXPENDITURE PAYMENTS TO
CONTRACTOR/CONSULTANT ORGANIZATIONS
SERVING THE BOND MEASURE CONSTRUCTION PROJECTS**

At June 30, 2012 Final [10/8/12 Revision]

| <u>Key</u> | <u>General Ledger Name Expenditures</u> | <u>Accum. Dollars Paid</u> | <u>Total Dollars Paid</u> | <u>Comm Ctr</u> | <u>Measure E Expenditures by Project</u> | | | | <u>Initial & Added Amt thru C.O.#</u> | <u>Authorized Contract Dollars</u> | <u>WORK SCOPE</u> |
|-------------|---|------------------------------------|-------------------------------|-------------------|--|-------------------|------------------|--|---|--|-------------------|
| | | | | | <u>Plsnt Oaks Pk</u> | <u>Sen Ctr</u> | <u>Teen Ctr</u> | | | | |
| PAGE TWELVE | | | | | | | | | | | |
| Q-6 | Fire Districts | THIS LINE | <u>8,241.98</u> | <u>3,119.30</u> | <u>0.00</u> | <u>2,946.09</u> | <u>2,176.59</u> | | | | |
| | Fiscal Year 2009/2010 | | | | | | | | | | |
| | Fiscal Year 2010/2011 | | 5,122.68 | | | 2,946.09 | 2,176.59 | | | | |
| | Fiscal Year 2011/2012 | | 3,119.30 | 3,119.30 | 0.00 | 0.00 | 0.00 | | | | |
| | Fiscal Year 2012/2013 | | | | | | | | | | |
| | Jul-Sep 2011 | | 430.00 | 430.00 | 0.00 | 0.00 | 0.00 | | | | |
| | Oct-Dec 2011 | | 215.00 | 215.00 | 0.00 | 0.00 | 0.00 | | | | |
| | Jan-Mar 2012 | | 2,044.30 | 2,044.30 | 0.00 | 0.00 | 0.00 | | | | |
| | Apr-Jun 2012 | | 430.00 | 430.00 | 0.00 | 0.00 | 0.00 | | | | |
| | ## 7445 Jun | | 430.00 | 430.00 | 0.00 | 0.00 | 0.00 | | | | |
| Q-7 | Flood Cntrl | THIS LINE | <u>14,500.00</u> | <u>4,500.00</u> | <u>0.00</u> | <u>10,000.00</u> | <u>0.00</u> | | | | |
| | Fiscal Year 2009/2010 | | | | | | | | | | |
| | Fiscal Year 2010/2011 | | 10,000.00 | | | 10,000.00 | | | | | |
| | Fiscal Year 2011/2012 | | 4,500.00 | 4,500.00 | 0.00 | 0.00 | 0.00 | | | | |
| | Fiscal Year 2012/2013 | | | | | | | | | | |
| | Jul-Dec 2011 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| | Jan-Mar 2012 | | 4,500.00 | 4,500.00 | 0.00 | 0.00 | 0.00 | | | | |
| | Apr-Jun 2012 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| Q-8 | Contra Costa Water | THIS LINE | <u>306,794.00</u> | <u>119,679.00</u> | <u>0.00</u> | <u>137,238.14</u> | <u>49,876.86</u> | | | | |
| | Fiscal Year 2009/2010 | | | | | | | | | | |
| | Fiscal Year 2010/2011 | | 10,000.00 | | | 7,334.43 | 2,665.57 | | | | |
| | Fiscal Year 2011/2012 | | 296,794.00 | 119,679.00 | 0.00 | 129,903.71 | 47,211.29 | | | | |
| | Fiscal Year 2012/2013 | | | | | | | | | | |
| | Jul-Sep 2011 | | 177,115.00 | 0.00 | 0.00 | 129,903.71 | 47,211.29 | | | | |
| | Oct-Dec 2011 | | 10,000.00 | 10,000.00 | 0.00 | 0.00 | 0.00 | | | | |
| | Jan-Mar 2012 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| | Apr-Jun 2012 | | 109,679.00 | 109,679.00 | 0.00 | 0.00 | 0.00 | | | | |
| | ## 7422 May | | 109,679.00 | 109,679.00 | 0.00 | 0.00 | 0.00 | | | | |

**MEASURE E EXPENDITURE PAYMENTS TO
CONTRACTOR/CONSULTANT ORGANIZATIONS
SERVING THE BOND MEASURE CONSTRUCTION PROJECTS**

At June 30, 2012 Final [10/8/12 Revision]

| Key | General Ledger Name Expenditures | Accum. Dollars Paid | Total Dollars Paid | Comm Ctr | Measure E Expenditures by Project | | | Initial & Added Amt thru C.O.# | Authorized Contract Dollars | <u>WORK SCOPE</u> |
|----------------------|-------------------------------------|---------------------------|-----------------------|------------------|-----------------------------------|-------------------|------------------|--------------------------------------|-----------------------------------|---|
| | | | | | Plsnt Oaks Pk | Sen Ctr | Teen Ctr | | | |
| PAGE THIRTEEN | | | | | | | | | | |
| Q-9 | Pacific Gas & Elec. | THIS LINE | <u>40,266.00</u> | <u>30,266.00</u> | <u>0.00</u> | <u>7,334.43</u> | <u>2,665.57</u> | | | |
| | Fiscal Year 2009/2010 | | | | | | | | | |
| | Fiscal Year 2010/2011 | | 10,000.00 | | | 7,334.43 | 2,665.57 | | | |
| | Fiscal Year 2011/2012 | | 30,266.00 | 30,266.00 | 0.00 | 0.00 | 0.00 | | | |
| | Fiscal Year 2012/2013 | | | | | | | | | |
| | Jul-Dec 2011 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| | Jan-Mar 2012 | | 2,000.00 | 2,000.00 | 0.00 | 0.00 | 0.00 | | | |
| | Apr-Jun 2012 | | 28,266.00 | 28,266.00 | 0.00 | 0.00 | 0.00 | | | |
| | ## 7352 Apr | | 28,266.00 | 28,266.00 | 0.00 | 0.00 | 0.00 | | | |
| <i>MEMO</i> | TOTAL ALL "Q" | THIS LINE | <u>491,090.84</u> | <u>99,596.41</u> | <u>18,680.81</u> | <u>285,445.78</u> | <u>87,367.84</u> | | | |
| | Fiscal Year 2009/2010 | | 50,900.00 | 19,501.52 | 9,315.59 | 17,600.38 | 4,482.51 | | | |
| | Fiscal Year 2010/2011 | | 179,537.27 | 28,299.60 | 4,706.22 | 116,272.09 | 30,259.36 | | | |
| | Fiscal Year 2011/2012 | | 260,653.57 | 51,795.29 | 4,659.00 | 151,573.31 | 52,625.97 | | | |
| | Fiscal Year 2012/2013 | | | | | | | | | |
| | Jul-Sep 2011 | | 184,501.37 | 4,566.58 | 0.00 | 132,085.79 | 47,849.00 | | | |
| | Oct-Dec 2011 | | 59,358.35 | 31,786.49 | 4,659.00 | 18,853.12 | 4,059.74 | | | |
| | Jan-Mar 2012 | | 16,793.85 | 15,442.22 | 0.00 | 634.40 | 717.23 | | | |
| R | Relocating costs except ADP | THIS LINE | <u>14,919.14</u> | <u>5,241.44</u> | <u>0.00</u> | <u>9,677.70</u> | <u>0.00</u> | | | Temporary property storage costs pending completion of Senior & Community Center projects |
| | Fiscal Year 2009/2010 | | | | | | | | | |
| | Fiscal Year 2010/2011 | | 9,971.65 | 2,145.65 | | 7,826.00 | | | | |
| | Fiscal Year 2011/2012 | | 4,947.49 | 3,095.79 | 0.00 | 1,851.70 | 0.00 | | | |
| | Fiscal Year 2012/2013 | | | | | | | | | |
| | Jul-Sep 2011 | | 1,218.19 | 947.41 | 0.00 | 270.78 | 0.00 | | | |
| | Oct-Dec 2011 | | 1,125.66 | 768.32 | 0.00 | 357.34 | 0.00 | | | |
| | Jan-Mar 2012 | | 1,090.66 | 516.76 | 0.00 | 573.90 | 0.00 | | | |
| | Apr-Jun 2012 | | 1,512.98 | 863.30 | 0.00 | 649.68 | 0.00 | | | |
| | #16754 Apr-1 | | 265.22 | 113.66 | 0.00 | 151.56 | 0.00 | | | |
| | #16721 Apr-2 | | 65.00 | 0.00 | 0.00 | 65.00 | 0.00 | | | |
| | #16780 Apr-3 | | 50.00 | 50.00 | 0.00 | 0.00 | 0.00 | | | |
| | #16848 Apr-4 | | 115.00 | 50.00 | 0.00 | 65.00 | 0.00 | | | |
| | #16893 May-1 | | 523.88 | 372.32 | 0.00 | 151.56 | 0.00 | | | |
| | #16918 May-2 | | 65.00 | 0.00 | 0.00 | 65.00 | 0.00 | | | |
| | #17015 Jun-1 | | 378.88 | 227.32 | 0.00 | 151.56 | 0.00 | | | |
| | #17038 Jun-2 | | 50.00 | 50.00 | 0.00 | 0.00 | 0.00 | | | |

**MEASURE E EXPENDITURE PAYMENTS TO
CONTRACTOR/CONSULTANT ORGANIZATIONS
SERVING THE BOND MEASURE CONSTRUCTION PROJECTS**

At June 30, 2012 Final [10/8/12 Revision]

| Key | General Ledger Name Expenditures | Accum. Dollars Paid | Total Dollars Paid | Comm Ctr | Measure E Expenditures by Project | | | Initial & Added Amt thru C.O.# | Authorized Contract Dollars | WORK SCOPE |
|-----|-------------------------------------|---------------------------|-----------------------|----------|-----------------------------------|---------|----------|--------------------------------------|-----------------------------------|------------|
| | | | | | Plsnt Oaks Pk | Sen Ctr | Teen Ctr | | | |

PAGE FOURTEEN

| | | | | | | | | | |
|---|---------------------------|-----------|------------------|------------------|---------------|------------------|---------------|-----|--|
| S | M. Wojcik- Relocating ADP | THIS LINE | <u>32,361.99</u> | <u>19,394.64</u> | <u>360.50</u> | <u>11,653.99</u> | <u>952.86</u> | j / | |
| | Fiscal Year 2009/2010 | | | | | | | | |
| | Fiscal Year 2010/2011 | | 32,361.99 | 19,394.64 | 360.50 | 11,653.99 | 952.86 | | |
| | Fiscal Year 2011/2012 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| | Fiscal Year 2012/2013 | | | | | | | | |
| | Jul-Dec 2011 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| | Jan-Jun 2012 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |

| | | | | | | | | | |
|---|----------------------------|-----------|-----------------|-------------|-------------|-----------------|-------------|--|--|
| T | Trench to SC- eq rent/mtls | THIS LINE | <u>5,088.15</u> | <u>0.00</u> | <u>0.00</u> | <u>5,088.15</u> | <u>0.00</u> | | |
| | Fiscal Year 2009/2010 | | | | | | | | |
| | Fiscal Year 2010/2011 | | 5,088.15 | | | 5,088.15 | | | |
| | Fiscal Year 2011/2012 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| | Fiscal Year 2012/2013 | | | | | | | | |
| | Jul-Dec 2011 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| | Jan-Jun 2012 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |

[CONSTRUCTION]

| | | | | | | | | | |
|---|-----------------------|-----------|---------------------|-------------|-------------|---------------------|---------------------|----|---------------------------------|
| U | McFadden Construction | THIS LINE | <u>6,561,402.48</u> | <u>0.00</u> | <u>0.00</u> | <u>4,444,698.10</u> | <u>2,116,704.38</u> | | |
| | Fiscal Year 2010/2011 | | | | | | | | Initial |
| | Fiscal Year 2011/2012 | | 6,561,402.48 | 0.00 | 0.00 | 4,444,698.10 | 2,116,704.38 | | w/o CO 1 10,027,750.00 |
| | Fiscal Year 2012/2013 | | | | | | | | C.O. 2-7 (249,344.00) |
| | Jul-Sep 2011 | | 1,000,194.19 | 0.00 | 0.00 | 664,296.61 | 335,897.58 | k/ | C.O. 8-22 285,451.00 |
| | Oct-Dec 2011 | | 2,064,160.59 | 0.00 | 0.00 | 1,376,381.44 | 687,779.15 | | Total 10,063,857.00 |
| | Jan-Mar 2012 | | 1,694,880.98 | 0.00 | 0.00 | 963,677.12 | 731,203.86 | | Lump-sum cost construction of |
| | Apr-Jun 2012 | | 1,802,166.72 | 0.00 | 0.00 | 1,440,342.93 | 361,823.79 | | Meas. E Senior & Teen Center |
| | # 16826 Apr-1 | | 514,438.08 | 0.00 | 0.00 | 366,691.60 | 147,746.48 | | projects. Work began July 2011. |
| | ## 2665 Apr-2 Adjmt | | (32,305.07) | 0.00 | 0.00 | (24,454.94) | (7,850.13) | | |
| | # 16954 May-1 | | 789,200.43 | 0.00 | 0.00 | 660,710.71 | 128,489.72 | | |
| | # 17085 Jun-1 | | 449,009.19 | 0.00 | 0.00 | 355,571.47 | 93,437.72 | | |
| | ## 7593 Jun-2 | | 82,472.09 | 0.00 | 0.00 | 82,472.09 | 0.00 | | |
| | ## Jun-3 Adjmt | | (648.00) | 0.00 | 0.00 | (648.00) | 0.00 | | |

**MEASURE E EXPENDITURE PAYMENTS TO
CONTRACTOR/CONSULTANT ORGANIZATIONS
SERVING THE BOND MEASURE CONSTRUCTION PROJECTS**

At June 30, 2012 Final [10/8/12 Revision]

| Key | General Ledger Name Expenditures | Accum. Dollars Paid | Total Dollars Paid | Comm Ctr | Measure E Expenditures by Project | | | Initial & Added Amt thru C.O.# | Authorized Contract Dollars | WORK SCOPE |
|-----|-------------------------------------|---------------------------|-----------------------|-------------|-----------------------------------|-------------------|-------------------|--------------------------------------|-------------------------------------|--|
| | | | | | Plsnt Oaks Pk | Sen Ctr | Teen Ctr | | | |
| | <u>[CONSTRUCTION] cont.</u> | | | | | | | | | |
| | | | | | | | | | | PAGE FIFTEEN |
| U-1 | Bank of Sacramento Escrow | THIS LINE | <u>730,221.04</u> | <u>0.00</u> | <u>0.00</u> | <u>494,329.04</u> | <u>235,892.00</u> | | | Senior & Teen Center construction contract requires ten percent be withheld from approved and paid construction invoices and remitted to an Escrow holder. |
| | Fiscal Year 2010/2011 | | | | | | | | | |
| | Fiscal Year 2011/2012 | | 730,221.04 | 0.00 | 0.00 | 494,329.04 | 235,892.00 | | | |
| | Fiscal Year 2012/2013 | | | | | | | | | |
| | Jul-Sep 2011 10% | | 111,132.69 | 0.00 | 0.00 | 73,810.14 | 37,322.55 | | | |
| | Oct-Dec 2011 | | 151,345.74 | 0.00 | 0.00 | 109,231.45 | 42,114.29 | | | |
| | Jan-Mar 2012 | | 266,357.96 | 0.00 | 0.00 | 151,615.91 | 114,742.05 | | | |
| | Apr-Jun 2012 | | 201,384.65 | 0.00 | 0.00 | 159,671.54 | 41,713.11 | | | |
| | cert #10 ck #16859 May-1 | | 57,027.52 | | | 40,611.00 | 16,416.52 | | | |
| | cert #11 ck #16929 May-2 | | 87,688.94 | | | 73,412.30 | 14,276.64 | | | |
| | ## May-3 Adjmt | | (2,385.00) | 0.00 | 0.00 | (1,749.00) | (636.00) | | Escrow adjmt \$2,385 for Mar refund | |
| | Correct entry May-4 | | 0.00 | | | (636.00) | 636.00 | | | |
| | cert # ck #17048 Jun-1 | | 59,053.19 | | | 48,669.24 | 10,383.95 | | | |
| | Correct entry Jun-2 Bocce Ct | | 0.00 | | | (636.00) | 636.00 | | | |
| | <u>MEMO</u> Total McFadden & Escrow | | 7,291,623.52 | 0.00 | 0.00 | 4,939,027.14 | 2,352,596.38 | | | |
| | Jul-Sep 2011 | | 1,111,326.88 | 0.00 | 0.00 | 738,106.75 | 373,220.13 | | | |
| | Oct-Dec 2011 | | 2,215,506.33 | 0.00 | 0.00 | 1,485,612.89 | 729,893.44 | | | |
| | Jan-Mar 2012 | | 1,961,238.94 | 0.00 | 0.00 | 1,115,293.03 | 845,945.91 | | | |
| | Apr-Jun 2012 | | 2,003,551.37 | 0.00 | 0.00 | 1,600,014.47 | 403,536.90 | | | |
| V | D L Falk Construction, Inc. | THIS LINE | 0.00 | | | | | | | Lump-sum cost construction of Meas. E Community Center Project. Work to begin August 2012. |
| | Fiscal Year 2010/2011 | | | | | | | | | |
| | Fiscal Year 2011/2012 | | | | | | | | | |
| | Fiscal Year 2012/2013 | | | | | | | | | |
| V-1 | Calif. Bank of Commerce Escrow | THIS LINE | | | | | | | | Community Center construction contract [CO #02] requires five percent be withheld from approved and paid construction invoices and remitted to an Escrow holder. |
| | Fiscal Year 2010/2011 | | | | | | | | | |
| | Fiscal Year 2011/2012 | | | | | | | | | |
| | Fiscal Year 2012/2013 | | | | | | | | | |

**MEASURE E EXPENDITURE PAYMENTS TO
CONTRACTOR/CONSULTANT ORGANIZATIONS
SERVING THE BOND MEASURE CONSTRUCTION PROJECTS**

At June 30, 2012 Final [10/8/12 Revision]

| Key | General Ledger Name Expenditures | Accum. | Total | Measure E Expenditures by Project | | | Initial & Authorized Added Amt Contract thru C.O.# Dollars |
|-----|-------------------------------------|-----------------|--------------|-----------------------------------|---------------|---------|--|
| | | Dollars Paid | Dollars Paid | Comm Ctr | Plsnt Oaks Pk | Sen Ctr | |
| W | [reserved Plsnt Oaks Pk] | | 0.00 | | | | |

WORK SCOPE

Initial design work for Pleasant Oaks Park Project began in May 2012.

PAGE SIXTEEN

**General Ledger Adjustments
FY 2009/2010-- Reallocate**

| | | | | | |
|--|------|---------|--------|--------|------------|
| | 0.00 | (19.81) | 869.69 | 188.75 | (1,038.63) |
|--|------|---------|--------|--------|------------|

TOTAL ALL "Key" Orgztns THIS LINE 11,981,467.18 1,760,081.04 108,542.60 6,992,754.76 3,120,088.78

| | | | | | |
|-----------------------|--------------|--------------|-----------|--------------|--------------|
| Fiscal Year 2009/2010 | 446,837.77 | 171,306.34 | 47,950.17 | 165,619.96 | 61,961.30 |
| Fiscal Year 2010/2011 | 1,596,948.14 | 327,795.70 | 8,002.68 | 912,231.30 | 348,918.46 |
| Fiscal Year 2011/2012 | 9,937,681.27 | 1,260,979.00 | 52,589.75 | 5,914,903.50 | 2,709,209.02 |

MEMO Total Expenditures

| | | | | | |
|----------------|--------------|--------------|-----------|--------------|--------------|
| Jul - Sep 2011 | 1,980,693.37 | 340,101.89 | 1,260.56 | 1,134,732.66 | 504,598.26 |
| Oct - Dec 2011 | 3,058,001.71 | 487,443.13 | 7,135.36 | 1,741,540.04 | 821,883.18 |
| Jan - Mar 2012 | 2,399,456.89 | 158,384.43 | 4,705.79 | 1,314,263.84 | 922,102.83 |
| Apr - Jun 2012 | 2,499,529.30 | 275,049.55 | 39,488.04 | 1,724,366.96 | 460,624.75 |
| <i>TOTAL</i> | 9,937,681.27 | 1,260,979.00 | 52,589.75 | 5,914,903.50 | 2,709,209.02 |

General Ledger Measure E

| | | | | | |
|-------------------------------|--------------|------------|-----------|-------------------|-----------------|
| Expenditures Jan - Mar 2012 | 2,399,456.89 | 158,384.43 | 4,705.79 | 1,320,196.09 | 916,170.58 |
| [correction made in Apr 2012] | <u>0.00</u> | | | <u>(5,932.25)</u> | <u>5,932.25</u> |
| Compares to MEMO above | 2,399,456.89 | 158,384.43 | 4,705.79 | 1,314,263.84 | 922,102.83 |
| Expenditures Apr - Jun 2012 | 2,499,529.30 | 275,049.55 | 39,488.04 | 1,724,366.96 | 460,624.75 |
| Compares to MEMO above | 2,499,529.30 | 275,049.55 | 39,488.04 | 1,724,366.96 | 460,624.75 |

COMMENT

Measure E Expenditures per
Independent Accountant's Report
for FY 2009/2010 is \$ 446,838.
for FY 2010/2011 is \$1,596,948.
for FY 2011/2012 is Not Available.

**MEASURE E EXPENDITURE PAYMENTS TO
CONTRACTOR/CONSULTANT ORGANIZATIONS
SERVING THE BOND MEASURE CONSTRUCTION PROJECTS**

At June 30, 2012 Final [10/8/12 Revision]

| <u>Key</u> | <u>Name</u> | <u>General Ledger Expenditures</u> | <u>Accum.</u> | <u>Total</u> | <u>Measure E Expenditures by Project</u> | | | <u>Initial & Added Amt thru C.O.#</u> | <u>Authorized Contract Dollars</u> | <u>WORK SCOPE</u> |
|------------|-------------|------------------------------------|----------------|----------------|--|----------------|-----------------|---|------------------------------------|-------------------|
| | | | <u>Dollars</u> | <u>Dollars</u> | <u>Plsnt Oaks Pk</u> | <u>Sen Ctr</u> | <u>Teen Ctr</u> | <u>Dollars</u> | | |

PAGE SEVENTEEN

Notes

- a / Contractor Haag had other non-Measure E work for District (\$547.67) discovered after the close of FY 2009/2010 that was corrected (removed from Measure E expenditures) in the following fiscal year general ledger. Authorized contract dollars excludes non-Measure E work. Haag's original Measure E contract work scope of \$66,725 plus approved change orders #1, 2 & 3 for \$7,000 and a District letter approval of \$2,500 (C.O.#4) for a total of \$76,225 has previously been identified. An additional District letter approval in Aug 2010 (C.O.#5) increased the work scope by \$6,368. The letter approval included two Measure E tasks (\$4301.50 & \$1142.50- total \$5,444) related to traffic studies required for relocating pre-school programs temporarily to the Winslow Center from the Community Center.
- b / Legal adviser work is arranged as needed on a continuing basis at an agreed rate per hour [including N-12].
- c / District has separate agreements for the Senior/Teen Center projects and for the Community Center project and a new contract scope for all three projects effective June 23, 2011. Payments to PRA from Measure E funds have slightly exceeded authorized amounts in prior periods and \$303.18 in the Jan to Mar 2012 period. Bond Oversight Committee [BOC] members met with District staff and its Contractor Management organization in April 2012 to understand the controls in place to prevent paying invoices before funds have been approved and only then to record the transaction in the general ledger accounts established for Measure E expenditures. Change orders processed in April and May 2012 added sufficient authorized dollars to cover cumulative payments through June 2012. Audit Subcommittee inspected CSI controls for separating payments to PRA by each of PRA's three contracts and found that the process was sufficient for preventing overpayments.
- d / District staff located Change Order 01 approved 9-30-11 in the amount of \$7,120 for Contractor Janus.
- e / Non Measure E expenditure discovered after close of FY 2009/2010 was corrected in general ledger the following fiscal year. Minor services in FY 2009/2010 arranged by email and telephone under agreement existing before Measure E voter approval. New Contract approved for planning/design of Pleasant Oaks Park effective xxxxxxxx for \$
- f / Minor services arranged by email and telephone and invoiced upon completion of work including N-3, N-4 and N-13.
- g / New 2011 contracts entered into-- N-1 Jan20, N-2 Oct 29, N-5 Apr 5, N-6 May 5, N-9 Jul 14, N-10 Jul 21, N-11 Jul 14, N-14 Jul 11, and N-15 (two agreemts) Oct 10 and Dec 1. Contract N-8 Sep 15 for demolition work commenced in Oct and finished in Dec 2011.
- h / Minor temporary restroom services [N-7] during Senior/Teen Center project construction arranged by email and telephone.
- j / Independent Contractor agreement effective April 26, 2008 continued to December 31, 2010 for telecommunication services for the District including support to Measure E projects as assigned and at agreed hourly rates. Agreement extension and final settlement will be complete in early 2012.
- k / Senior Center project work related to Change Order No. 1--Bocce courts and Horseshoe pit for \$150,000 is funded by non-Measure E funds and is excluded from the authorized Meas. E contract amount. Total authorized [all funds] \$10,213,857.
- m / RGA Environmental added workscope completed Oct 2011 was billed in March 2012 and approved on 4/16/12.
- n / Cumulative payments to WRA have not been separated between two contracts District has with company. Audit Subcommittee inspected controls as stated in note c/ above and is satisfied that CSI procedures will prevent overpayment.



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: October 4, 2012
RE: Agenda Item #5 – October 10, 2012 Board Meeting

To Consider Resolution 2012-10-24A with Municipal Finance Corporation for Financing \$300,000 for the Acquisition of Furnishings and Equipment for Bond Projects (ACTION)

Please see attached memo from the October 10, 2012 board packet. This item was forwarded to the October 24, 2012 regular board meeting because all of the Directors were not present. Any new information is in Section G of the Installment Sale Agreement of the pre-payment option.



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: October 4, 2012
RE: Agenda Item #4 – October 10, 2012 Board Meeting

To Consider Resolution 2012-10-10 with Municipal Finance Corporation for Financing \$300,000 for the Acquisition of Furnishings and Equipment for Bond Projects (ACTION)

BACKGROUND

The Board of Directors at the August 22, 2012 Board Meeting approved awarding the furniture bid for the Senior Center for \$310,661. At that time, the General Manager was recommending that part of the furniture, fixtures and equipment be funded by securing a CSDA loan for \$500,000. CSDA utilizes the Municipal Finance Corporation, which is a separate corporation from CSDA for arranging and securing loans for Special Districts in the State of California. The District has utilized the Municipal Finance Corporation for the short term loans on two occasions; in 1995 for District facility renovations along with a District wide phone system, and again in 2002 for repair of the roof at the Pleasant Hill Community Center.

Originally, the General Manager was recommending a \$500,000 loan that would be paid off in 10 years at \$64,000 a year, but at the September 12 Board of Directors meeting, the Board approved utilizing \$200,000 in Special District reserve funds. The District would need to secure a loan with the Finance Corporation for \$300,000 with a shorter payback period of 7 years and at a better interest rate from 4.75% to 4.25% with the payment at \$50,500.

NEW LOAN

Enclosed in your packet is a resolution for the financing of \$300,000 at the 4.25% interest rate along with the resolution is the complete copy of the documentation package which includes:

1. Installment Sale Agreement
2. Installment Sale Schedule
3. Assignment of Installment Sale and Acknowledgment of Assignment
4. Certificate of Purchaser
5. Incumbency and Signature Certificate
6. Certificate of Acceptance

Attorney Mark Cornelius reviewed the resolution and had no changes. Currently, Counsel is reviewing the installment sale agreement, installment sale schedule, along with the other documents.

RECOMMENDATION

The General Manager is recommending the Board of Directors approve the resolution to finance the \$300,000 for purchase of furniture, fixtures and equipment for the bond projects.



Board of Directors Resolution

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

RESOLUTION 2012-10-24A

AUTHORIZING THE EXECUTION AND DELIVERY OF AN INSTALLMENT SALE AGREEMENT, AND AUTHORIZING AND DIRECTING CERTAIN ACTIONS IN CONNECTION WITH THE ACQUISITION OF FURNISHINGS AND EQUIPMENT

WHEREAS, the Pleasant Hill Recreation and Park District (the "District") is a recreation and park district duly organized and existing under and pursuant to the laws of the State of California; and

WHEREAS, the District desires to provide for financing in the approximate amount of \$300,000 for the acquisition of furnishings and equipment (the "Property"); and

WHEREAS, Municipal Finance Corporation (the "Corporation") has proposed a cost-effective seven year installment sale financing arrangement at a 4.25% interest rate;

NOW, THEREFORE, it is resolved by the Board of Directors of the Pleasant Hill Recreation and Park District as follows:

SECTION 1. Installment Sale Agreement. The President of the Board of Directors, the General Manager or a designee in writing (each, an "Authorized Officer") is hereby authorized to enter into an Installment Sale Agreement (the "Installment Sale") with the Corporation to finance the Property, subject to approval as to form by the District's legal counsel.

SECTION 2. Attestations. The Secretary of the Board or other appropriate District officer is hereby authorized and directed to attest the signature of the Authorized Officer, and to affix and attest the seal of the District, as may be required or appropriate in connection with the execution and delivery of the Installment Sale.

SECTION 3. Other Actions. The Authorized Officer and other officers of the District are each hereby authorized and directed, jointly and severally, to take any and all actions and to execute and deliver any and all documents, agreements and certificates which they may deem necessary or advisable in order to carry out, give effect to and comply with the terms of this Resolution and the Installment Sale. Such actions are hereby ratified, confirmed and approved.

SECTION 4. Authorization to Establish Property Acquisition Fund. The Board of Directors hereby authorizes and directs the President of the Board, the General Manager or a designee in writing to make appropriate arrangements to establish a special fund into which the proceeds of the financing are deposited for the purpose of paying the costs of the Property.

SECTION 5. Qualified Tax-Exempt Obligations. The Installment Sale is hereby designated as a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the "Code"). The District, together with all subordinate entities of the District, do not reasonably expect to issue during the calendar year in which the Installment Sale is issued more than \$10,000,000 of obligations which it could designate as "qualified tax-exempt obligations" under Section 265(b) of the Code.

SECTION 6. Effect. This Resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED on October 24, 2012, by the following vote:

AYES:

NOES:

ABSENT:

Dennis Donaghu, 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 October 24, 2012.

Robert B. Berggren, Clerk of the Board

DOCUMENTATION INSTRUCTIONS AND REFERENCE

The following documents represent the complete documentation package:

1. Installment Sale Agreement
2. Installment Sale Schedule
3. Assignment of Installment Sale and Acknowledgment of Assignment
4. Certificate of Purchaser
5. Incumbency and Signature Certificate
6. Certificate of Acceptance (executed upon final acceptance of Property)

All of the above documents shall be executed with original signatures. The signatory should be the officer(s) referenced in the resolution.

In addition to the above documents, the following additional items are required:

Resolution Please send an original or certified copy of the resolution adopted by the governing body.

Legal Opinion Please forward the documentation to your counsel for legal review and the issuance of a legal opinion like the sample provided. The legal opinion should be on the counsel's letterhead and bear an original signature.

Insurance Please fill out the Insurance Authorization Letter and fax to your insurance agent(s) and to MFC. Return completed original along with the other documents.

8038-G Form Please sign and date on second page. MFC will complete and file the form upon funding.

INSTALLMENT SALE AGREEMENT #12-021

This INSTALLMENT SALE AGREEMENT dated as of November 1, 2012 (this "Installment Sale") is by and between MUNICIPAL FINANCE CORPORATION, a corporation duly organized and existing under the laws of the State of California ("Corporation") as seller and PLEASANT HILL RECREATION AND PARK DISTRICT, a public agency duly organized and existing under the laws of the State of California ("Purchaser") as purchaser.

RECITALS:

WHEREAS, Purchaser deems it essential for Purchaser to acquire the property described herein for its own public purposes; and

WHEREAS, it is intended that this Installment Sale be treated as a tax-exempt obligation of Purchaser for federal income tax purposes; and

WHEREAS, Purchaser and Corporation agree to mutually cooperate now and hereafter, to the extent possible, in order to sustain the intent of this Installment Sale and the bargain of both parties hereto.

WITNESSETH:

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, the parties hereto agree as follows:

SECTION 1. Sale. Corporation hereby sells to Purchaser, and Purchaser hereby purchases from Corporation all property (the "Property") described in the schedule or schedules (collectively, the "Schedule") executed by the parties concurrently herewith and hereafter and made a part hereof. Hereinafter, reference to Corporation means Corporation and Corporation's assigns for those rights, interests and obligations that may be assigned by Corporation.

SECTION 2. Term. The terms and conditions of this Installment Sale shall become effective upon the authorized execution of this Installment Sale by the parties hereto. The installment term of the Property purchased hereunder commences and terminates on the dates specified in the Schedule unless the term of this Installment Sale is extended as provided in this Section. If on the scheduled date of termination of this Installment Sale the Installment Payments shall not be fully paid, or provision therefor made, then the term of this Installment Sale shall be extended until the date upon which all such Installment Payments shall be fully paid.

SECTION 3A. Representations and Warranties of Purchaser. Purchaser represents and warrants to Corporation that:

(a) Purchaser is a public agency and political subdivision, duly organized and existing under the Constitution and laws of the State of California with authority to enter into this Installment Sale and to perform all of its obligations hereunder.

(b) Purchaser's governing body has duly authorized the execution and delivery of this Installment Sale and further represents and warrants that all requirements have been met and procedures followed to ensure its enforceability.

(c) The execution, delivery and performance of this Installment Sale do not and will not result in any breach of or constitute a default under any indenture, mortgage, contract, agreement or instrument to which Purchaser is a party or by which it or its property is bound.

(d) There is no pending or, to the knowledge of Purchaser, threatened action or proceeding before any court or administrative agency which will materially adversely affect the ability of Purchaser to perform its obligations under this Installment Sale.

(e) Purchaser has complied with all public bidding laws or provisions of the California Public Contract Code applicable to the acquisition of the Property purchased hereunder.

(f) The Property being purchased is essential to Purchaser in the performance of its governmental functions and its estimated useful life to Purchaser exceeds the term of this Installment Sale.

(g) Within two hundred seventy (270) days of the end of each fiscal year of Purchaser during the term hereof, Purchaser shall provide Corporation with a copy of its audited financial statements for such fiscal year.

SECTION 3B. Budget and Appropriation. Purchaser shall take such action as may be necessary to include all Installment Payments in its annual budget and annually to appropriate an amount necessary to make such Installment Payments. During the term of this Installment Sale, Purchaser will furnish to Corporation, if so requested, copies of each proposed budget of Purchaser within thirty (30) days after it is filed and of each final budget of the Purchaser within thirty (30) days after it is printed. The covenants on the part of Purchaser shall be deemed and construed to be duties imposed by law and it shall be the duty of each and every public official of Purchaser to take such action and do such things as are required by law in the performance of the official duty of such officials to enable Purchaser to carry out and perform the covenants and agreements in this Installment Sale agreed to be carried out and performed by Purchaser.

SECTION 4. Representations and Warranties of Corporation. Corporation represents and warrants to Purchaser that:

(a) Corporation is duly organized, validly existing and in good standing under the laws of the State of California, with full corporate power and authority to lease and own real and personal property.

(b) Corporation has full power, authority and legal right to enter into and perform its obligations under this Installment Sale, and the execution, delivery and performance of this Installment Sale have been duly authorized by all necessary corporate actions on the part of Corporation and do not require any further approvals or consents.

(c) The execution, delivery and performance of this Installment Sale do not and will not result in any breach of or constitute a default under any indenture, mortgage, contract, agreement or instrument to which Corporation is a party by which it or its property is bound.

(d) There is no pending or, to the knowledge of Corporation, threatened action or proceeding before any court or administrative agency which will materially adversely affect the ability of Corporation to perform its obligations under this Installment Sale.

SECTION 5. Property Acquisition. Corporation hereby appoints Purchaser as its purchasing agent to acquire the Property purchased hereunder and Purchaser hereby accepts said appointment (hereinafter, the "Agency"). The Agency is limited to i) negotiation of terms, conditions and acquisition cost of acquiring the Property from suppliers and contractors (collectively, the "Supplier") selected by Purchaser; ii) to the inspection and acceptance of the Property upon its delivery and installation; and iii) to the exercise of any rights or remedies with respect to Property warranties or guarantees. All warranties and guarantees, either express or implied, that inure to Corporation by virtue of the Agency are hereby passed through to Purchaser to prosecute at Purchaser's sole discretion.

SECTION 6. Deposit of Moneys. Corporation shall cause the deposit of the sum of \$ _____ (the "Installment Sale Proceeds") in an acquisition fund to be established and held by Purchaser. Any moneys that remain in the Acquisition Fund after completing the disbursements for Property costs shall be applied towards the payment or prepayment of future Installment Payments.

SECTION 7. Installment Payments. PURCHASER SHALL PAY CORPORATION, AS THE PURCHASE PRICE OF THE PROPERTY, INSTALLMENT PAYMENTS (the "Installment Payments") IN THE AMOUNTS AND AT THE TIMES SET FORTH IN THE SCHEDULE, AT THE OFFICE OF CORPORATION OR TO SUCH OTHER PERSON OR AT SUCH OTHER PLACE AS CORPORATION MAY FROM TIME TO TIME DESIGNATE IN WRITING. Should Purchaser fail to pay any part of the Installment Payments herein within fifteen (15) days from the due date thereof, Purchaser shall upon Corporation's written request, pay interest on such delinquent Installment Payment from the date said Installment Payment was due until paid at the rate of twelve percent (12%) per annum or the maximum legal rate, whatever is less. Purchaser shall pay Installment Payments exclusively from legally available funds, in lawful money of the United States of America, to Corporation. The obligation of Purchaser to pay Installment Payments hereunder shall be absolute and unconditional in all events, and will not be subject to

set-off, defense, abatement, reduction, counterclaim, or recoupment for any reason whatsoever.

SECTION 8. Security Interest. As security for the payment of all of Purchaser's obligations hereunder, Purchaser hereby grants Corporation, its successors or assigns, a security interest in the Property, its accessions and attachments thereto and replacements thereof and substitutions therefor and all proceeds of the Acquisition Fund and all proceeds and products of any of the foregoing. Purchaser agrees to execute such additional documents, including financing statements, which Corporation deems necessary or appropriate to establish and maintain Corporation's security interest.

SECTION 9. Use. Purchaser shall use the Property in a careful and proper manner and shall comply with and conform to all national, state, municipal, police, and other laws, ordinances, and regulations in anyway relating to the possession, use, or maintenance of the Property.

SECTION 10. Acceptance. Purchaser shall acknowledge receipt, inspection and acceptance of the Property by executing a "Certificate of Acceptance".

SECTION 11. Corporation's Inspection. Upon forty-eight (48) hours prior notice, the Corporation shall at any and all times during normal business hours have the right to enter into and upon Purchaser's premises where the Property is located for the purpose of inspecting the same or observing its use. Purchaser shall give Corporation immediate notice of any attachment or other judicial process affecting the Property.

SECTION 12. Property Selection and Ordering. Purchaser has selected or will select the type and quantity of the Property purchased hereunder. Corporation shall not be liable for, nor shall the validity, enforceability or effectiveness of this Installment Sale be affected by, any delay in or failure of delivery of the Property. Purchaser acknowledges that it is solely responsible for determining the suitability of the Property for its intended use. Corporation shall have no duty to inspect the Property. If the Property is not properly installed, does not operate as represented or warranted by the Supplier, or is unsatisfactory for any reason, Purchaser shall make any claim on account thereof solely against the Supplier. Purchaser hereby assumes the risks, burdens and obligations to the Supplier on account of nonacceptance of the Property.

SECTION 13. Disclaimer of Warranty. CORPORATION NOT BEING THE MANUFACTURER OR SUPPLIER OF THE PROPERTY NOR A DEALER IN SIMILAR PROPERTY, HAS NOT MADE AND DOES NOT MAKE ANY REPRESENTATION, WARRANTY, OR COVENANT, EXPRESS OR IMPLIED, WITH RESPECT TO THE DESIGN, DURABILITY, FITNESS FOR USE, SUITABILITY, OR MERCHANTABILITY OF THE PROPERTY IN ANY RESPECT, AND AS BETWEEN CORPORATION AND PURCHASER, ALL PROPERTY SHALL BE ACCEPTED AND PURCHASED BY PURCHASER "WHERE IS," "AS

IS," AND "WITH ALL FAULTS," AND CORPORATION SHALL NOT BE RESPONSIBLE FOR ANY PATENT OR LATENT DEFECTS THEREIN. PURCHASER AGREES TO SETTLE DIRECTLY SUCH CLAIMS WITH THE SUPPLIER AND WILL NOT ASSERT ANY SUCH CLAIMS AGAINST CORPORATION.

SECTION 14. Alterations and Attachments. All additions and improvements that are made to the Property shall belong to and become the property of Purchaser and part of the Property subject to the security interest of Corporation except that separately identifiable attachments added to the Property by Purchaser may remain the property of Purchaser and not subject to this Installment Sale as long as (i) the attachment is paid for in full by Purchaser and (ii) Purchaser agrees to remove the attachment and restore the Property to substantially as good condition as when received, normal wear and tear excepted, if and when the Property may be returned to Corporation.

SECTION 15. Relocation. Purchaser shall provide Corporation prior written notice of its intent to relocate the Property. Purchaser assumes all risks of loss to the Property attendant to its movement and relocation. The Property location shall be under Purchaser's full control for its own governmental purpose.

SECTION 16. Maintenance and Repairs. Purchaser, at its own cost and expense, shall furnish necessary labor and materials to maintain the Property in good repair, condition, and working order. Purchaser's obligations to maintain the Property does not relieve the Supplier of its responsibility to fully perform with respect to all applicable Property warranties and guarantees.

SECTION 17. Risk of Loss; Damage; Destruction. With the exception of acts resulting from intentional misconduct or gross negligence by Corporation, its agents and representatives, Purchaser hereby assumes and shall bear the entire risk of loss and damage to the Property from any and every cause whatsoever. No loss or damage to the Property or any part thereof shall impair any obligation of Purchaser under this Installment Sale, which shall continue in full force and effect.

SECTION 18. Physical Damage/Public Liability Insurance. Purchaser shall keep the Property insured, as nearly as practicable, against risk of loss or damage from any peril covered under an "all-risk" insurance policy for not less than the replacement value thereof, and Purchaser shall carry public liability and property damage insurance covering the Property. All said insurance shall be in form and amount and with reputable companies and shall name Corporation as an additional insured and loss payee. Purchaser shall pay the premiums therefore and deliver certification of said policies to Corporation. Each insurer shall agree, by endorsement upon the policy or policies issued by it or by independent instrument furnished to Corporation, that it will give Corporation thirty (30) days' written notice before the policy or policies shall be altered or canceled. The proceeds of such insurance, at the option of Purchaser, shall be applied: (a)

toward the replacement, restoration, or repair of the Property, or (b) toward payment of the total remaining obligations of Purchaser hereunder; provided, however, that Purchaser shall be responsible for the amount by which such insurance proceeds are insufficient to satisfy the cost of option (a) or option (b) above, as applicable. Should Purchaser replace, restore, or repair the Property as set out in option (a) above, this Installment Sale shall continue in full force and effect. Purchaser may self-insure up to specified limits as evidenced by a certificate of self insurance to be attached hereto in form and amount acceptable to Corporation. Any self-insurance program in which Purchaser is a participant shall comply with the provisions under this Installment Sale respecting cancellation and modification and payment of losses to the Corporation as its respective interests may appear. Such self-insurance shall be maintained on a basis which is actuarially sound as established by Purchaser's risk manager or an independent insurance consultant which determination shall be made annually. Any deficiency shall be corrected within sixty (60) days of Purchaser becoming aware of such deficiency.

SECTION 19. Liens and Taxes. Purchaser shall keep the Property free and clear of all levies, liens, and encumbrances and shall promptly pay all fees, assessments, charges, and taxes (municipal, state and federal), including personal property taxes, which may now or hereafter be imposed upon the ownership, leasing, renting, sale, possession, or use of the Property, excluding, however, all taxes on or measured by Corporation's income.

SECTION 20. Indemnity. Subject to California law concerning contribution and enforceability of indemnifications, Purchaser shall indemnify Corporation against and hold Corporation harmless from any and all claims, actions, suits, proceedings, costs, expenses, damages, and liabilities, including attorneys' fees, arising out of, connected with or resulting from the selection, possession, use, operation, or return of the Property excepting that Purchaser shall not be required to indemnify Corporation in the event that such liability or damages are caused by the gross negligence or intentional misconduct of Corporation, its agents or representatives.

SECTION 21. Events of Default. The term "Event of Default", as used in this Installment Sale, means the occurrence of any one or more of the following events: (a) Purchaser fails to make any Installment Payment (or any other payment) within fifteen (15) days after the due date thereof or Purchaser fails to perform or observe any other covenant, condition or agreement to be performed or observed by it hereunder and such failure to either make the payment or perform the covenant, condition or agreement is not cured within ten (10) days after written notice thereof by Corporation; (b) Corporation discovers that any statement, representation or warranty made by Purchaser in this Installment Sale, the Schedule or in any document ever delivered by Purchaser pursuant hereto or in connection herewith is false, misleading or erroneous in any material respect; or (c) Purchaser becomes insolvent, is unable to pay its debts as they become due, makes

an assignment for the benefit of creditors, applies or consents to the appointment of a receiver, trustee, conservator or liquidator of Purchaser or of all or a substantial part of its assets, or a petition for relief is filed by Purchaser under federal bankruptcy, insolvency or similar laws.

SECTION 22. Remedies. Upon Purchaser's failure to cure an Event of Default within ten (10) days after the Corporation's written notice thereof, Purchaser's rights under this Installment Sale shall terminate and Corporation will become entitled to retain all Installment Payments previously paid and to declare the principal component of all remaining Installment Payments, together with accrued interest at the rate specified in the Schedule from the immediately preceding Installment Payment date upon which payment was made, to be immediately due and payable, whereupon the same shall become due and payable. The Corporation may also pursue all of its available remedies at law and in equity including, but not limited to, the repossession and sale of the Property. No right or remedy conferred upon Corporation is exclusive of any other right or remedy, but each shall be cumulative of every other right or remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise, and may be enforced concurrently therewith or from time to time.

SECTION 23. Non-Waiver. No covenant or condition to be performed by Purchaser under this Installment Sale can be waived except by the written consent of Corporation. Forbearance or indulgence by Corporation in any regard whatsoever shall not constitute a waiver of the covenant or condition in question. Until performance by Purchaser of said covenant or condition is complete, Corporation shall be entitled to invoke any remedy available to Corporation under this Installment Sale or by law or in equity despite said forbearance or indulgence.

SECTION 24. Assignment. Purchaser shall not (a) assign, transfer, pledge, or hypothecate this Installment Sale, the Property, or any part thereof, or any interest therein, or (b) lease or lend the Property or any part thereof except with the prior written consent of Corporation which, in the case of leasing, shall not be unreasonably withheld; provided such leasing shall not affect the tax-exempt status of the interest components of the Installment Payments payable by Purchaser hereunder. No such pledge, assignment, lease or any other transfer shall in any event affect or reduce the obligation of Purchaser to make the Installment Payments due hereunder. Consent to any of the foregoing acts applies only in the given instance and is not a consent to any subsequent like act by Purchaser or any other person. Corporation shall not assign its obligations under this Installment Sale with the exception of its obligation to issue default notices and its obligations pursuant to Section 28. Corporation may assign its right, title and interest in this Installment Sale, the Installment Payments and other amounts due hereunder and the Property in whole or in part to one or more assignees or subassignees at any time, without the consent of Purchaser. Any such assignment by Corporation or its

assigns shall comply with the requirements of Sections 5950-5955 of the California Government Code. No such assignment shall be effective as against Purchaser unless and until Corporation shall have filed with Purchaser a copy of such assignment or written notice thereof. Purchaser shall pay all Installment Payments hereunder pursuant to the direction of Corporation or the assignee named in the most recent assignment or notice of assignment filed with Purchaser. During this Installment Sale term, Purchaser shall keep a complete and accurate record of all such assignments or notices of assignment. Subject to the foregoing, this Installment Sale inures to the benefit of, and is binding upon, the successors and assigns of the parties hereto.

SECTION 25. Ownership. The Property is and shall at all times be and remain the sole and exclusive property of Purchaser, subject to the security interest of Corporation. Corporation shall take all actions necessary to insure that legal title to the Property being acquired by Purchaser hereunder, whether by Purchaser or by a third party acting on behalf of Purchaser, is vested in Purchaser.

SECTION 26. Personal Property. The Property is and shall at all times be and remain personal property notwithstanding that the Property or any part thereof may now be or hereafter become in any manner affixed or attached to or imbedded in, or permanently resting upon, real property or any building thereon, or attached in any manner to what is permanent by means of cement, plaster, nails, bolts, screws or otherwise.

SECTION 27. Prepayment Option. If Purchaser is not in default of any term, condition or payment specified hereunder, Purchaser may exercise options to prepay this Installment Sale for not less than all of the Property in "as-is" and "where-is" condition on the specified dates and for the specified amounts set forth in the Schedule. Each prepayment option payment specified for a particular date is in addition to the Installment Payment due on the same date.

SECTION 28. Release of Liens. Upon Purchaser either making all of the Installment Payments scheduled herein or making a prepayment option payment, Corporation, its successors or assigns shall cause the release of all liens, encumbrances or security interests on the Property created pursuant to Corporation's rights under this Installment Sale.

SECTION 29. Tax Covenants.

(a) Generally. Purchaser shall not take any action or permit to be taken any action within its control which would cause or which, with the passage of time if not cured would cause, the interest components of the Installment Payments to become includable in gross income for federal income tax purposes.

(b) Private Activity Bond Limitation. Purchaser shall assure that the Installment Sale Proceeds are not so used as to cause this

Installment Sale to satisfy the private business tests of Section 141(b) of the Internal Revenue Code of 1986, as amended (the "Code"), or the private loan financing test of Section 141(c) of the Code.

(c) No Arbitrage. Purchaser will not take any action or omit to take any action which action or omission, if reasonably expected on the date of this Installment Sale, would have caused this Installment Sale to be an "arbitrage bond" within the meaning of Section 148(a) of the Code of the Internal Revenue Code of 1986 (as amended) (the "Code").

(d) Federal Guarantee Prohibition. The Installment Payments are not directly guaranteed or indirectly guaranteed in whole or in part by the United States or any agency or instrumentality of the United States so as to cause the Installment Payments to be "federally guaranteed" within the meaning of Section 149(b) of the Code.

(e) Reimbursement Regulations. The Installment Sale Proceeds used for reimbursement of prior expenditures will be made pursuant to and in compliance with Income Tax Regulations Section 1.150-2.

(f) Bank Qualified. Purchaser hereby designates this Installment Sale for purposes of paragraph (3) of Section 265(b) of the Code and represents that not more than \$10,000,000 aggregate principal amount of obligations the interest on which is excludable (under Section 103(a) of the Code) from gross income for federal income tax purposes (excluding (i) private activity bonds, as defined in Section 141 of the Code, except qualified 501(c)(3) bonds as defined in Section 145 of the Code and (ii) current refunding obligations to the extent the amount of the refunding obligation does not exceed the outstanding amount of the refunded obligation), including this Installment Sale, has been or will be issued by Purchaser, including all subordinate entities of Purchaser, during calendar year 2011.

SECTION 30. Extraordinary Costs. In the case of litigation, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including attorneys' fees (which may be the allocable cost of in-house counsel), incurred by the prevailing party in exercising any of its rights or remedies hereunder or enforcing any of the terms, conditions or provisions hereof.

SECTION 31. Severability. If any provision of this Installment Sale shall be held invalid or unenforceable by a court of competent jurisdiction, such holdings shall not invalidate or render unenforceable any other provision of this Installment Sale, unless elimination of such provision materially alters the rights and obligations embodied in this Installment Sale.

SECTION 32. Entire Agreement. This Installment Sale, the Schedule, and any agreements that specifically refer to this Installment Sale that are duly executed by authorized agents of the parties hereto constitute the entire agreement between Corporation and Purchaser, and it shall not be further amended, altered, or changed

except by a written agreement that is properly authorized and executed by the parties hereto.

SECTION 33. Notices. Service of all notices under this Installment Sale shall be sufficient if given personally or mailed to the party involved at its respective address hereinafter set forth or at such address as such party may provide in writing from time to time. Any such notice mailed to such address shall be effective when deposited in the United States mail, duly addressed and with postage prepaid.

SECTION 34. Titles. The titles to the Sections of this Installment Sale are solely for the convenience of the parties and are not an aid in the interpretation thereof.

SECTION 35 Further Assurances and Corrective Instruments. Corporation and Purchaser agree that they will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements hereto and such further instruments as may be reasonably required for correcting any inadequate or incorrect description of the Property hereby purchased or intended so to be or for carrying out the expressed intention of this Installment Sale.

SECTION 36. Execution in Counterparts. This Installment Sale may be executed in several counterparts, each of which shall be original and all of which shall constitute but one and the same instrument.

SECTION 37. Time. Time is of the essence in this Installment Sale and each and all of its provisions.

SECTION 38. Agreement Interpretation. This Installment Sale and the rights of the parties hereunder shall be determined in accordance with the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto have caused their authorized agents to execute this Installment Sale on the dates specified below.

MUNICIPAL FINANCE CORPORATION
DISTRICT
2945 Townsgate Road, Suite 200
Westlake Village, CA 91361

PLEASANT HILL RECREATION AND PARK
Lsea1
Lsea2

By _____

By _____

Title _____

Title _____

Date _____

Date _____

INSTALLMENT SALE SCHEDULE #12-021

This Schedule is issued pursuant to the Installment Sale Agreement #12-021 dated as of November 1, 2012 by and between the undersigned.

A. Property Location:

B. Property Description:

C. Name and Address of Supplier:

D. Installment Sale Proceeds Summary:

Property Cost:
(including related expenses)

Sales Tax:

Less Capital Contribution:

Installment Sale Proceeds: _____

E. Installment Term. The full term of this Schedule is for a period commencing on the Closing Date and concluding _____ years thereafter.

F. Installment Payments. Installment Payments for this Schedule are due in seven (7) annual payments in accordance with the Payment Schedule herein. Each payment includes interest at the rate of 4.25% per annum on the principal component of the unpaid Installment Payments.

G. Payment Schedule: Payable annually in arrears

#12-021

| PMT # | Due Date | Installment Payment | To Principal | To Interest | Prepayment Option |
|-------|----------|---------------------|--------------|-------------|-------------------|
| 1 | | \$50,445.66 | \$37,695.66 | 12,750.00 | 264,927.38 |
| 2 | | 50,445.66 | 39,297.73 | 11,147.93 | 225,236.68 |
| 3 | | 50,445.66 | 40,967.88 | 9,477.78 | 183,859.12 |
| 4 | | 50,445.66 | 42,709.01 | 7,736.65 | 140,723.02 |
| 5 | | 50,445.66 | 44,524.15 | 5,921.51 | 95,753.63 |
| 6 | | 50,445.66 | 46,416.42 | 4,029.24 | 48,873.04 |
| 7 | | 50,445.66 | 48,389.15 | 2,056.51 | 0.00 |

TOTALS: \$353,119.62 \$300,000.00 \$53,119.62

Approved and agreed to:

MUNICIPAL FINANCE CORPORATION

PLEASANT HILL
RECREATION AND PARKDISTRICT

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

ASSIGNMENT OF INSTALLMENT SALE AGREEMENT #12-021

FOR VALUE RECEIVED, MUNICIPAL FINANCE CORPORATION ("Corporation") as assignor without recourse does hereby sell, assign, and transfer to ASN ("Assignee") as assignee and its successors and assigns (i) all of its right, title and interest in and to the Installment Sale Agreement #12-021 dated November 1, 2012 between the Corporation as seller and PLEASANT HILL RECREATION AND PARK DISTRICT ("Purchaser") as purchaser (hereinafter said agreement and any supplements, amendments, additions thereof and any extension or renewals thereof is referred to as the "Installment Sale") and (ii) all moneys, sums and amounts now due or hereinafter to become due under the Installment Sale.

Corporation represents and warrants that it has made no prior sale or assignment of any interest covered hereby; that the Installment Sale is genuine and in all respects is what it purports to be; that Assignee shall not be liable for and does not assume responsibility for the performance of any of the covenants, agreements, or obligations specified in the Installment Sale to be kept, paid or performed by Corporation with exception of Assignee's obligation to issue notices upon Purchaser's default of the Installment Sale. Corporation further represents and warrants that as of the date this assignment is made, the Installment Sale is in full force and effect, has not been amended except as set forth in instrument delivered to Assignee and Purchaser is not in default of any terms thereunder.

Corporation hereby constitutes and irrevocably appoints Assignee the true and lawful attorney of Corporation to demand, receive and endorse payments and to give receipts, releases and satisfactions either in the name of Assignee or in the name of Corporation in the same manner and with the same effect as Corporation could do if this Assignment of Installment Sale Agreement had not been made. Within fifteen (15) days after receiving its full bargain with respect to each Schedule covered hereby, Assignee shall cause to be released to Purchaser its vested interest in the Property thereto.

This Assignment of Installment Sale Agreement shall be construed and governed in accordance with the laws of the State of California. Any provision of this Assignment of Installment Sale Agreement found to be prohibited by law shall be ineffective only to the extent of such prohibition, and shall not invalidate the remainder of this Assignment of Installment Sale Agreement.

This Assignment shall be binding upon and inure to the benefit of the parties and their respective successors and assigns and is made in accordance with the Municipal Lease Placement Agreement dated as of January 1, 1999, as amended, entered into between Corporation and Assignee. In the case of litigation, the prevailing party shall be entitled to recover from the opposing party all costs and expenses,

including attorneys' fees which may be the allocable cost of in-house counsel, incurred by the prevailing party in exercising any of its rights or remedies hereunder or enforcing any of the terms, conditions, or provisions hereof.

IN WITNESS WHEREOF, Corporation has caused this Assignment of Installment Sale Agreement to be executed by its duly authorized agent on the date specified below.

MUNICIPAL FINANCE CORPORATION

By _____

Title _____

Date _____

ACKNOWLEDGEMENT OF ASSIGNMENT

The undersigned hereby acknowledges the assignment by MUNICIPAL FINANCE CORPORATION over to ASN of that certain Installment Sale Agreement #12-021 dated as of November 1, 2012 (the "Installment Sale"), entered into between MUNICIPAL FINANCE CORPORATION as seller and the undersigned as purchaser.

With respect to the Installment Sale, the undersigned agrees to pay, commencing with the first scheduled Installment Payment, all installments and moneys due or to become due under said Installment Sale to ASN, City Loan Center, 2100 Park Place, Suite 150, El Segundo, CA 90245, Attn: Loan Servicing #354, Fairfield Credit Administration, P.O. Box 1200, MAC A-1B, Suisun City, CA 94585-1200, and further agrees it shall have no counterclaim or offset against installments due thereunder as to said Assignee and expressly further agrees that said Assignee shall not (except for the obligations specifically set forth in the foregoing Assignment of Installment Sale) be liable for any of the obligations of the seller under said Installment Sale.

IN WITNESS WHEREOF, the purchaser has caused this Acknowledgment of Assignment to be executed by its authorized agent on the date specified below.

PLEASANT HILL RECREATION AND PARK DISTRICT

By _____

Title _____

Date _____

CERTIFICATE OF ACCEPTANCE #12-021

This Certificate of Acceptance is issued pursuant to the Installment Sale Agreement #12-021 dated as of November 1, 2012 ("Installment Sale") between the PLEASANT HILL RECREATION AND PARK DISTRICT ("Purchaser") as Purchaser and MUNICIPAL FINANCE CORPORATION ("Corporation") as seller. Purchaser hereby acknowledges as of the date specified below, the receipt, inspection and acceptance of the Property described on Installment Sale Schedule #12-021.

Purchaser hereby certifies that the Property has been inspected, is now in Purchaser's possession and is in good order and repair (subject to any undischarged vendor/contractor warranty obligations). Purchaser further certifies that no event has occurred and is continuing which constitutes, or would constitute, an event of default but for any requirement of notice or lapse of time or both.

Property Acceptance Date: _____

IN WITNESS WHEREOF, Purchaser's authorized agent confirms the Property acceptance date above by executing this Certificate of Acceptance.

PLEASANT HILL RECREATION AND PARK DISTRICT

By _____

Title _____

CERTIFICATE OF PURCHASER #12-021

The undersigned, duly authorized representative of Pleasant Hill Recreation and Park District ("Purchaser") as purchaser under that Installment Sale Agreement #12-021 dated as of November 1, 2012 ("Installment Sale") with Municipal Finance Corporation as seller, hereby certifies as follows:

1. I have been duly authorized to execute and deliver, on behalf of Purchaser, the Installment Sale and related documents pursuant to a resolution adopted by Purchaser's governing body, which resolution is in full force and effect and has not been amended, modified, supplemented or rescinded as of the date hereof.
2. Purchaser has complied with all agreements and covenants and satisfied all conditions contemplated by the Installment Sale on its part to be performed or satisfied on or before the date hereof.
3. The representations, warranties and covenants of Purchaser contained in the Installment Sale are true and correct in all material respects as of the date hereof, as if made on this date.
4. No litigation is pending or, to the best of my knowledge, threatened (either in state or federal courts) (a) to restrain or enjoin the issuance and delivery of the Installment Sale or the collection of revenues to be used to meet Purchaser's obligations under the Installment Sale; (b) in any way contesting or affecting the authority for the execution or delivery of the Installment Sale, or the validity of the Installment Sale; (c) in any way contesting the existence or powers of Purchaser, as such existence or powers in any way relate to the issuance of the Installment Sale or Purchaser's obligations under the Installment Sale, or (d) could materially adversely affect the financial position of Purchaser.
5. The Property being purchased pursuant to the Installment Sale is essential to the function of Purchaser and is immediately needed by Purchaser. Such need is neither temporary nor expected to diminish during the Installment Sale term. The Property is expected to be used by Purchaser for a period in excess of the Installment Sale term.
6. Purchaser's federal tax identification number is _____.

The meaning of the capitalized terms in this Certificate are the same as those provided in the Installment Sale.

PLEASANT HILL RECREATION AND PARK DISTRICT

By _____

Title _____

Date _____

INCUMBENCY AND SIGNATURE CERTIFICATE

I do hereby certify that I am the duly appointed and acting Secretary/Clerk of the Pleasant Hill Recreation and Park District, a public agency validly existing under the Constitution and laws of the State of California ("Purchaser"), and that, as of the date hereof, the individual named below is the duly appointed officer of Purchaser holding the office set forth opposite his/her respective name. I further certify that (i) the signature set forth opposite his/her respective name and title is true and authentic and (ii) such officer has the authority on behalf of Purchaser to enter into that certain Installment Sale Agreement #12-021 dated November 1, 2012, between Purchaser and Municipal Finance Corporation, and all documents relating thereto.

Name

Title

Signature

IN WITNESS WHEREOF, I have duly executed this certificate hereto this _____ day of _____, 2011.

Secretary/Clerk

SAMPLE ONLY
(PLEASE PREPARE ON COUNSEL'S LETTERHEAD
AND FORWARD 1 ORIGINAL TO ADDRESSEE)

MUNICIPAL FINANCE CORPORATION
2945 Townsgate Road, Suite 200
Westlake Village, CA 91361

RE: Installment Sale Agreement #12-021 dated as of November 1, 2012
by and between MUNICIPAL FINANCE CORPORATION, ("Corporation") as
seller, and PLEASANT HILL RECREATION AND PARK DISTRICT
("Purchaser") as purchaser.

Ladies and Gentlemen:

I have acted as counsel to Purchaser with respect to the Installment Sale Agreement described above (the "Installment Sale") and in this capacity have reviewed a copy of the executed Installment Sale and related documents or exhibits attached thereto. Based upon the examination of these and such other documents as I deem relevant, it is my opinion that:

1. Purchaser is a public agency and political subdivision of the State of California (the "State"), duly organized, existing and operating under the Constitution and laws of the State.

2. Purchaser is authorized and has the power under applicable law to enter into the Installment Sale, and to carry out its obligations thereunder and the transactions contemplated thereby.

3. The Installment Sale has been duly authorized, approved, executed and delivered by and on behalf of Purchaser, and is a legal, valid and binding contract of Purchaser enforceable in accordance with its terms, except to the extent limited by State and Federal laws affecting remedies and by bankruptcy, reorganization or other laws of general application relating to or affecting the enforcement of creditor's rights.

4. A resolution duly authorizing the execution and delivery of the Installment Sale and related documents was duly adopted by the governing body of Purchaser on _____ and such resolution has not been amended or repealed and remains in full force and effect.

MUNICIPAL FINANCE CORPORATION

RE: Installment Sale Agreement #12-021 dated as of November 1, 2012
by and between MUNICIPAL FINANCE CORPORATION, ("Corporation") as
seller, and PLEASANT HILL RECREATION AND PARK DISTRICT
("Purchaser") as purchaser.

(Date)

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5. There is no litigation, action, suit or proceeding pending or, to the best of my knowledge after due inquiry, threatened before any court, administrative agency, arbitrator or governmental body that challenges the authority of Purchaser to enter into the Installment Sale or the ability of Purchaser to perform its obligations under the Installment Sale and the transactions contemplated thereby.

This opinion may be relied upon by Municipal Finance Corporation, its successors and assigns.

Dated: _____ Very truly yours,

Please type name and title under signature.

INSURANCE AUTHORIZATION LETTER

TO: _____

Attn: _____

RE: Installment Sale Agreement #12-021 dated November 1, 2012 between the undersigned as Purchaser, and MUNICIPAL FINANCE CORPORATION as seller and ASN as Assignee of seller.

The Insurance Requirements listed below are required to cover property described as follows:

All Property covered by Installment Sale Agreement #12-021

Evidence of insurance in the form of a binder or cover letter is acceptable until formal certificates can be issued. Mail this within five (5) working days to:

ASN
c/o Municipal Finance Corporation
2945 Townsgate Road, Suite 200
Westlake Village, CA 91361

I. BODILY INJURY AND PROPERTY DAMAGE:

- A. \$1,000,000 combined limits (primary plus umbrella) for Bodily Injury and Property Damage Coverage.
- B. Endorsement naming Assignee as an Additional Insured.
- C. Endorsement giving Assignee thirty (30) days written notice of any cancellation, reduction, or alteration of coverage.
- D. Endorsement stating: "It is understood and agreed that this insurance is primary insurance insofar as it relates to any and all equipment purchased from Assignee."

II. PHYSICAL DAMAGE REQUIREMENTS:

- A. All Risk Coverage for not less than the total cost of \$ _____.
- B. Endorsement naming Assignee as Loss Payee.
- C. Endorsement giving Assignee thirty (30) days written notice of any cancellation, reduction, or alteration of coverage.
- D. Endorsement stating: "It is understood and agreed that this insurance is primary insurance insofar as it relates to any and all equipment purchased from Assignee."

The undersigned Purchaser hereby authorizes you to provide the seller and Assignee with Certificates and Endorsements per the above.

PLEASANT HILL RECREATION AND PARK DISTRICT

By _____

Date _____



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: October 16, 2012
RE: Agenda Item #6 – October 24, 2012 Board Meeting

To Consider Additional Naming Opportunities (ACTION)



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: October 16, 2012
RE: Agenda Item #7 – October 24, 2012 Board Meeting

Update on Bond Projects

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

The General Manager and staff will give an update on the various bond projects.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: October 16, 2012

RE: Agenda Item #10 – October 24, 2012 Board Meeting

Consent Calendar (ACTION)

a. To Approve Bills to be Paid

b. To Approve Minutes of January 11, 2012

c. To Approve Resolution 2012-10-24B, Transferring Monies from the Park Landscape Assessment Fund for Assessment District 1 – 5 to the General Fund

This is completed annually to transfer monies from the Assessment Districts Valley High II, Valley High IV, Valley High V, Woodside Hills I and Woodside Hills III to the General Fund, which this year is in the amount of \$38,908.34. The resolution is attached for Board's approval.

d. To Approve Resolution 2012-10-24C, Transferring Monies from the Landscape and Lighting District #6 to the General Fund

The Landscape and Lighting District #6 monies are transferred annually to the General Fund, which this year is in the amount of \$649,353.39. The resolution is attached for Board's approval.

| <u>Check</u> | <u>Date</u> | <u>Vendor No</u> | <u>Vendor Name</u> | <u>Amount</u> | <u>Voucher</u> |
|--------------|-------------|------------------|---|---------------|----------------|
| 17444 | 10/24/2012 | Alliance | Alliance Welding | 79.36 | 000000 |
| 17445 | 10/24/2012 | AllWast | Allied Waste Services #210 | 415.30 | 000000 |
| 17446 | 10/24/2012 | AmerExp | American Express | 523.92 | 000000 |
| 17447 | 10/24/2012 | AmerSta | American Stage Tours | 2,828.00 | 000000 |
| 17448 | 10/24/2012 | AmFidAs | American Fidelity Assurance | 169.28 | 000000 |
| 17449 | 10/24/2012 | ATT3 | ATT CALNET 2 | 729.01 | 000000 |
| 17450 | 10/24/2012 | BankSac | Bank Of Sacramento Escrow Dept | 105,283.80 | 000000 |
| 17451 | 10/24/2012 | CaliBan | California Bank of Commerce | 8,489.67 | 000000 |
| 17452 | 10/24/2012 | Capri | CAPRI | 17,887.00 | 000000 |
| 17453 | 10/24/2012 | CaSt | California State Disbursement | 297.00 | 000000 |
| 17454 | 10/24/2012 | CCSNP | Contra Costa Senior Nutrition | 1,312.75 | 000000 |
| 17455 | 10/24/2012 | CCWat | Contra Costa Water District | 186.92 | 000000 |
| 17456 | 10/24/2012 | Cleansou | Cleansource | 701.14 | 000000 |
| 17457 | 10/24/2012 | Cole | Cole Supply Co., Inc. | 1,755.29 | 000000 |
| 17458 | 10/24/2012 | CornMar | Mark Cornelius | 1,470.00 | 000000 |
| 17459 | 10/24/2012 | Critical | Critical Solutions, Inc | 82,177.73 | 000000 |
| 17460 | 10/24/2012 | Dahlin | Dahlin Group | 17,040.00 | 000000 |
| 17461 | 10/24/2012 | DelDen | PBIA | 3,489.75 | 000000 |
| 17462 | 10/24/2012 | DevMtnur | Devil Mountain Wholesale Nurse | 1,575.04 | 000000 |
| 17463 | 10/24/2012 | DLFalk | DL Falk | 161,303.73 | 000000 |
| 17464 | 10/24/2012 | DolChar | Dolphin Charters | 574.00 | 000000 |
| 17465 | 10/24/2012 | Eames | Eames Hardware & Supply | 272.30 | 000000 |
| 17466 | 10/24/2012 | EastBay | East Bay Blue Print & Supply C | 17.53 | 000000 |
| 17467 | 10/24/2012 | Ed2go | Education To Go | 72.25 | 000000 |
| 17468 | 10/24/2012 | Elavon | Elavon | 116.71 | 000000 |
| 17469 | 10/24/2012 | Ewing | Ewing Irrigation | 224.19 | 000000 |
| 17470 | 10/24/2012 | FastSign | Fast Signs | 43.30 | 000000 |
| 17471 | 10/24/2012 | FranTx | Franchise Tax Board | 90.00 | 000000 |
| 17472 | 10/24/2012 | Furber | Furber Saw, Inc. | 523.91 | 000000 |
| 17473 | 10/24/2012 | GNU | GNU Group | 596.00 | 000000 |
| 17474 | 10/24/2012 | Harriman | Harriman Kinyon Architects Inc | 8,855.26 | 000000 |
| 17475 | 10/24/2012 | Hoovers | Hoovers Commercial Interiors | 7,921.23 | 000000 |
| 17476 | 10/24/2012 | HydeP | Hyde Printing & Graphics | 281.67 | 000000 |
| 17477 | 10/24/2012 | JetMul | Jet Mulch, Inc. | 2,922.75 | 000000 |
| 17478 | 10/24/2012 | JRFence | J&R Fence Inc | 6,745.00 | 000000 |
| 17479 | 10/24/2012 | KaisFou | File #73029 Kaiser Foundation Health Plan | 33,547.59 | 000000 |
| 17480 | 10/24/2012 | Kompan | Kompan, Inc | 244.69 | 000000 |
| 17481 | 10/24/2012 | LaserIm | Laser Impressions | 702.91 | 000000 |
| 17482 | 10/24/2012 | LeadingE | Leading Edge Pest Management | 745.00 | 000000 |
| 17483 | 10/24/2012 | Legal S | Legal Shield | 79.75 | 000000 |
| 17484 | 10/24/2012 | Leslie | Leslie's Pool Supplies Inc. | 169.63 | 000000 |
| 17485 | 10/24/2012 | LincEqu | Lincoln Equipment, Inc. | 2,266.17 | 000000 |
| 17486 | 10/24/2012 | McFadden | McFadden Construction | 942,959.74 | 000000 |
| 17487 | 10/24/2012 | McInerne | McInerney & Dillon | 5,275.50 | 000000 |
| 17488 | 10/24/2012 | MDUSD2 | MDUSD | 2,077.00 | 000000 |
| 17489 | 10/24/2012 | Milani | Milani & Associates | 1,650.00 | 000000 |
| 17490 | 10/24/2012 | Military | Military Vehicle Technology Fo | 380.00 | 000000 |
| 17491 | 10/24/2012 | MobiMod | Mobile Modular Mngmnt Corp | 303.10 | 000000 |
| 17492 | 10/24/2012 | Navlet | Navlet's Inc. | 190.35 | 000000 |
| 17493 | 10/24/2012 | Old Repu | Old Republic Title Company | 500.00 | 000000 |
| 17494 | 10/24/2012 | Pacheco | Pacheco Community Center | 360.00 | 000000 |
| 17495 | 10/24/2012 | PaciGen | Pacific General Engineering | 27,390.00 | 000000 |
| 17496 | 10/24/2012 | PerEran | Eran Perera | 200.00 | 000000 |
| 17497 | 10/24/2012 | PERS | PERS | 14,442.15 | 000000 |
| 17498 | 10/24/2012 | PG&E | Pacific Gas & Electric Co | 958.51 | 000000 |
| 17499 | 10/24/2012 | PhCit | Pleasant Hill, City of | 6,869.96 | 000000 |

| <u>Check</u> | <u>Date</u> | <u>Vendor No</u> | <u>Vendor Name</u> | <u>Amount</u> | <u>Voucher</u> |
|--------------|-------------|------------------|--------------------------------|---------------|----------------|
| 17500 | 10/24/2012 | PitBow | Pitney Bowes | 290.43 | 000000 |
| 17501 | 10/24/2012 | PleaHill | Pleasant Hill Rec & Park Distr | 100,147.37 | 000000 |
| 17502 | 10/24/2012 | Pruden | Prudential Municipal Pool/ | 1,298.30 | 000000 |
| 17503 | 10/24/2012 | PurcRh | PRA Group | 15,100.00 | 000000 |
| 17504 | 10/24/2012 | RJRic | R.J.Ricciardi, Inc | 2,900.00 | 000000 |
| 17505 | 10/24/2012 | RoaEva | Eva Renee Day-Roa | 288.00 | 000000 |
| 17506 | 10/24/2012 | SiePac | Sierra Pacific Tours | 1,020.00 | 000000 |
| 17507 | 10/24/2012 | Spanish | Spanish 4 Children | 381.00 | 000000 |
| 17508 | 10/24/2012 | StAndrew | St Andrews Presbyterian Church | 330.00 | 000000 |
| 17509 | 10/24/2012 | Sunstate | Sunstate Equipment Co. | 1,010.88 | 000000 |
| 17510 | 10/24/2012 | TeeCom | TEECOM Design Group | 1,147.50 | 000000 |
| 17511 | 10/24/2012 | Travel | Travel Center, Tours & Travel | 3,370.00 | 000000 |
| 17512 | 10/24/2012 | TurfStar | Turf Star, Inc. | 43.04 | 000000 |
| 17513 | 10/24/2012 | UPS Stor | UPS Store # 3769 | 255.77 | 000000 |
| 17514 | 10/24/2012 | USBank | U.S. Bank | 1,742.58 | 000000 |
| 17515 | 10/24/2012 | VSP | PBIA | 59.55 | 000000 |

CHECK TOTAL: \$1,607,667.26



Board of Directors Meeting Minutes January 11, 2012 DRAFT

The January 11, 2012 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Dennis Donaghu at 6:04 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Board Chair Donaghu led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Bonato, Donaghu, Glover, Shepard, Sterrett

Board Member Shepard arrived at 6:06 p.m.; Board Member Bonato arrived at 6:09 p.m.

STAFF PRESENT: Hunn, Kubota, Luke, Miller, Spatz, Young

PUBLIC COMMENT

There was no public comment.

BOND PROJECT UPDATES/STATUS

- a. Senior Center
- b. Teen Center
- c. Community Center
- d. Pleasant Oaks Park

Fundraising Consultant Marjorie Winkler gave an update on the fundraising. She said they submitted a major grant proposal for \$425,000 in December and have not heard the results. She said there was another proposal for the Teen Center that was submitted for \$259,000 in the first week of January. She said Foundations will usually award less than what is asked. Winkler said the other two foundations are not funding capital projects right now and are funding more food and community type of programs. Board Member Bonato asked if there is a different audience for the Community Center fundraising and if the business community would be more interested in donating for the Community Center. Winkler said larger businesses do not donate towards capital campaigns. She said the total campaign funds raised are \$434,170.81 with about \$340,000 for the FF&E so far. Some further discussion followed. Board Chair Donaghu thanked Winkler for her report and update on the bond fundraising.

Acting General Manager Tina Young reported that the Architectural Review Committee approved the designs for signage for the Senior Center, Teen Center and Community Center.

Young said that Teen Recreation Supervisor Katrina Hunn, along with Senior Center Recreation Supervisor Kendra Luke, participated in a program with an Instructor at Cal State East Bay with his programming class. She said they presented the District teen and senior programs and the students had to give a presentation with new ideas and revenue programs for the teens and seniors at a later date. It was a great way to hear the student's ideas and how they could improve the District programs. Board Member Sterrett asked if this should be brought back to the Program Committee first and then to the Board. Hunn indicated that they wanted to share some of the results before it went to the Program Committee. Hunn and Luke passed out what the students came up with. Hunn reviewed the assignment and how they worked in groups.

Board Member Shepard said the multi-cultural night is a good idea. Acting General Manager Young said the General Manager received a thank you letter from the instructor at Cal State East Bay for Luke and Hunn's participation for piloting a program like this.

Board Chair Donaghu started the regular board meeting at 7:05 p.m.

TO CONSIDER DATE FOR BOARD TOUR OF SENIOR CENTER AND TEEN CENTER

After some discussion, the date of Friday, January 20, 2012 at 4:00 p.m. was decided for the Board Tour of the Senior and Teen Centers.

PUBLIC COMMENT

There was no public comment.

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

Ex-Officio Member Genesis Cassidy reported that there is a fundraiser at Diablo Lanes from 4 – 6pm. Board Member Sterrett said the Lions Club met the College Park High School's new principal. She commented he said there is a need for more technology in the schools and has put their recent grants into upgrading the technology. She said he was surprised at the community support here and how the parents are asking how they can assist. Board Member Bonato discussed conducting a survey to find out what the teens want and perhaps going to high school and middle school classes to conduct the survey. She said maybe the student body can assist with this. Board Chair Donaghu thanked Cassidy for her report.

CONSENT CALENDAR (ACTION)

- a. **To Approve Bills to be Paid**
- b. **To Approve Minutes of June 29, 2011**
- c. **To Approve Resolution 2012-01-11A – 2012-01-11C, Honoring St. Andrews Presbyterian Church, Faith Lutheran Church and Village Music School for Community Service Awards**
- d. **To Approve Resolution 2012-01-11D for Board Appreciation Award**
- e. **To Approve Resolution 2012-01-11E, Transferring Monies from the Park Landscape Assessment Fund for Assessment District 1 – 5 to the General Fund**
- f. **To Approve Resolution 2012-01-11F, Transferring Monies from the Landscape & Lighting District #6 to the General Fund**
- g. **To Approve Resolution 2012-01-11G, Honoring Jeff McClure, PHMSA Commissioner**

Upon motion of Sterrett/Glover, the Board approved the consent calendar with the exception of pulling warrant #16279 for McInerney & Dillon. Board Member Bonato had a question on their invoice #88273.

REPORT ON STATUS OF CELL TOWER ADJACENT TO PASO NOGAL PARK

Community Representative John Matthesen reported that he is concerned about losing interest of the City Council for the Cell Tower proposed to be built adjacent to Paso Nogal Park. Board Member Bonato stated that the proposed location of the cell tower is prominent and visible to the park and open trails. Board Member Shepard asked if there could be other alternative sites evaluated, so if the City asked we would be prepared. Matthesen stated that the consultant working for AT&T did not receive all the information that he had provided to the City. They will have to wait and see if the City will take any further action, so far it is scheduled to be back on the agenda for a Council Meeting in March. The Board thanked Matthesen for his work and concerns.

TO SET A DATE FOR LAND AND FACILITY DEVELOPMENT COMMITTEE MEETING

Board Member Shepard asked to add to the next Land and Facility Development Committee meeting agenda a discussion on the Winslow Center. Board Chair Donaghu stated that the General Manager wanted to discuss the Assessment Districts. Board Member Sterrett asked to discuss these topics at the next Study Session so all Board Members can be involved. The date of January 24 at 9:00 a.m. was decided on for the Land and Facility Development Committee Meeting with committee members Cecile Shepard and Dennis Donaghu.

REQUESTS FOR ITEMS TO BE DISCUSSED AT BOARD STUDY SESSION

Acting General Manager Tina Young asked the Board if there were topics that they feel should be discussed at the next Board Study Session. Many agreed on discussion regarding the Senior Center and Winslow Center. Board Member Glover asked to discuss the Pleasant Hill Education Center pool. Board Member Bonato wants to discuss marketing, both in general and the staff's overall plan to enhance revenue, set goals for various programs and how the District plans on spending the additional \$15,000 that was allocated for this year. She asked if there will be a lowering of the bond rating and future of the buildings, expecting long range plan of costs. She wants to see the answer from Bond Counsel. Glover asked about the Mt. Diablo Healthcare District and Bonato asked if that District is eliminated, where will their funds go. She wants to discuss an updated Master Plan. Board Member Shepard asked if the District would be impacted by the decision of Chevron. Young asked the Board to email the General Manager if there was anything else to add.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Board Member Sterrett:

- She said the Leadership Excellence Group in the US conducted an analysis where CSDA came in 27th out of 500 organizations that provides high quality of services to members.
- With the Brown Act, we are supposed to post agendas on our website, but if it is hacked into, is the District in violation, but the legislative body said they are not in violation.
- District paid dues for 5 board members and staff are able to get ethics training on line. She said it is available on February 29 for free.
- She will be attending the CCSDA quarterly meeting on Monday, January 23 at 10:00 a.m. She said the speaker is Lisa Vorderbrueggen with the Contra Costa Times.

Board Member Bonato:

- She attended the City Council meeting and will try and keep up with the Cell Tower item.

Board Chair Donaghu:

- He will be attending the Chamber meeting to choose the community awards.

STAFF ANNOUNCEMENTS

Acting General Manager Tina Young made the following announcements:

- The E-vite for Dodie Jones Retirement Party was sent out. It will be at the Winslow Center on January 27 from 4:30 – 6:30 p.m.
- She passed out the November financial statement to the Board from Mark Blair.

ADJOURNMENT

Board Chair Donaghu adjourned the meeting at 8:05 p.m.

Robert B. Berggren, Clerk of the Board



Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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

IN THE MATTER OF **RESOLUTION 2012-10-24B**
TRANSFERRING MONIES FROM THE PARK LANDSCAPE ASSESSMENT FUND
FOR ASSESSMENT DISTRICTS 1 - 5 TO THE GENERAL FUND

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

WHEREAS, the District has expended \$38,908.34 for the maintenance of the assessment districts established for this purpose;

THEREFORE, BE IT RESOLVED THAT the Board of Directors of the Pleasant Hill Recreation & Park District directs the Auditor of Contra Costa County to transfer \$38,908.34 from Fund #3736 to the General Fund #3735.

PASSED AND ADOPTED on October 24, 2012, by the following vote:

AYES:

NOES:

ABSENT:

Dennis Donaghu, 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 October 24, 2012.

Robert B. Berggren, Clerk of the Board



Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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

IN THE MATTER OF **RESOLUTION 2012-10-24C**
TRANSFERRING MONIES FROM THE LANDSCAPE & LIGHTING DISTRICT #6 TO
THE GENERAL FUND

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

WHEREAS, the District has expended \$649,353.39 maintenance of the assessment district established for this purpose;

THEREFORE, BE IT RESOLVED THAT the Board of Directors of the Pleasant Hill Recreation & Park District directs the Auditor of Contra Costa County to transfer \$649,353.39 from Fund #3738 to the General Fund #3735.

PASSED AND ADOPTED on October 24, 2012, by the following vote:

AYES:

NOES:

ABSENT:

Dennis Donaghu, 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 October 24, 2012.

Robert B. Berggren, Clerk of the Board



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: October 16, 2012

RE: Agenda Item #11 – October 24, 2012 Board Meeting

Report on 2012 Blues & Brews Event

Enclosed in your packet is a summary and financial update of the 2012 Blues & Brews Festival.



MEMO

To: Bob Berggren, General Manager
From: Katrina Hunn, Recreation Supervisor I

Date: October 17, 2012

Re: Blues & Brews Festival Recap

The 3rd Annual Blues & Brews Festival was held on Saturday, July 21st in Pleasant Hill Park. The volunteer committee (listed below) did a great job presenting this event to our community and all felt it was a tremendous success. There were no reported crowd problems from the Police Department and the overall feeling was that participants were very happy with the event. The event attracted a large crowd estimated at around 2,500 people despite the extremely hot weather.

We sold 365 presale beer tasting tickets this year compared to 224 presale tasting tickets in 2011. We almost tripled our tasting ticket purchases this year. Expenses were decreased and the festival was not compromised. Sponsorships were down in 2012 but the committee feels that if we start advertising sponsorships earlier for next year's event, sponsorships will increase. This was the first year that we utilized "At-Door" ticket system that allows us to track ticket sales in live time. This system also processed all credit card transaction fees so this was not an added expense to the District.

The 2012 festival included the following entertainers:

- Lydia Pense & Coldblood - Headliner
- Chris Cain
- Tip of the Top
- Jinx Jones
- Blue Conspiracy

The volunteer committee is dedicated to continuing to have this event. We recommend continuing this event as it has tremendous growth potential.

Committee:

Katrina Hunn, Event Chair

Justin Pitcher, Logistics

Valerie Meagan, Brewery Coordinator

Matthew Rinn, Chamber President

Kendra Luke, Merchandise

Paul & Shelia Cotruvo, Music & Backstage

Tricia Kelley, Beer Tent Manager

Alison Klippel, Craft Vendor Coordinator

Pete Sabine, Social Media Coordinator

**Blues Brews 2012
Event Financials**

| Revenue | 2012 | 2011 | |
|---|------------------|------------------|------------------------------|
| Sponsorships | 6,650.00 | 13,300.00 | Ticket Breakdown 2012 |
| Food Booths | 3,010.00 | 3,195.00 | |
| Craft Vendors | 1,600.00 | 1,150.00 | Single Beverage 1710 |
| Eventbrite Presale and Day of Credit Card | 11,929.30 | 26,160.00 | |
| Presales at Offices | 2,400.00 | 2,360.00 | |
| At Door Sales/concessions | 8,214.00 | | |
| Daily Deal (discount promotion) | 480.15 | | |
| Rental fee of Storage Container | 185.55 | | |
| Chamber of Commerce- Sale of Supplies | 257.57 | | |
| Total Revenue | 34,726.57 | 46,165.00 | |

Expenses

Advertising/Martketing

| | | |
|---------------------------------|-----------------|-----------------|
| Community Focus | 0.00 | |
| Facebook Ad | 500.00 | |
| UPS Store | 124.49 | |
| KKDV | 1,500.00 | |
| Half Price Banners - 2 Banners | 131.75 | |
| Graphic Design - M. Mahler | 300.00 | |
| Graphic Design Banners -A. Luke | 100.00 | |
| Total Advertising | 2,656.24 | 1,472.46 |

Beverages

| | | |
|------------------------|-----------------|------------------|
| Markstein | 2,592.70 | |
| Bay Area Beverage | 1,325.00 | |
| Wine Thieves | 454.00 | |
| EJ Phair | 135.00 | |
| Creek Monkey | 240.00 | |
| Triple Voodoo Brewing | 285.00 | |
| Total Beverages | 5,031.70 | 10,642.56 |

Entertainment

| | | |
|-------------------------|-----------------|-----------------|
| Lydia Pense & Coldblood | 3,500.00 | |
| Chris Cain | 1,800.00 | |
| Tip of the Top | 800.00 | |
| Jinx Jones | 500.00 | |
| Blue Conspiracy | 300.00 | |
| Trevor Donaghu-Sound | 1,400.00 | |
| Total Bands | 8,300.00 | 9,700.00 |

Event Promo/Merchandise

| | | |
|--------------------------|---------------|-----------------|
| Canary LLC | 496.39 | |
| Total Merchandise | 496.39 | 3,583.01 |

Permits

| | | |
|------------------------------|--------|--|
| ABC | 104.00 | |
| Contra Costa Fire Protection | 655.00 | |

**Blues Brews 2012
Event Financials**

| | | |
|----------------------------------|--------|--------|
| Contra Costa Enviromental Health | 35.00 | |
| Total Permits | 794.00 | 690.00 |

Rentals

| | | |
|-------------------------------------|-----------|-----------|
| C&M Party - Tents | 4,987.77 | |
| Upstage Productions - Stage | 2,000.00 | |
| Cresco - Generator + Club Car | 827.54 | |
| Sunstate Equipment - Temp Power Box | 61.38 | |
| Far West - PortaPotties/Fencing | 2,305.73 | |
| Far West - Storage Container | 211.09 | |
| Total Rentals | 10,393.51 | 10,846.84 |

Security

| | | |
|---------------------------------|----------|----------|
| Pleasant Hill Police Department | 1,071.00 | |
| Total Security | 1,071.00 | 1,754.56 |

Supplies

| | | |
|---|----------|---------|
| Eventbrite- Credit Card Swipers | 30.03 | |
| Staples - Lanyards | 23.79 | |
| Home Depot - Twistlock adapters/Misc Su | 203.20 | |
| Lambert Online - Tasting Cups | 0.00 | |
| Paul Cotruvo - Reim for Guitar | 141.36 | |
| Costco - Water & Volunteer Food | 285.89 | |
| Eames Hardware- Stakes | 35.79 | |
| Markstein - Wristbands | 53.00 | |
| Diamond Ice - 100- 40lb bags | 988.32 | |
| Ticketmaster - Tickets | 120.70 | |
| Cash & Carry-Cups and table covers | 102.69 | |
| Total Supplies | 1,984.77 | 3487.03 |

Total Expenses 30,727.61 42,176.46

Profit 3,998.96 3,988.54



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: October 16, 2012

RE: Agenda Item #12 – October 24, 2012 Board Meeting

To Set Date for the Board Study Session on the Strategic Business Plan

John Courtney and Tim Gallagher with RJM would like to schedule a work study session with the Board of Directors for their presentation of the Strategic Business Plan for the District. We would like the Board to consider either Wednesday, Dec. 12 or Thursday, Dec. 13. We are looking at an evening time around 7:00 p.m. for this meeting. I have requested that they submit additional dates for the Board to review as well, just in case there are other board conflicts.