



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: April 19, 2012

RE: Agenda Item #10 – April 25, 2012 Board Meeting

Updated Report on Fundraising Plans

The General Manager and the Fundraising Consultant Marjorie Winkler met on two occasions to discuss other fundraising plans. Enclosed in your packet is information from Marjorie Winkler for the Board to review. Marjorie will be available at the May 9, 2012 Board Meeting.

Pleasant Hill Recreation & Park District
CAPITAL CAMPAIGN PLAN UPDATE
(Plan B)
April, 2012

Overall Campaign Strategy

- 1) **Develop an outline of expectations and involvement of board members in the campaign**
- 2) **Formulate a new Donor Pyramid (Below)**

Pleasant Hill Recreation & Parks District
 Goal \$1,800,000
 17% lead gift

| # Gifts | Gift Size | Total in Range | Cumulative Total | DONOR PYRAMID Gifts Received Prospects |
|---------|---|----------------|------------------|---|
| 1 | \$300,000 | \$300,000 | \$300,000 | |
| 1 | \$200,000 | \$200,000 | \$500,000 | |
| 2 | \$100,000 | \$200,000 | \$700,000 | K. H. Hofmann Foundaation |
| 8 | \$50,000 | \$400,000 | \$1,100,000 | 3 Gifts Secured 2 Requests Outstanding |
| 12 | \$25,000 | \$300,000 | \$1,400,000 | Tomas J. Long Foundation Simpson PSB Fund 5 Gifts Secured |
| 20 | \$10,000 | \$200,000 | \$1,600,000 | 3 Gifts Secured |
| 30 | \$5,000 | \$150,000 | \$1,750,000 | 2 Gifts Secured |
| MANY | < \$5,000 | \$50,000 | \$1,800,000 | 150 Gifts Secured |
| 74 | TOTAL NUMBER OF GIFTS/PROSPECTS NEEDED | | | 84 Total raised as of April 11, 2012 = \$497,373 (28% of Goal) |

- 3) **Develop strategies to identify new potential major donors**
 - Identify areas of wealthy zip codes of within District, including the unincorporated areas of Lafayette and Walnut Creek; in Walnut Creek; in Lafayette; in Concord and in Orinda.
 - Do a windshield survey of the above areas.
 - Identify major & long term vendors using payment records from 2008 to the present
 - Identify major donor prospects within current brick donor list
 - Review Senior Club address lists for wealth screening

- Review the Senior Center travel program files for possible wealth screening
 - Identify major employers of Pleasant Hill residents (contact bond marketing firm and ask if they have this or any other information that would be useful to us)
 - Review ACTIVE records by zip code to identify potential major donors from among the District's clients
 - Convene the business committee to develop solicitation plans for businesses already identified.
 - Develop donor screening and rating strategy
 - Identify all major building industry partners working on our facilities, including related unions and PACs
 - Identify other relevant PACs, such as Police and Firefighters
- 4) **Develop strategies for educating and cultivating potential major donors**
- Develop a plan for soliciting law firms
 - Develop a plan for approaching the health care industry
 - Develop a plan for cultivating and approaching building industry players, including those working on our facilities
 - Develop a plan for identifying and cultivating the major real estate industry players
- 5) **Form a prospect screening and rating committee or committees**
- Recruit those who would be knowledgeable of donor financial capability: CPAs, audit firms, financial institutions, private banks, etc.
- 5) **Develop a solicitation strategy for all major donors**
- Solicitations to be done only after an individual plan is developed, approach is agreed upon, the best solicitors selected and strategy is developed for cultivation, approach method and solicitation amount
 - Solicit all potential major donors of \$1,000 and up using team, face-to-face approach
 - Solicit potential donors of \$500 and up using personal letter followed by phone call
- 6) **Develop a House Party Plan and Calendar (House Parties are designed to be education and cultivation occasions. People will not be asked for donations at these events. House parties will feature all three facilities.**
- Develop a short program for house parties that is very personal. Include a testimonial/story from someone who currently uses or has used the facilities, such as: a senior veteran who uses the nutrition program or case management, a teen that used the Teen Center, and a parent who uses the child care center. Involve staff and board members, and present the slide show featuring all three facilities.
 - Ask the MacDonalds to host a house party at their home toward the end of May. Send letters of invitation to the CEOs of all companies that have major facilities in Pleasant Hill or whose clients are drawn for the Pleasant Hill senior population: Aegis, Manor Care, etc. CEOs should receive a letter of invitation signed by Tom MacDonald, followed by a phone call from staff on his behalf. Also invite the top local representative the CEO identifies, (which may or may not be the contact with which PHRPD staff interacts). After the event, send a proposal to the CEO, even if it has not been asked for.

- Ask US Bank to host a dinner for their wealthiest clients. It could be held in the bank after hours. Or, once one of the facilities has been closed in, it could conceivably be held inside a facility. (Events in usual places have great appeal.) It could be characterized as a "hard hat" dinner, or a "raising the roof" reception.
- Ask Steve Leshner to host a house party at his home. Invite representatives from every potential foundation to attend.
- Ask Angius & Terry to host a dinner for lawyers and law firms in the area.

7) **Develop strategy for foundations as follows:**

Access to "Invitation Only" Foundations: Use either or both the HEDCO Foundation and the Pleasant Hill Community Foundation to help us secure invitations to these foundations.

Program Funds: There are currently two programs we have identified that PHRPD could request foundation funds for – the Senior Center nutrition program and the Senior Center care management program.

Until programs are developed for the new Teen Center, only capital can be requested for that facility. A teen outreach program might be a possibility, if a detailed outreach plan is developed. Once teen programming is developed in detail for the new facility, we can ask for funding there as well.

Since no programs are run by the District in the Community Center for which funding is needed, that facility can ask only for capital needs. Therefore a foundation strategy for the Community Center will be limited primarily to capital.

Capital Funds: There are no foundations that support capital that we have not already approached, except for the K.H. Hofmann Foundation.

In the fall we can go back to the Leshner and Irwin Foundations, if they decide by then to resume funding capital grants. If not, we will ask for program grants. In a year we will go back to the HEDCO and Valley Foundations.

Develop potential funding sources for providing computers in the Senior Center and the Teen Center.

No foundation will be approached without first establishing personal contact and getting a staff person to work with us. The first approach will be a letter of inquiry as to the appropriateness of submitting a proposal, followed by a phone call.

The Pleasant Hill Community Foundation: Other foundations will wonder why we have not asked the PHCF for funding. We probably need to do that. They can also pledge over 5 years.

In addition, we may wish to consider whether having a grant proposal come from the PHCF rather than directly from the District might be more effective, at least with some foundations. Perhaps a joint approach from the Foundation and the District together would be more effective.

Remaining Foundation Prospects, in priority order:

MoFo Foundation: Morrison & Foerster. May qualify for an employee match, as board member's spouse is an employee. Don't yet know match limit. Does not appear that we qualify under their guidelines, even though they give in communities where partners and employees reside. We are checking to make sure.

K.H. Hoffman Foundation: Concord. Grants range from \$500 - \$1 million. Children, youth, sports and human services. The foundation may not have resumed grantmaking after temporarily suspending its activity.

Thomas J. Long Foundation: Walnut Creek. Grants range from \$10K to \$100K. Aug. 8 deadline. Senior programs might qualify for "human services".

US Bank Foundation: Not a great fit for their guidelines, but we should ask, since it is the District's bank.

Safeway Foundation: Ask for support of the senior nutrition program. Enlist the help of the new superstore manager.

Joseph & Vera Long Foundation/J.M. Long Foundation merger: Walnut Creek. *Invitation only*, so we would need to find a connection. Perhaps through the HEDCO foundation.

William G. Irwin Charity Foundation: San Francisco. Declined our proposal last fall. Try again in September, but only if we can make a contact there to give us more guidance. Human services. We asked for Teen center, as they support capital. We do not have the demographics that they mostly support.

Leshner Foundation: Walnut Creek. Approach again in the fall for program if not capital funding. Usually don't give more than \$25K a year, though they occasionally will give multiple-year gifts. Specifically requests that board members not be involved in the foundation's grant process.

Simpson PSB Fund: Orinda. Since we serve part of Lafayette, and his art gallery was in Lafayette, he might give something, though he does not like giving to capital. It's worth asking.

Robert & Alice Bridges Foundation: Lafayette. Gift range \$1,000 - \$10,000. Social welfare. Ask for senior nutrition or case management program.

Firedoll Foundation: Walnut Creek. Gift range \$2,500 - \$20,000. Senior programs, possibly senior veterans would be an attraction.

Garaventa Family Foundation: (Contra Costa Waste) Primarily fund Catholic Education. Possibly Teen Center support. Not a good match, but worth a try, after we receive a commitment from Allied Waste.

Jesse Klicka Foundation: Wells Fargo Bank in Pleasant Hill. Gave \$65K in grants. Primarily scholarships for recreation, but it would be worth a try.

Oasis Foundation: Pleasant Hill. Total grants \$9,650. Christian agencies & churches; economically disadvantaged. Worth an inquiry.

Foundation for Brotherhood: Pleasant Hill. Total grants \$4,000. Youth services.

Kaiser Foundation: Would need to be for a health related program.

State Farm Foundation: Focuses on low-income neighborhoods and populations, as these tend to affect their policy losses, but may be worth a try through Matt Rinn, and because of his involvement.

B of A Foundation: We don't match their demographic preferences. It would be difficult, but we will try.

Wells Fargo Foundation: Similar situation as B of A Foundation.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: April 19, 2012

RE: Agenda Item #11 – April 25, 2012 Board Meeting

Updates on Bond Projects

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

The General Manager and staff will report on the various bond projects. The latest weekly bond project update reports from Carrie Miller are attached.

Bond Projects Updates for Monday 16 April 2012

Senior Center

- A rainy week except Monday 4/9
- Made progress on framing & blocking
- Made progress on roof trusses, plywood sheathing, & fascia on Dance Studio
- Continued waterproof flashing membrane installation on the window openings
- Installed the metal roof framing elements for the trash enclosure



Waterproof membrane visible around window openings. Trash enclosure roof far right. (20120413-1523)



Left: Exterior view - Plywood layer and fascia (trim board) on Dance Studio, including dormer.

(20120413-1533)

Right: Interior view – Dance Studio becoming enclosed as the roof materials continue to be installed. View up into dormer space.

(20120413-1534)



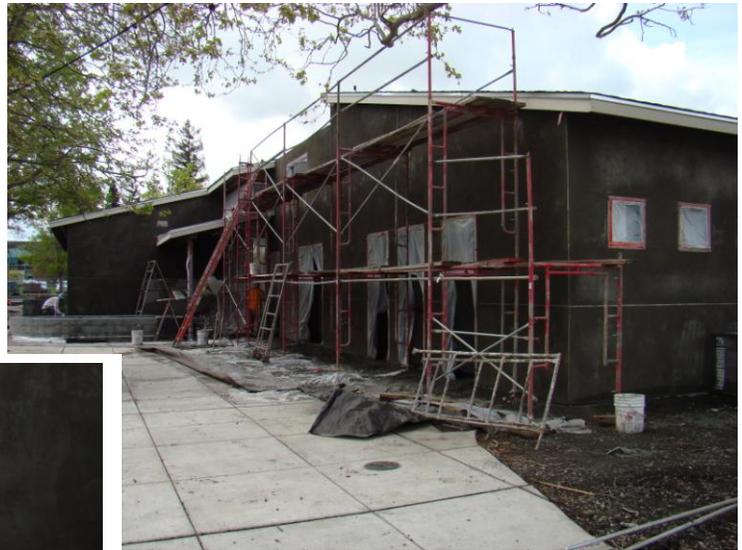
Teen Center

- Stucco scratch coat completed & inspected, then 2nd layer (called the brown coat) was applied.



Left: West wall of Meeting Room
(20120411-1137)

Below: View from the northeast corner.
(20120411-1142)



Above: Worker leveling out the brown coat on the east side of the building.
(20120411-1144)

Right: Looking into the Park Maintenance shop, northwest corner of building.
(20120411-1143)



Community Center

- Mandatory pre-bid conference was held at the Public Services Center Friday 4/13. Twenty-eight general contractors attended.
- On Tuesday 4/12/2012 the City Planning Commission approved the District's exterior signage design and locations.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: April 19, 2012

RE: Agenda Item #14 – April 25, 2012 Board Meeting

Consent Calendar

- a. To Approve Bills to be Paid**
- b. To Approve Minutes of March 14, 2012 and April 11, 2012**
- c. To Approve Resolution 2012-04-25A, Honoring Reverend Shel White's Retirement System Contract**

The General Manager is recommending a resolution honoring Reverend Shel White who has been at St. Andrews Presbyterian Church for 22 years. One of the areas that we as a District have recognized is a tremendous attribute to Shel White was his willingness to work with us and other community groups. He was instrumental in securing a location for the CC Café, the Senior lunch program and he has also provided us with additional space for classes and programs since our facilities have been closed. Shel White has been a tremendous supporter of the community and the Pleasant Hill Recreation and Park District. The General Manager is recommending a resolution to present to him at his retirement celebration which will be held on Sunday, April 29, 2012.

Pleasant Hill
julie

Accounts Payable
Computer Check Register Totals

Printed: 04/19/12 10:23

| <u>Check</u> | <u>Date</u> | <u>Vendor No</u> | <u>Vendor Name</u> | <u>Amount</u> | <u>Voucher</u> |
|--------------|-------------|------------------|---|---------------|----------------|
| 16671 | 04/25/2012 | AlhEle | Alhambra Electric | 608.00 | 000000 |
| 16672 | 04/25/2012 | AllWast | Allied Waste Services #210 | 415.30 | 000000 |
| 16673 | 04/25/2012 | AmFidAs | American Fidelity Assurance | 169.28 | 000000 |
| 16674 | 04/25/2012 | ArcherNo | Archer Norris | 517.50 | 000000 |
| 16675 | 04/25/2012 | ATT3 | ATT CALNET 2 | 715.07 | 000000 |
| 16676 | 04/25/2012 | BayArea | Bay Area Barricade Service Inc | 116.90 | 000000 |
| 16677 | 04/25/2012 | Bene | Benefactors, Inc. | 150.00 | 000000 |
| 16678 | 04/25/2012 | CaSt | California State Disbursement | 578.70 | 000000 |
| 16679 | 04/25/2012 | CCWat | Contra Costa Water District | 1,229.96 | 000000 |
| 16680 | 04/25/2012 | Cleansou | Cleansource | 780.22 | 000000 |
| 16681 | 04/25/2012 | CommPool | Commercial Pool Systems, Inc. | 3,000.52 | 000000 |
| 16682 | 04/25/2012 | CornMar | Mark Cornelius | 6,632.50 | 000000 |
| 16683 | 04/25/2012 | Cresco | Cresco Equipment Rentals | 487.23 | 000000 |
| 16684 | 04/25/2012 | Critical | Critical Solutions, Inc | 85,082.60 | 000000 |
| 16685 | 04/25/2012 | DelDen | PBIA | 4,073.39 | 000000 |
| 16686 | 04/25/2012 | DepJus3 | Department Of Justice | 128.00 | 000000 |
| 16687 | 04/25/2012 | DMV | DMV Renewal | 833.00 | 000000 |
| 16688 | 04/25/2012 | EastBay | East Bay Blue Print & Supply C | 524.16 | 000000 |
| 16689 | 04/25/2012 | Elavon | Elavon | 12.60 | 000000 |
| 16690 | 04/25/2012 | FarWest | Farwest Sanitation | 31.36 | 000000 |
| 16691 | 04/25/2012 | FranTx | Franchise Tax Board | 90.00 | 000000 |
| 16692 | 04/25/2012 | GregWWil | William W Gregory | 825.00 | 000000 |
| 16693 | 04/25/2012 | Horeis | Alan Horeis Structural Engineers | 1,605.00 | 000000 |
| 16694 | 04/25/2012 | IdealSer | Ideal Service Company, Inc. | 192.00 | 000000 |
| 16695 | 04/25/2012 | Javis,Fa | Javis Fay Doporto & Gibson LLP | 179.47 | 000000 |
| 16696 | 04/25/2012 | KaisFou | File #73029 Kaiser Foundation Health Plan | 29,992.04 | 000000 |
| 16697 | 04/25/2012 | LeadingE | Leading Edge Pest Management | 295.00 | 000000 |
| 16698 | 04/25/2012 | Legal S | Legal Shield | 105.65 | 000000 |
| 16699 | 04/25/2012 | LincEqu | Lincoln Equipment, Inc. | 415.06 | 000000 |
| 16700 | 04/25/2012 | McInerne | McInerney & Dillon | 7,462.50 | 000000 |
| 16701 | 04/25/2012 | MDUSD2 | MDUSD | 3,050.00 | 000000 |
| 16702 | 04/25/2012 | Mercu | Mercurio Bros. | 2,077.13 | 000000 |
| 16703 | 04/25/2012 | MobiMod | Mobile Modular Mngmnt Corp | 75.78 | 000000 |
| 16704 | 04/25/2012 | Nevco | Nevco Scoreboard Company | 144.40 | 000000 |
| 16705 | 04/25/2012 | PERS | PERS | 12,963.71 | 000000 |
| 16706 | 04/25/2012 | PG&E | Pacific Gas & Electric Co | 245.87 | 000000 |
| 16707 | 04/25/2012 | PhSen | Pleasant Hill Seniors Club | 320.00 | 000000 |
| 16708 | 04/25/2012 | PLD | Precision Leak Detection | 289.00 | 000000 |
| 16709 | 04/25/2012 | PleaHill | Pleasant Hill Rec & Park Distr | 101,983.19 | 000000 |
| 16710 | 04/25/2012 | Pruden | Prudential Municipal Pool/ | 1,240.25 | 000000 |
| 16711 | 04/25/2012 | PurcRh | PRA Group | 7,355.00 | 000000 |
| 16712 | 04/25/2012 | RotoRoot | Roto-Rooter Sewer Service | 359.50 | 000000 |
| 16713 | 04/25/2012 | SandSaf | Sanderson Safety Supply Co | 245.12 | 000000 |
| 16714 | 04/25/2012 | StAndrew | St Andrews Presbyterian Church | 330.00 | 000000 |
| 16715 | 04/25/2012 | SWRCB | State Water Resources Control | 505.00 | 000000 |
| 16716 | 04/25/2012 | TeeCom | TEECOM Design Group | 718.88 | 000000 |
| 16717 | 04/25/2012 | UniBank | Union Bank Of California | 2,384.56 | 000000 |
| 16718 | 04/25/2012 | UPS Stor | UPS Store # 3769 | 99.78 | 000000 |
| 16719 | 04/25/2012 | VilMus | Village Music School/Robert Ko | 157.50 | 000000 |
| 16720 | 04/25/2012 | VSP | PBIA | 59.55 | 000000 |
| 16721 | 04/25/2012 | WatersM | Waters Moving & Storage | 65.00 | 000000 |
| 16722 | 04/25/2012 | WRA | WRA | 649.00 | 000000 |
| 16723 | 04/25/2012 | ZioFraed | Zio Fraedo's | 6,875.00 | 000000 |

CHECK TOTAL: \$289,441.23



Board of Directors Meeting Minutes
April 11, 2012
DRAFT

The April 11, 2012 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Donaghu at 6:03 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

General Manager Robert Berggren led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Bonato, Sterrett, Donaghu, Glover

BOARD ABSENT: Shepard

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

PUBLIC COMMENT

There was no public comment.

TO CONSIDER WORK TO BE COMPLETED BY PG&E FOR COMMUNITY CENTER (ACTION)

The General Manger reported that similar to the Teen Center and Senior Center, the District needs to contract with PG&E to provide electrical services for the Community Center. The scope of work includes PG&E's engineering, administrative costs, distribution tie-in, electric metering, installation, distribution line and transformer. The total cost including the non-refundable payment is \$30,266. The District will be paying for the transformer pad (under \$1,000) that will be installed by PG&E. The cost of the transformer pad will be assigned to the miscellaneous District construction expenses.

The Community Center budget included a total of \$33,000 for PG&E's Scope of Work. The current PG&E contract is approximately \$2,734 under the budgeted amount.

Upon motion of Board Members Bonato & Glover, the Board approved the Work to be Completed by PG&E for the Community Center in the amount of \$30,266.

TO CONSIDER WORK TO BE COMPLETED BY CONTRA COSTA WATER DISTRICT FOR THE COMMUNITY CENTER (ACTION)

This item was tabled until the April 25th meeting.

FUNDRAISING UPDATE

A. Review Fundraising Budget

Marjorie Winkler passed out the Capital Campaign Analysis as of 4/10/12 which included the following:

| | |
|--------------------------------|----------------|
| Total number of donors to date | 162 |
| Total cash and pledges to date | \$497,373 |
| Total cash in to date | \$290,692 |
| Total pledges to date | 13 @ \$205,001 |
| Total bricks to date | 98 @ \$19,600 |

Winkler stated that we are just about up to half a million dollars without the MacDonald's gift of \$100K.

Winkler stated that we are close in securing the Teen Center furniture budget, but not on the Senior Center. There was discussion about the withdrawal of the commitment from the Valley Foundation. The General Manger will be speaking to Valley on Monday April 16, 2012 to see if he can determine why they withdrew their commitment of money.

Board members expressed concerns about the lack of funds and the upcoming opening of the buildings. It was discussed by the Board that the buildings could be opening without some furnishings. Board members agreed that there has to be a new plan of action with the fundraising efforts and it was suggested that staff work with Marjorie to come up with a new fundraising plan.

Board members asked for a new plan of action to be developed by Marjorie for the Board meeting on April 25, 2012. Marjorie will not be able to attend that meeting, but will have a report to the Board for that meeting.

B. CONSIDER THE FOLLOWING NAMING OPPORTUNITIES (ACTION)

- i. The Soroptimist Club has selected three naming opportunities in memory of Sally Schultz:
 - Teen Center Snack Shack-\$25,000
 - Community Center Multi-Purpose Room-\$25,000
 - Senior Center Coffee Bar-\$5,000
- ii. A naming opportunity has been purchased by Michael Harris and Dawn Block for one park bench in front of the Community Center- \$5,000
- iii. A naming opportunity has been purchased by Marcia Ribner for the Senior Center Café Kitchen - \$5,000
- iv. Critical Solutions Incorporated purchased the Meeting/Study room at the Teen Center- \$25,000

Upon motion of Board Members Bonato & Glover, the Board approved the above specified naming opportunities with the exception of item iii until they learn more about Marcia Ribner.

C. TO CONSIDER NEW NAMING OPPORTUNITIES (ACTION)

Community Center:

- Parkside Plaza-\$15,000
- Parkside Terrace-\$10,000
- Parkside Gardens-\$10,000
- 12 ft Concrete Bench at entry-\$8,000
- 10 ft Concrete Bench at entry-\$6,000
- Circular Bench surrounding tree in Parkside Terrace-\$7,000

Teen Center:

- Lobby-\$10,000
- Lounge-\$15,000
- Game Room-\$10,000

Upon motion of Board Members Glover & Sterrett, the Board approved the above naming opportunities for the Community Center and the Teen Center

BOND UPDATES

- The General Manager reported that the Planning Commission approved the Signage Package at their meeting on April 10, 2012. He gave special acknowledgment to Mark Cornelius for working so diligently with the City of Pleasant Hill, and the District Staff.
- The Bond Auction for the last \$8 million of the General Obligation Bond will be on April 18th.
- On April 4th there was a good meeting with user groups regarding Pleasant Oaks Park. They went over a plan for the Park including the scheduling. Everyone who was at the meeting was very cooperative.
- The Community Center pre-bid mandatory meeting will be held on April 13th. Ron is anticipating 15-20 General Contractors to attend.

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

PUBLIC COMMENT

Michael Harris brought the following items to the Board:

1. He asked to include the Pleasant Hill Community Service Day which will be held on September 22, 2012 on the May 23rd agenda. His goal is to have 3-4 projects from the District for the Community Service Day. He will return for the May 23rd meeting to discuss this further.
2. Since he is an avid Bocce player he has been frustrated by the number of games that have been rained out. He is hoping that the design of the Bocce Courts will be redone to improve the drainage of the courts.

EX-OFFICIO MEMBER GENESIS CASSIDY GAVE THE FOLLOWING REPORT:

- Spring Break for College Park is this week
- The EggCiting Egg Hunt held on April 7, 2012 went very well
- Moving Up Rally being planned now for June

CONSENT CALENDAR (ACTION)

A. To Approve Bills to be Paid

B. To Approve Minutes of November 2, 2011 and March 28, 2012

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

UPDATE & REPORT ON THE MASTER GARDENER PROGRAM AT RODGERS RANCH

John Matthesen gave an update including a slide show about the Master Gardener Program at Rodgers Ranch. Included in the report was a tentative schedule for the Master Gardener Program. Matthesen is working with Denise Koroslev to have the Rodgers Ranch Round Up participate in the program. The Board thanked John for his outstanding efforts with this program along with appreciation to Denise Koroslev and Marion Woodward.

PRESENTATION BY ANDREW PIERCE REGARDING POTENTIAL NEW PLAYGROUND EQUIPMENT AT SHANNON HILLS PARK

Andrew Pierce, a new neighbor of Shannon Hills Park, spoke regarding the possibilities of a new play structure at Shannon Hills Park. He made a presentation which included information from Ross Recreation Equipment. All the Board members were very impressed with his presentation. An idea was brought up by Tom Bradley to potentially move some of the playground structure from Pleasant Oaks Park when it is taken out. The Board thanked Andrew for his efforts and encouraged him to work with District Staff and the Community to raise funds for the new equipment.

TO CONSIDER PROPOSAL FOR STRATEGIC BUSINESS PLAN FROM RJM DESIGN GROUP (ACTION)

The General Manager indicated that the Land and Facility Development Committee made up of Board Member Cecile Shepard and Board Chair Dennis Donaghu, requested that RJM Design Group present a strategic business plan to the District for consideration. John Courtney with RJM Design Group was present to discuss his proposal for the District's Strategic Business Plan. He stated that once the Board approves the proposal it would take 4-5 months for a draft to be produced from RJM. Courtney summarized that the plan will involve how the District will maintain the new buildings; they will make programming recommendations, help develop a marketing program, and develop a price structure package.

Upon motion of Board Members Glover & Bonato, the Board approved the proposal for the Strategic Business Plan from RJM Design Group.

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

This item was tabled until the April 25th meeting so that more information on this item can be provided.

TO CONSIDER WINSLOW CENTER CANOPY REPAIR OPTIONS (ACTION)

Carrie Miller was present to discuss the canopy repair. The proposal from Mark Rolandelli and endorsed by structural engineer Alan Horeis calls for the removing of the concrete pillars and have the modified shoring hold up the canopy. The proposed price for this would be \$10,650. This plan will give the Winslow Center additional utilization of up to four years.

Upon motion of Board Members Bonato & Sterrett, the Board approved the Winslow Center Repairs to be completed by Rolandelli Construction in the amount of \$10,650.00

TO CONSIDER NOMINATION FOR SOROPTIMIST YOUTH RECOGNITION AWARDS NIGHT (ACTION)

It was presented by the General Manager that the Teen Council Members, Hiroki Butterfield, Kara Lowry, Sarah Chaney, Jimmy Torres, Melissa See, and Ex-Officio Genesis Cassidy be nominated for the Soroptimist Youth Awards.

Upon motion of Board Members Glover & Sterrett, the Board approved that the above names be nominated for the Soroptimist Youth Awards.

REPORT ON THE FUTURE ANNUAL COSTS OF THE CALPERS 2% AT 60 PLAN

The General Manager read the following into record:

"The employer contribution rate will be 7.733% of reportable earnings for local miscellaneous membership for the first time in the miscellaneous classification after the effective date of this amendment to contract."

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett-

- Discussed the usage of a uniform form for the Program Supervisors to use for the Program Committee Report.
- Star Quest's 20th Anniversary show is April 21st & 22nd

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- Received a note from Ken Wombacher from the Pleasant Hill Lion's Club about the Egg Hunt and said that it was once again a great event.
- We received a refund check from Contra Costa Water District in the amount of \$32,000 for the Senior Center and the Teen Center.
- Love, Laugh, and Learn will be held on April 13th - it is sold out
- The retirement resolution for Reverend Shel White will be presented on April 29th at his retirement celebration at St. Andrew's Church
- There will be a Program Committee meeting on April 23rd.

ADJOURNMENT

Board Chair Donaghu adjourned the meeting at 9:12 p.m.

Robert B. Berggren, Clerk of the Board



Board of Directors Meeting Minutes March 14, 2012 DRAFT

The March 14, 2012 Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Dennis Donaghu at 6:02 p.m. in the Conference Room at the Administration Office.

PLEDGE OF ALLEGIANCE

Board Member Sandra Bonato led the Pledge of Allegiance.

ROLL CALL

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

STAFF PRESENT: Berggren, Blair, Hunn, Kubota, Luke, Miller, Young

PUBLIC COMMENT

There was no public comment.

BOND PROJECT UPDATES/STATUS

a. Fundraising Report

Fundraising Consultant Marjorie Winkler reviewed the campaign analysis report. She gave an update on the fundraising efforts. She said there are two major donor foundations they are pursuing for donations. Winkler announced that the Diablo Valley Soroptimist Club donated \$55,000. She thanked staff and board members for their efforts. She said there will be more naming opportunities to bring back to the Board for approval. The General Manager reported that in the first meeting in April they will have the costs of the fundraising campaign.

b. Senior Center

c. Teen Center

d. Community Center

e. Pleasant Oaks Park

The General Manager reported that the City Planning Commission liked the new designs of the signs for the Community Center, Senior Center, Teen Center, and Pleasant Hill Park. He said the Commission is requiring all the permits for easements before approval. He said it will be back on for the Commission's April 10, 2012 meeting. The General Manager said the District has sent a letter to the Smith's to inform them that the construction for improvements for the additional parking spaces by the Little House will start on July 9.

The General Manager said the Bond Oversight Committee meeting is on Thursday. They will be finalizing their quarterly report. He said that two BOC members on the construction sub-committee are meeting with Ron Johnson of CSI to review procedural issues and prevent any overpayments. He mentioned that one of the sub-committee members will meet with Construction Manager Kelly Johnson next week. The General Manager said today is the start of the first rain day; the contractors have used up the 10 rain days already. In regards to Pleasant Oaks Park project, the General Manager will meet with Phil Abey with Abey Arnold and Associates along with Park Superintendent Lynn Spatz. Spatz will also coordinate setting up meetings with the user groups. The General Manager will be meeting with legal counsel in regards to a necessary easement with the School District.

Board Chair Donaghu announced a 15 minute break at 6:45 p.m. to reconvene at 7:00 p.m.

PUBLIC COMMENT

Board Chair Donaghu reconvened the board meeting at 7:00 p.m. and said there was no public comment.

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

Ex-Officio Member Genesis Cassidy did not attend this meeting

REPORT FROM VETERANS OF FOREIGN WARS, POST #3059

VFW Representatives Douglas Krause and Bob Newhall passed out information on their activities from last year. Krause reported that they were established in 1969 and most of their members are from World War II. He commented they try and recruit each day, new younger retired members and they are trying to integrate them into the VFW, but there have been difficulties recruiting the younger veterans. Krause said they have not had any problems with the users and various groups using their facility since the Community Center and Senior Centers have closed due to construction. The General Manager expressed the District's appreciation working with them and their cooperation in letting our groups use their facility. Board Member Sterrett asked to maybe partner with DVC and see if there are newer veteran students to recruit. Board Member Bonato asked if they have any ideas that the District can help to promote more members, to please let the District staff know. Board Chair Donaghu thanked Krause and Newhall for their report.

CONSENT CALENDAR (ACTION)

- a. To Approve Bills to be Paid**
- b. To Approve Minutes of September 14 and 28, 2011**
- c. To Approve Resolution 2012-03-14, Honoring Thora Harshman**

Upon motion of Bonato/Glover, the Board approved the consent calendar as presented.

REPORT FROM AD HOC BENEFITS COMMITTEE

Board Member Sterrett reported on the AD HOC Benefits Committee Meeting and said they are moving towards having staff eventually pay their share of PERS. She said at the District wide staff meeting the employees were polled and were in favor of paying their share within the next two years. The cost would be split between the two years, so it won't be such a burden for the employees to pay the rest of the share in just one year. Board Chair Donaghu explained that he met with the Morale Committee and another option if possible, would be to request a small cost of living increase. He said it was a reasonable option to consider. Board Member Glover thanked staff for their commitment. Board Member Bonato cannot make a commitment and does support the increase in salary if the budget allows.

REPORT FROM LAND AND FACILITIES DEVELOPMENT COMMITTEE

Board Member Shepard reported that the Land and Facilities Development Committee along with staff members General Manager Bob Berggren, Recreation Supervisor Tina Young, and Park Superintendent Lynn Spatz interviewed two agencies that sent in proposals to upgrade the District's Master Plan. She said Lauren Schmidt with MIG gave a nice presentation and seemed to be more interested in fine tuning the District's Master Plan. She said they asked what they can do and how can they best program the new facilities. Shepard said the other agency was RJM Design Group where the Financial Executive Tim Gallagher was very knowledgeable with a great experiential base. She said they are coming back with their scope of services. Shepard stated RJM was looking more at the economic sustainability and all the financial issues from maintenance, labor costs, programs and more.

REPORT ON STAFF ORGANIZATIONAL AND RESPONSIBILITY CHANGES

The General Manager handed out a new interim organizational chart which also highlighted the additional or responsibility changes occurring with various employees. He said there are four

employees that have retired and the positions will not be replaced right away. He stated there will be a six month probationary period and asked the Board to have some understanding and patience during this transition stage. He pointed out some of the staff responsibility changes.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Board Member Sterrett attended the California Parks and Recreation Society District 3 Awards Luncheon where Program Supervisor Dodie Jones received the Lifetime Achievement Award, the Community Focus received the Business Award and the Prom Preview received the Special Event Showcase. Sterrett said the event was at the new Brentwood Community Center and she was able to get a tour of the new facility. She announced a free webinar on all the legal bills that are trying to get passed, and she has all the information for if anyone is interested. Lastly, she stated that the Program Committee meeting is on March 22 and if there are any questions the Board may have for staff to email her the questions.

Board Member Glover said he has to yet fill out the Form 700. He asked staff to email him information on the Governance Training information.

Board Member Bonato said she saw John Matthesen recently who is assisting with the Master Gardeners program at the Rodgers Ranch site and commented that they can provide new programs and what they can envision. She said Matthesen is available to give a report at the beginning of April's board meeting. Bonato said she wants to contact the City in regards to what the AT&T cell tower site can do.

Board Chair Donaghu said he attended the 54th season of the PHBA opening day. He reported that there are 1,600 participants this year and they are expanding the 16 – 18 age group. He said it was a great opening day. He shared a thank you card to the Board from retired Network Administrator Marilyn Wojcik.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- He reported that the resolution for endorsing Mike McGill was sent to LAFCO. He commented that other agencies such as Iron Horse Sanitary District and Diablo Water District also sent endorsements for McGill. He stated that George Schmidt with the West County Water District is also running for the position.
- A letter from FEMA was received regarding the Disaster Preparedness.
- CSDA elections are coming up for 2012.
- CalPERS discount rate was reduced 7.75% to 7.5% with a 1%-2% increase in payroll for the District for fiscal year 2013-14.
- The Form 700, Conflicts of Interest, are due, so please have them turned in by the next week.
- He announced that Park Superintendent Lynn Spatz's last day is on March 19. He thanked her for her efforts and work as Superintendent on the bond projects. He said she did a terrific job, was great to work with and is a great representative of the District.
- Recreation Supervisor Tina Young announced Thora Harshman's retirement party on March 23 at El Torito's Restaurant. She will email out another invite.

ADJOURNMENT

Board Chair Donaghu adjourned the meeting at 8:26 p.m.

Robert B. Berggren, Clerk of the Board



Board of Directors Resolution

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

IN THE MATTER OF

RESOLUTION 2012-04-25A

HONORING REVEREND SHEL WHITE

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

WHEREAS, Reverend Shel White has been the Head Pastor at St. Andrews Presbyterian Church for the past 22 years and has been an integral part of the development and success of the Church; and

WHEREAS, He has been with the ministry for 37 years, Shel has been a pleasure to work with, has been supportive of the District and the community, and he will surely be missed. The District would like to wish him a wonderful retirement where he will enjoy the extra time with his loving wife and family, especially with his two children and four grandchildren; and

WHEREAS, The Recreation and Park District want to acknowledge St. Andrews Presbyterian Church and Reverend Shel White and staff for their support, partnership and willingness to help the District through challenging times when we needed locations for programs and appreciate Shel and the St. Andrews congregation for allowing the District to utilize its facilities; and

THEREFORE, BE IT RESOLVED that the Board of Directors and Staff of the Pleasant Hill Recreation & Park District hereby honor Reverend Shel White for his ongoing efforts and commitment to this community.

PASSED AND ADOPTED on April 25, 2012, by the following vote:

AYES: Bonato, Donaghu, Glover, Shepard, Sterrett

NOES:

Bobby Glover, Vice 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 April 25, 2012.

Robert B. Berggren, Clerk of the Board

Memo



To: Bob Berggren, General Manager
From: Katrina Hunn, Recreation Supervisor I
CC:
Date: 4/16/12
Re: Blues & Brews Festival

The Blues & Brews Festival will be held on July 21, 2012 in Pleasant Hill Park. This event is organized by a committee of Community Members, District staff, Chamber Board Members, and supporters of the Teen Center. The committee members are:

| | |
|-------------------------------------|--|
| Katrina Hunn, Event Chair | Paul & Sheila Cotruvo, Music and Backstage |
| Justin Pitcher, Logistics | Tricia Kelley, Beer Tent Manager |
| Valerie Meagan, Brewery Coordinator | Alison Klippel, Craft Vendor Coordination |
| Michael Saenz, Event Banker | Matthew Rinn, Chamber President |
| Joe Stokley, Sponsorships | Pete Sabine, Social Media |
| Stephen Anthony, Volunteer Coord. | Kendra Luke, Merchandise |

This year's bands are Lydia Pense and Coldblood, Chris Cain, Tip of the Top, and Jinx Jones. Attached is the event budget for 2012. The committee is working hard to secure sponsorships and find in-kind donors. A solicitation letter was sent to all of last year's sponsors and vendors. We have been following up with phone calls and visits to these potential sponsors. We have been meeting with last years vendors to see how we can reduce our expenses and see if the vendors are interested in in-kind sponsorships of the event. We have made purchases the last two years that can be reused like signage, cups, wristbands, tarps, tshirts ect.

We have invited back the food vendors from last year (Back Forty, S&K Wings, Meson Azteca, Yanni's and Smokin' Okies). Food vendors have until May 15 to return applications. If any spaces are not filled, we will reach out to other interested food vendors.

Sierra Nevada Brewing Company has pledge to return as a major in-kind sponsor and will continue their prize wheel area. We have approach Costco regarding an in-kind donation in exchange for a sponsor booth. C&M Party Props will be a major in-kind sponsor again of rental equipment.

The Chamber of Commerce pays for the hosting of the www.bluesandbrewsfestival.com website. They have provided staff with the necessary access to make all the changes. Jessie will be making the updates to the website.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: April 19, 2012

RE: Agenda Item #15 – April 25, 2012 Board Meeting

Update and Report on the Blues & Brews Festival

The Blues and Brews Festival report was postponed two meetings ago in order for staff to provide additional information on the event and the plans. Enclosed in your packet is an updated financial report that shows the last two years. We also invited Chamber of Commerce President Matt Rinn to attend on behalf of the Chamber of Commerce. The goal is to produce more revenue to make this event worthwhile not only how fun it is for the public, but also worthwhile for the fundraising activities to assist the Teen Center FF&E budget.

Blues & Brews ~ Proposed Budget

| <u>Revenue</u> | Vol | Proposed 2012 | Actual 2011 | |
|--------------------------------|------|------------------|------------------|--------------------------------|
| Sponsors | | | | |
| Event sponsor \$2500 | 2 | 5,000.00 | 6,250.00 | |
| Beer Booth Sponsor \$350 | 12 | 4,200.00 | 2,800.00 | Increase spaces allowed |
| Souvenir Cup \$1000 | 1 | 1,000.00 | 750.00 | |
| Music \$500 | 10 | 5,000.00 | 3,500.00 | Most likely sponsorship level |
| Food Booth \$550 | 5 | 2,750.00 | 3,195.00 | |
| | | <u>17,950.00</u> | <u>16,495.00</u> | |
| Sales | | | | |
| Pre-Sale Beverage Tickets \$30 | 300 | 9,000.00 | 8,960.00 | presale amount 2011 |
| Beverage Tickets \$40 | 200 | 8,000.00 | 19,560.00 | includes all day of sales 2011 |
| Single Pour \$5 | 2500 | <u>12,500.00</u> | <u>28,520.00</u> | |
| | | 29,500.00 | 28,520.00 | |
| Craft Booths \$200 | 10 | 2,000.00 | 1,150.00 | increased number of spaces |
| Total Estimated Revenue | | 49,450.00 | 46,165.00 | |

Expenses

| | | | | |
|---|--|-----------------|------------------|-------------------------------|
| Advertising | | | | |
| Posters/Flyers/beverage tickets, programs | | 800.00 | 411.26 | plan to increase posters |
| Advertising | | 1,500.00 | 1,250.00 | plan to increase advertising |
| Graphic Design | | 500.00 | - | cannot get donated this year |
| Signage | | <u>250.00</u> | <u>32.85</u> | Cannot guarantee donation |
| | | 3,050.00 | 1,694.11 | |
| Beverages | | | | |
| Wine | | 800.00 | 388.50 | |
| Beer | | 5,000.00 | 10,254.06 | too much purchased 2011 |
| Water, Soft Drinks | | - | - | |
| | | <u>5,800.00</u> | <u>10,642.56</u> | |
| Rentals | | | | |
| Stage, Tents, tables, chairs, portapotties, fencing | | 10,000.00 | 10,846.84 | |
| Event Promos | | | | |
| Cups | | - | 1,389.65 | inventory left from last year |
| Merchandise | | <u>500.00</u> | <u>3,583.01</u> | inventory from last year |
| | | 500.00 | 4,972.66 | |
| Entertainment | | | | |
| Sound | | 1,400.00 | 1,400.00 | |
| Bands | | 7,000.00 | 8,300.00 | less expensive bands |
| Children's play area | | - | - | |
| | | <u>8,400.00</u> | <u>9,700.00</u> | |
| Supplies | | | | |
| Dumpster | | 120.00 | - | Cannot guarantee donation |
| Event permits | | 800.00 | 690.00 | increased fees |
| Police services | | 1,800.00 | 1,754.56 | |
| Liquor Licenses | | 100.00 | 100.00 | |
| Miscellaneous supplies | | 600.00 | 909.73 | some 2011 can be reused |

| | | |
|-----------------------|------------------|------------------|
| Ice and trailer | 800.00 | 966.00 |
| Handwashing stations | <u>50.00</u> | <u>-</u> |
| | 4,270.00 | 4,420.29 |
| Total Expenses | 32,020.00 | 42,276.46 |
| | | |
| Proposed Profit | 17,430.00 | 3,888.54 |



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: April 19, 2012

RE: Agenda Item #16 – April 25, 2012 Board Meeting

To Consider Resolution 2012-04-25c, Approving the Amendment to the California Public Employees Retirement System Contract for the 2% at 60 Plan (ACTION)

The District has followed the procedures as outlined by California Public Employees Retirement System in order to amend the contract with CalPERS in order to establish a second tier PERS plan for employees. This plan will establish the 2% at 60 for new employees that were hired after June 30, 2011.

The Board of Directors has approved the resolution of intention, followed by the last board meeting where the Board of Directors made a public disclosure of the general costs. Now at the April 25, 2012 Board Meeting, the General Manager is recommending the Board approve the resolution and amendment to contract for California Public Employees Retirement System.



Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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

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

IN THE MATTER TO **RESOLUTION 2012-04-25C**
**AUTHORIZING AN AMENDMENT TO THE CONTRACT BETWEEN THE BOARD OF
ADMINISTRATION CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM AND
THE BOARD OF DIRECTORS PLEASANT HILL RECREATION AND PARK DISTRICT**

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

WHEREAS, the Board of Administration of the California Public Employees' Retirement System and the Board of Directors of the Pleasant Hill Recreation and Park District entered into a contract effective on January 1, 1984 providing for the participation of said public agency in the California Public Employees' Retirement System; and

WHEREAS, it is now desirable to take advantage of certain benefits provided under said Retirement System and not included in said contract;

NOW, THEREFORE, BE IT RESOLVED THAT the governing board authorized, and it does hereby authorize, an amendment to said contract, a copy of said amendment attached hereto and by such reference made a part hereof as though herein set out in full; and

NOW, THEREFORE, BE IT RESOLVED THAT that the presiding officer of said governing body is hereby authorized, empowered and directed to execute said amendment for and on behalf of said public agency.

PASSED AND ADOPTED ON April 25, 2012, by the following vote:

AYES:

NOES:

ABSENT:

Bobby Glover, Vice 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 April 25, 2012.

Robert B. Berggren, Clerk of the Board



California
Public Employees' Retirement System



AMENDMENT TO CONTRACT

Between the
Board of Administration
California Public Employees' Retirement System
and the
Board of Directors
Pleasant Hill Recreation and Park District



The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective January 1, 1984, and witnessed December 22, 1983, and as amended effective August 10, 1990, October 15, 1999, June 28, 2002 and October 19, 2004 which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 11 are hereby stricken from said contract as executed effective October 19, 2004, and hereby replaced by the following paragraphs numbered 1 through 13 inclusive:
1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 55 for local miscellaneous members entering membership in the miscellaneous classification on or prior to the effective date of this amendment to contract and age 60 for local miscellaneous members entering membership for the first time in the miscellaneous classification after the effective date of this amendment to contract.

2. Public Agency shall participate in the Public Employees' Retirement System from and after January 1, 1984 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.

3. Public Agency agrees to indemnify, defend and hold harmless the California Public Employees' Retirement System (CalPERS) and its trustees, agents and employees, the CalPERS Board of Administration, and the California Public Employees' Retirement Fund from any claims, demands, actions, losses, liabilities, damages, judgments, expenses and costs, including but not limited to interest, penalties and attorneys fees that may arise as a result of any of the following:
 - (a) Public Agency's election to provide retirement benefits, provisions or formulas under this Contract that are different than the retirement benefits, provisions or formulas provided under the Public Agency's prior non-CalPERS retirement program.
 - (b) Public Agency's election to amend this Contract to provide retirement benefits, provisions or formulas that are different than existing retirement benefits, provisions or formulas.
 - (c) Public Agency's agreement with a third party other than CalPERS to provide retirement benefits, provisions, or formulas that are different than the retirement benefits, provisions or formulas provided under this Contract and provided for under the California Public Employees' Retirement Law.
 - (d) Public Agency's election to file for bankruptcy under Chapter 9 (commencing with section 901) of Title 11 of the United States Bankruptcy Code and/or Public Agency's election to reject this Contract with the CalPERS Board of Administration pursuant to section 365, of Title 11, of the United States Bankruptcy Code or any similar provision of law.
 - (e) Public Agency's election to assign this Contract without the prior written consent of the CalPERS' Board of Administration.

- (f) The termination of this Contract either voluntarily by request of Public Agency or involuntarily pursuant to the Public Employees' Retirement Law.
 - (g) Changes sponsored by Public Agency in existing retirement benefits, provisions or formulas made as a result of amendments, additions or deletions to California statute or to the California Constitution.
- 4. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
 - a. Employees other than local safety members (herein referred to as local miscellaneous members).
- 5. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:
 - a. **ELECTED OFFICIALS; AND**
 - b. **SAFETY EMPLOYEES.**
- 6. Assets heretofore accumulated with respect to members in the local retirement system have been transferred to the Public Employees' Retirement System and applied against the liability for prior service incurred thereunder. That portion of the assets so transferred which represent the accumulated contributions (plus interest thereof) required of the employees under said local system has been credited to the individual membership account of each such employee under the Public Employees' Retirement System.
- 7. The percentage of final compensation to be provided for local miscellaneous members for each year of credited prior service is 0% and the percentage of final compensation to be provided for each year of credited current service is 100% for local miscellaneous members entering membership in the miscellaneous classification on or prior to the effective date of this amendment to contract and determined in accordance with Section 21354 of said Retirement Law subject to the reduction provided therein for Federal Social Security (2% at age 55 Modified).

8. The percentage of final compensation to be provided for each year of credited current service as a local miscellaneous member entering membership for the first time in the miscellaneous classification after the effective date of this amendment to contract shall be determined in accordance with Section 21353 of said Retirement Law subject to the reduction provided therein for Federal Social Security (2% at age 60 Modified).
9. Public Agency elected and elects to be subject to the following optional provisions:
 - a. Section 21536 (Local System Service Credit Included in Basic Death Benefit).
 - b. Section 20965 (Credit for Unused Sick Leave).
 - c. Section 20042 (One-Year Final Compensation) for those local miscellaneous members entering membership on or prior to the effective date of this amendment to contract.
 - d. Section 20903 (Two Years Additional Service Credit).
 - e. Section 20475 (Different Level of Benefits). Section 21353 (2% @ 60 Modified formula) and Section 20037 (Three-Year Final Compensation) are applicable to local miscellaneous members entering membership for the first time in the miscellaneous classification after the effective date of this amendment to contract.
10. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members of said Retirement System.
11. Public Agency shall also contribute to said Retirement System as follows:
 - a. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.
 - b. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.

12. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.

13. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the _____ day of _____, _____.

BOARD OF ADMINISTRATION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BOARD OF DIRECTORS
PLEASANT HILL RECREATION AND
PARK DISTRICT

BY _____
KAREN DE FRANK, CHIEF
CUSTOMER ACCOUNT SERVICES DIVISION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY _____
PRESIDING OFFICER

Witness Date

Attest:

Clerk

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM
Actuarial and Employer Services Branch
Public Agency Contract Services
P.O. Box 942709
Sacramento, CA 94229-2709
(888) CalPERS (225-7377)

**CERTIFICATION
OF
FINAL ACTION OF GOVERNING BODY**

I hereby certify that the _____ of the
(governing body)

(public agency)

considered and adopted on _____, _____, by an affirmative
(date)

vote of a majority of the members of said Governing Body, **Ordinance / Resolution** No. _____ approving the attached contractual agreement between the Governing Body of said Agency and the Board of Administration of the California Public Employees' Retirement System, a certified copy of said **Ordinance / Resolution** in the form furnished by said Board of Administration being attached hereto.

Adoption of the retirement benefit increase was not placed on the consent calendar.

Clerk/Secretary

Title

Date _____



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: April 17, 2012

RE: Agenda Item #17 – April 25, 2012 Board Meeting

To Consider Resolution 2012-04025b Approving the Purchase of District Telephone System Via Requests for Quotations (Action)

Attorney Mark Cornelius has recommended that the Board approve the attached resolution in order to secure proposals for the District wide telephone system. As outlined in the resolution, the District is required to secure competitive bids for purchases of \$25,000 and above. The purpose of the resolution is to protect the District if it could be challenged that the District did not follow standard bidding procedures. Attorney Cornelius will be on hand at the Board Meeting to answer any questions regarding this resolution and the action to be taken.

The current District phone system is antiquated and does not have the ability to add any further growth such as the expanded Senior and Teen Center facilities. District Staff has been working with TEECOM to create standards and further investigate the vast amount of options and alternatives in this market. Attached is further information from the phone committee consisting of Carrie Miller, Mark Blair, and Katrina Hunn who worked with TEECOM to develop a system that would meet the District's current needs and future needs. The estimates for a new system range from \$45,000 - \$65,000. Part of this will be included in the bond projects and a portion will be paid by the District's general fund. When we receive the proposals, staff will better be able to break down and make recommendations on the equipment that is bond versus non-bond.

Staff and the General Manager is recommending that the Board of Directors approved the Resolution Approving the Purchase of District Telephone System Via Requests for Quotations.



To: Bob Berggren, General Manager
From: Carrie Miller, Acting Building Maintenance Superintendent
Mark Blair, Accounting Supervisor
Katrina Hunn, Supervisor - Teen Center

Date: April 17, 2012

District Wide VoIP Phone System Purchasing

In conjunction with development of standards for the network, security, and audio-visual systems, the District hired the services of TEECOM in 2010 to analyze the current telecommunications system and recommend the best new phone system suitable to link existing and new facilities. It was determined that the District would be best served by purchasing either a full or hybrid VoIP system, concurrently replacing our existing phone traffic carrier with a less expensive service provider and support agreement.

The District's network consultant participated with staff and TEECOM in the planning and development of standards for both data and voice infrastructure for the new facilities, with full integration of the existing District facilities. The intention was to provide affordable standardized interconnection and functionality District wide. The network switching equipment standard was designed for both data and voice traffic capacity, anticipating the installation of the new VoIP telephone system.

The District then proceeded to gather information from telecommunications vendors in preparation for assembling a bid package for the project. Vendor response was overwhelming, with the majority of vendors offering alternative systems and services from the TEECOM recommendations. Since the District had already participated in and paid for an in-depth analysis and recommendation, staff became aware the process of preparing a package for competitive bid was going to return unusable results, with no way to determine comparative values of the bid responses.

The telecom technologies available today are not universally standardized. Often the hardware and software are proprietary, excluding the option to move practically from a disappointing vendor, service provider, or system to an alternative, should the need arise. The District has already paid for the analysis and recommendation, which provides guidelines for describing and soliciting quotes for the systems and services that would best suit our need.

Staff has contacts with at least six vendors that can provide competitive quotes for the defined systems and service alternatives being sought by the District for our new VoIP telephone system. We request the Board pass RESOLUTION 2012-04-25b IN THE MATTER APPROVING PURCHASE OF DISTRICT TELEPHONE SYSTEM VIA REQUESTS FOR QUOTATIONS.



Board of Directors Resolution

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

IN THE MATTER OF **RESOLUTION 2012-04-25B**
**APPROVING PURCHASE OF DISTRICT TELEPHONE SYSTEM VIA REQUESTS FOR
QUOTATIONS**

RECITALS

WHEREAS, the Pleasant Hill Recreation and Park District (District) plans to have a VoIP (Voice over Internet Protocol) telephone system provided, installed, and configured for the Senior Center, Teen Center, Community Center and the Administration Building by a vendor who will coordinate with the District network consultant to accomplish the switching configuration through the network (District Telephone System); and

WHEREAS, District Policy Number 3010.31 in the District Policy Handbook requires the receipt of sealed competitive bids on all purchases of materials, supplies or equipment over \$25,000, but allows exceptions to the necessity of public bidding as provided by state law; and

WHEREAS, state law provides that competitive bidding is not applicable where it is practically impossible to obtain what is required and to observe competitive bidding; and

WHEREAS, preparing specifications for competitive bidding for the District Telephone System would be practically impossible because the telecom technologies available today are not universally standardized, with vendors commonly offering alternative systems and services from those requested by the buyer, while the District has specific needs for upgrades suitable to link existing and new facilities. Therefore, preparing a package for competitive bids would likely yield results which would be unusable in determining a lowest responsible bidder, since it likely would be very difficult to determine comparative values of the bid responses; and

WHEREAS, the District Board considered the staff reports, public testimony and other evidence concerning the District Telephone Project at its regular meeting, held on April 25, 2012,

THE PLEASANT HILL RECREATION & PARK DISTRICT BOARD OF DIRECTORS DOES HEREBY RESOLVE THAT

1. The Board hereby finds, based upon substantial evidence, including the information set forth in the Recitals above, that competitive bidding is not applicable for the District Telephone System, since preparing specifications for competitive bidding would be practically impossible.
2. The District General Manager is hereby authorized and directed to seek quotations from and negotiate with potential vendors for the District Telephone Project, with a subsequent presentation to and consideration by the Board.
3. The General Manager is authorized to do all other things necessary and proper to implement this Resolution.

PASSED AND ADOPTED on April 25, 2012, by the following vote:

AYES:

NOES:

ABSENT:

Bobby Glover, Vice 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 April 25, 2011.

Robert B. Berggren, Clerk of the Board



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: April 17, 2012

RE: Agenda Item #18 – April 25, 2012 Board Meeting

To Consider Proposal to Provide 1972 Act Assessment Engineering Services for Valley high II, Woodside Hills I, & Woodside Hills III Landscaping & Lighting District(Action)

This item was tabled from the last meeting as the General Manager left out pertinent information regarding the above mentioned assessment districts. The information was covered at the Land & Facility Development Committee; however, I forgot to include it in the last agenda packet. The information that was reviewed by the committee is included in your packet. This includes the budget breakdown for each assessment district. I have also included a "Cheat Sheet" for you to review that includes the number of homes, the acres in each assessment district, linear feet of v-ditches, trails (only Valley High II has paved trails, price per home, total annual assessment, and the current surplus or deficit of each assessment district.

As a recap and summary of the Land & Facility Development Committee meeting, the committee recommended starting the proceedings to combine Woodside Hills I & III into one comment district and to consider raising Valley High II's annual assessment.

The General Manager is recommending to the Board of Directors to approve the engineering services agreement with Willdan Financial Services for completing this process and the conduction of an election among home owners.

Assessment Districts Summary

| <i>from 2011-12 Engineer's Report</i> | | | | | | TOTAL | |
|---------------------------------------|------------------|----------------|-------------------------------|-------------------------------|-----------------------------|--------------------------|----------------------------|
| | # parcels | # acres | V-ditches lin.feet | asphalt trail path | 2011-12 per home | 2011-12 assmt | Current Balance |
| Valley High 2 | 109 | 12 | 3250 | 3500 | \$124.58 | \$13,579.22 | (10,182) |
| Valley High 4 | 53 | 11 | 1450 | | \$180.00 | \$9,540.00 | 26,390 |
| Valley High 5 | 20 | 4.5 | 1700 | | \$243.00 | \$4,860.00 | 23,606 |
| Woodside Hills I | 54 | 22 | 2700 | | \$219.46 | \$11,850.84 | 53,388 |
| Woodside Hills 3 | 58 | 10 | 2600 | | \$200.00 | \$11,600.00 | (2,453) |

District Budgets Fiscal Year 2011-2012

The following provides the proposed budget and increased maximum assessment rate for Fiscal Year 2011-2012. The budget includes the District's estimate of anticipated expenditures, deficits, surpluses, revenues, and reserve fund balances associated with the annual maintenance and operation of the improvements.

| Budget Item | Valley High II 2011-2012 | Valley High II 2010-2011 | Valley High II 2009-2010 |
|-----------------------------------|-----------------------------|-----------------------------|-----------------------------|
| Annual Maintenance | 2011-2012 | 2010-2011 | 2009-2010 |
| Electricity | \$ 320.00 | \$ 300.00 | \$ 320.00 |
| Water | \$ 1,600.00 | \$ 1,650.00 | \$ 1,750.00 |
| Agricultural Supplies | \$ 600.00 | \$ 1,500.00 | \$ 500.00 |
| Facility Maintenance/Supplies | \$ 200.00 | \$ 200.00 | \$ 200.00 |
| Labor (PHR&PD) | \$ 4,000.00 | \$ 2,000.00 | \$ 6,000.00 |
| Contracted Disking Maintenance | \$ 2,800.00 | \$ 2,700.00 | \$ 1,800.00 |
| Contract Tree Service | \$ 1,200.00 | 0 | 0 |
| Vehicle Maintenance/Fuel | \$ 300.00 | \$ 200.00 | \$ 200.00 |
| Subtotal | \$11,020.00 | \$ 8,550.00 | \$ 10,770.00 |
| Administration | | | |
| Administration Expenses | \$1,450.00 | \$ 2,192.00 | \$ 2,192.00 |
| Total Costs & Expenses | \$12,470.00 | \$ 11,276.00 | \$ 13,496.00 |
| Individual Levy/Assmt/Home | \$ 124.58 | \$ 124.58 | \$ 124.58 |
| Projected Expenses | \$ 12,470.00 | \$11,942.00 | \$ 14,162.00 |
| Levy Received | \$ 13,579.00 | \$ 13,579.00 | \$ 13,579.00 |
| Difference | \$ 1,109.00 | \$ 1,637.00 | \$ (583.00) |
| Est Ending Fund Balance | (\$ 10,725.00) | \$(11,834.00) | \$(13,471.00) |

District Budgets Fiscal Year 2011-2012

The following provides the proposed budget and maximum assessment rate for Fiscal Year 2011-2012. The budget includes the District's estimate of anticipated expenditures, deficits, surpluses, revenues, and reserve fund balances associated with the annual maintenance and operation of the improvements.

| Budget Item | Valley High IV 2011-2012 | Valley High IV 2010-2011 | Valley High IV 2009-2010 |
|--|-----------------------------|-----------------------------|-----------------------------|
| Annual Maintenance | | | |
| Electricity | \$ 100.00 | 0 | 0 |
| Water | \$ 700.00 | \$ 675.00 | \$ 500.00 |
| Agricultural Supplies | \$ 300.00 | \$ 300.00 | \$ 200.00 |
| Facility Maintenance/Supplies | \$ 150.00 | \$ 150.00 | \$ 150.00 |
| Labor (PHR&PD) | \$ 2,000.00 | \$ 1,500.00 | \$ 2,200.00 |
| Contracted Disking Maintenance | \$ 1,300.00 | \$ 1,700.00 | \$ 1,200.00 |
| Contract Tree Service | \$ 1,500.00 | \$ 1,500.00 | \$ 2,000.00 |
| Vehicle Maintenance/Fuel | \$ 300.00 | \$ 125.00 | \$ 200.00 |
| Subtotal | \$ 6,350.00 | \$ 5,950.00 | \$ 6,450.00 |
| | | | |
| Replacement/Rehabilitation(CIP) | \$ 230.00 | \$ 230.00 | \$ 230.00 |
| | | | |
| Administration | | | |
| Administration Expenses | \$ 850.00 | \$ 829.00 | \$ 829.00 |
| | | | |
| Total Costs & Expenses | \$ 7,200.00 | \$ 7,009.00 | \$ 7,509.00 |
| | | | |
| Individual Levy/Assmt/Home | \$ 180.00 | \$ 180.00 | \$ 180.00 |
| | | | |
| Projected Expenses | \$ 7,200.00 | \$ 7,290.00 | \$ 7,790.00 |
| Levy Received | \$ 5,940.00 | \$ 5,940.00 | \$ 5,940.00 |
| Difference | \$(1,260.00) | \$(1,350.00) | \$ (1,850.00) |
| Est Ending Fund Balance | \$22,530.00 | \$23,790.00 | \$ 25,140.00 |

District Budgets Fiscal Year 2011-2012

The following provides the proposed budget and increased maximum assessment rate for Fiscal Year 2011-2012. The budget includes the District's estimate of anticipated expenditures, deficits, surpluses, revenues, and reserve fund balances associated with the annual maintenance and operation of the improvements.

| Budget Item | Valley High V 2011-2012 | Valley High V 2010-2011 | Valley High V 2009-2010 |
|-----------------------------------|----------------------------|----------------------------|----------------------------|
| Annual Maintenance | | | |
| Electricity | 0 | 0 | 0 |
| Water | \$ 500.00 | \$ 500.00 | \$ 400.00 |
| Agricultural Supplies | \$ 200.00 | \$ 200.00 | \$ 150.00 |
| Facility Maintenance/Supplies | \$ 200.00 | \$ 200.00 | \$ 200.00 |
| Labor (PHR&PD) | \$ 1,500.00 | \$ 1,500.00 | \$ 2,000.00 |
| Contracted Disking Maintenance | \$ 1,500.00 | \$ 2,200.00 | \$ 800.00 |
| Contract Tree Service | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 |
| Vehicle Maintenance/Fuel | \$ 200.00 | \$ 125.00 | \$ 200.00 |
| Subtotal | \$ 5,100.00 | \$ 5,725.00 | \$ 4,750.00 |
| Administration | | | |
| Administration Expenses | \$ 850.00 | \$ 676.00 | \$ 676.00 |
| Total Costs & Expenses | \$ 5,950.00 | \$ 6,401.00 | \$ 5,627.00 |
| Individual Levy/Assmt/Home | \$ 257.26 | \$ 257.26 | \$ 257.26 |
| Projected Expenses | \$ 5,950.00 | \$ 6,644.00 | \$ 5,870.00 |
| Levy Received | \$ 5,145.20 | \$ 5,145.20 | \$ 5,145.20 |
| Difference | \$ (805.00) | \$ (1,499.80) | \$ (724.80) |
| Est Ending Fund Balance | \$ 19,995.00 | \$20,800.00 | \$22,299.00 |

District Budgets Fiscal Year 2011-2012

The following provides the proposed budget and increased maximum assessment rate for Fiscal Year 2011-2012. The budget includes the District's estimate of anticipated expenditures, deficits, surpluses, revenues, and reserve fund balances associated with the annual maintenance and operation of the improvements.

| Budget Item | Woodside Hills I 2011-2012 | Woodside Hills I 2010-2011 | Woodside Hills I 2009-2010 |
|-----------------------------------|-------------------------------|-------------------------------|-------------------------------|
| Annual Maintenance | | | |
| Electricity | 0 | 0 | 0 |
| Water | \$ 400.00 | \$ 420.00 | \$ 800.00 |
| Agricultural Supplies | \$ 600.00 | \$ 520.00 | \$ 600.00 |
| Facility Maintenance/Supplies | \$ 1,000.00 | \$ 500.00 | \$ 1,000.00 |
| Labor (PHR&PD) | \$ 6,000.00 | \$ 5,500.00 | \$ 5,000.00 |
| Contracted Disking Maintenance | \$ 3,000.00 | \$ 2,700.00 | \$ 3,000.00 |
| Contract Tree Service | \$ 2,000.00 | \$ 4,000.00 | \$ 200.00 |
| Vehicle Maintenance/Fuel | \$ 350.00 | \$ 250.00 | 0 |
| Subtotal | \$13,350.00 | \$14,000.00 | \$ 13,600.00 |
| Administration | | | |
| Administration Expenses | \$ 2,000.00 | \$ 1,550.00 | \$ 1,550.00 |
| Total Costs & Expenses | \$ 15,350.00 | \$16,014.00 | \$ 15,614.00 |
| Individual Levy/Assmt/Home | \$ 219.46 | \$ 219.46 | \$ 219.46 |
| Projected Expenses | \$ 15,350.00 | \$16,680.00 | \$ 15,614.50 |
| Levy Received | \$ 11,850.84 | \$11,850.84 | \$ 11,850.84 |
| Difference | \$(3,499.16) | \$(4,829.16) | \$ (3,763.66) |
| Est Ending Fund Balance | \$ 40,644.00 | \$ 44,143.00 | \$ 48,972.00 |

District Budgets Fiscal Year 2011-2012

The following provides the proposed budget and increased maximum assessment rate for Fiscal Year 2011-2012. The budget includes the District's estimate of anticipated expenditures, deficits, surpluses, revenues, and reserve fund balances associated with the annual maintenance and operation of the improvements.

| Budget Item | Woodside Hills III 2011-2012 | Woodside Hills III 2010-2011 | Woodside Hills III 2009-2010 |
|-----------------------------------|---------------------------------|---------------------------------|---------------------------------|
| Annual Maintenance | | | |
| Electricity | \$ 350.00 | 0 | \$ 350.00 |
| Water | \$ 1,900.00 | \$ 350.00 | \$ 1,200.00 |
| Agricultural Supplies | \$ 900.00 | \$ 1,800.00 | \$ 1,000.00 |
| Facility Maintenance/Supplies | \$ 800.00 | \$ 1,000.00 | \$ 1,000.00 |
| Labor (PHR&PD) | \$ 2,000.00 | \$10,000.00 | \$ 6,000.00 |
| Contracted Disking Maintenance | \$ 1,800.00 | \$ 2,200.00 | \$ 2,000.00 |
| Contracted Tree Service | 0 | 0 | 0 |
| Vehicle Maintenance/Fuel | \$ 350.00 | \$ 250.00 | \$ 200.00 |
| Subtotal | \$ 8,100.00 | \$16,600.00 | \$ 11,750.00 |
| | | | |
| Administration | | | |
| Administration Expenses | \$ 1,100.00 | \$ 1,717.00 | \$ 1,717.00 |
| | | | |
| Total Costs & Expenses | \$ 9,200.00 | \$18,851.00 | \$ 14,001.00 |
| | | | |
| Individual Levy/Assmt/Home | \$ 200.00 | \$ 200.00 | \$ 200.00 |
| | | | |
| Projected Expenses | \$ 9,200.00 | \$18,851.00 | \$ 14,001.00 |
| Levy Received | \$ 11,600.00 | \$11,600.00 | \$ 11,600.00 |
| Difference | \$ 2,400.00 | \$(7,251.00) | \$(2,401.00) |
| Est Ending Fund Balance | \$ (6,768.00) | \$(9,168.00) | \$ (1,917.00) |

General Ledger

General Fund Revenue vs Exp

User: markb
 Printed: 04/17/12 11:54:23
 Period 12 - 12
 Fiscal Year 2011 - 2011



| Account Number Description | 2011 Budget | 2011 Period Amt | 2011 End Bal | 2011 YTD Budget | 2011 One Year Prior | 2010 Actual % | 2011 Expnd/Collect |
|------------------------------|--------------------------------|--------------------|-----------------|--------------------|------------------------|-------------------|-----------------------|
| Revenue | | | | | | | |
| 0000 | | | | | | | |
| Revenue | | | | | | | |
| 330-0000-40120 | WH 1-Prior Period Assessments | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 330-0000-42555 | WH 1-Misc Revenue | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Revenue | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3300 WOODSIDE HILLS I | | | | | | | |
| Revenue | | | | | | | |
| 330-3300-40100 | Woodside H I Current assessmen | 0.00 | -149.13 | -11,737.92 | 0.00 | -11,850.84 | 0.00 |
| 330-3300-40120 | Woodside H I Prior period asse | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 330-3300-42555 | Woodside H I Misc Rev | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Revenue | 0.00 | -149.13 | -11,737.92 | 0.00 | -11,850.84 | 0.00 |
| Expense | | | | | | | |
| 3300 WOODSIDE HILLS I | | | | | | | |
| Wages and Benefits | | | | | | | |
| 330-3300-50185 | Park Full Time Staff | 0.00 | 0.00 | 0.00 | 0.00 | 4,592.00 | 0.00 |
| 330-3300-50190 | Park Part Time Staff | 0.00 | 2,580.64 | 2,580.64 | 0.00 | 0.00 | 0.00 |
| | Wages and Benefits | 0.00 | 2,580.64 | 2,580.64 | 0.00 | 4,592.00 | 0.00 |
| Operating Expenses | | | | | | | |
| 330-3300-65701 | Electricity | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 330-3300-65705 | Gas | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 330-3300-65710 | Water | 0.00 | 71.46 | 428.79 | 0.00 | 398.88 | 0.00 |
| 330-3300-73340 | Administrative Fees | 0.00 | 913.30 | 1,378.87 | 0.00 | 281.14 | 0.00 |
| 330-3300-75401 | Rental Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 330-3300-75501 | Agricultural Supplies | 0.00 | 34.20 | 34.20 | 0.00 | 529.00 | 0.00 |
| 330-3300-75511 | Irrigation Repairs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 330-3300-75520 | Park Facility Maintenance | 0.00 | 269.23 | 269.23 | 0.00 | 1,906.00 | 0.00 |
| 330-3300-75550 | Contracted Tree Service | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 330-3300-75570 | Contracted Disking Services | 0.00 | 2,630.00 | 2,630.00 | 0.00 | 0.00 | 0.00 |
| | Operating Expenses | 0.00 | 3,918.19 | 4,741.09 | 0.00 | 3,115.02 | 0.00 |
| Revenue Total | | 0.00 | -149.13 | -11,737.92 | 0.00 | -11,850.84 | 0.00 |
| Expense Total | | 0.00 | 6,498.83 | 7,321.73 | 0.00 | 7,707.02 | 0.00 |
| Grand Total | | 0.00 | 6,349.70 | -4,416.19 | 0.00 | -4,143.82 | 0.00 |

General Ledger

General Fund Revenue vs Exp

User: markb
 Printed: 04/17/12 11:55:09
 Period 12 - 12
 Fiscal Year 2011 - 2011

| Account Number Description | 2011 Budget | 2011 Period Amt | 2011 End Bal | 2011 YTD Budget | 2011 One Year Prior | 2010 Actual % | 2011 Expend/Collect |
|----------------------------|--------------------------------|--------------------|-----------------|--------------------|------------------------|-------------------|------------------------|
| Revenue | | | | | | | |
| 0000 | | | | | | | |
| Revenue | | | | | | | |
| 340-0000-40120 | WH 3-Prior Period Assessments | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 340-0000-42555 | WH 3-Misc Revenue | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Revenue | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3400 | WOODSIDE HILLS III | | | | | | |
| Revenue | | | | | | | |
| 340-3400-40100 | Woodside H 3 Current assessmen | 0.00 | -145.99 | -11,490.11 | 0.00 | -11,600.01 | 0.00 |
| 340-3400-40120 | Woodside H 3 Prior period asse | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 340-3400-42555 | Woodside H 3 Misc revenue | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Revenue | 0.00 | -145.99 | -11,490.11 | 0.00 | -11,600.01 | 0.00 |
| Expense | | | | | | | |
| 3400 | WOODSIDE HILLS III | | | | | | |
| Wages and Benefits | | | | | | | |
| 340-3400-50185 | WH 3-Park Full Time Staff | 0.00 | 0.00 | 0.00 | 0.00 | 20,259.00 | 0.00 |
| 340-3400-50190 | WH 3-Park Part Time Staff | 0.00 | 3,980.66 | 3,980.66 | 0.00 | 0.00 | 0.00 |
| | Wages and Benefits | 0.00 | 3,980.66 | 3,980.66 | 0.00 | 20,259.00 | 0.00 |
| Operating Expenses | | | | | | | |
| 340-3400-65701 | Electricity | 0.00 | 29.20 | 324.74 | 0.00 | 313.04 | 0.00 |
| 340-3400-65705 | Gas | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 340-3400-65710 | Water | 0.00 | 147.95 | 1,062.23 | 0.00 | 1,788.08 | 0.00 |
| 340-3400-73340 | Administrative Fees | 0.00 | 1,411.42 | 1,899.03 | 0.00 | 278.62 | 0.00 |
| 340-3400-75401 | Rental Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 340-3400-75501 | Agricultural Supplies | 0.00 | 328.62 | 328.62 | 0.00 | 430.00 | 0.00 |
| 340-3400-75511 | Irrigation Repairs | 0.00 | 0.00 | 445.62 | 0.00 | 0.00 | 0.00 |
| 340-3400-75520 | WH 3-Park Facility Maintenance | 0.00 | 495.43 | 495.43 | 0.00 | 3,629.39 | 0.00 |
| 340-3400-75550 | Contracted tree service | 0.00 | 0.00 | 1,880.00 | 0.00 | 0.00 | 0.00 |
| 340-3400-75570 | Contracted Disking Services | 0.00 | 1,610.00 | 1,610.00 | 0.00 | 0.00 | 0.00 |
| | Operating Expenses | 0.00 | 4,022.62 | 8,045.67 | 0.00 | 6,439.13 | 0.00 |
| Revenue Total | | 0.00 | -145.99 | -11,490.11 | 0.00 | -11,600.01 | 0.00 |
| Expense Total | | 0.00 | 8,003.28 | 12,026.33 | 0.00 | 26,698.13 | 0.00 |
| Grand Total | | 0.00 | 7,857.29 | 536.22 | 0.00 | 15,098.12 | 0.00 |

General Ledger

General Fund Revenue vs Exp

User: markb
 Printed: 04/17/12 11:53:35
 Period 12 - 12
 Fiscal Year 2011 - 2011

| Account Number Description | 2011 Budget | 2011 Period Amt | 2011 End Bal YTD | 2011 Budget One Year Prior | 2010 Actual % | 2011 Expend/Collect |
|----------------------------|----------------|--------------------|---------------------|-------------------------------|-------------------|------------------------|
| Revenue | | | | | | |
| 0000 | | | | | | |
| Revenue | | | | | | |
| 300-0000-40120 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 300-0000-42555 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Revenue | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3000 | | | | | | |
| VALLEY HIGH II | | | | | | |
| Revenue | | | | | | |
| 300-3000- 4255 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 300-3000-40100 | 0.00 | -170.87 | -13,448.81 | 0.00 | -13,579.19 | 0.00 |
| 300-3000-40120 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 300-3000-42555 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Revenue | 0.00 | -170.87 | -13,448.81 | 0.00 | -13,579.19 | 0.00 |
| Expense | | | | | | |
| 3000 | | | | | | |
| VALLEY HIGH II | | | | | | |
| Wages and Benefits | | | | | | |
| 300-3000-50185 | 0.00 | 0.00 | 0.00 | 0.00 | 5,081.00 | 0.00 |
| 300-3000-50190 | 0.00 | 4,254.79 | 4,254.79 | 0.00 | 0.00 | 0.00 |
| Wages and Benefits | 0.00 | 4,254.79 | 4,254.79 | 0.00 | 5,081.00 | 0.00 |
| Operating Expenses | | | | | | |
| 300-3000-65701 | 0.00 | 29.13 | 336.74 | 0.00 | 306.91 | 0.00 |
| 300-3000-65705 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 300-3000-65710 | 0.00 | 393.87 | 1,668.70 | 0.00 | 1,408.93 | 0.00 |
| 300-3000-73340 | 0.00 | 1,317.81 | 570.48 | 0.00 | 298.71 | 0.00 |
| 300-3000-75401 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 300-3000-75501 | 0.00 | 95.17 | 95.17 | 0.00 | 212.00 | 0.00 |
| 300-3000-75511 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 300-3000-75520 | 0.00 | 518.30 | 518.30 | 0.00 | 3,378.00 | 0.00 |
| 300-3000-75550 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 300-3000-75570 | 0.00 | 2,715.00 | 2,715.00 | 0.00 | 0.00 | 0.00 |
| Operating Expenses | 0.00 | 5,069.28 | 5,904.39 | 0.00 | 5,604.55 | 0.00 |
| Revenue Total | 0.00 | -170.87 | -13,448.81 | 0.00 | -13,579.19 | 0.00 |
| Expense Total | 0.00 | 9,324.07 | 10,159.18 | 0.00 | 10,685.55 | 0.00 |
| Grand Total | 0.00 | 9,153.20 | -3,289.63 | 0.00 | -2,893.64 | 0.00 |

**Pleasant Hill Recreation & Park District
Board of Directors Summary Sheet**

Date: April 4, 2012

Agenda Item: To Consider Engineering Services for Valley High II, Woodside Hills I & III Landscaping & Lighting District

Organization/Board Member/Staff Request: General Manager

Summary of Item: The Land & Facility Development Committee reviewed the budgets of the five Lighting & Landscape Districts. Currently Valley High II and Woodside Hills III are running deficits and need adjustments to their assessments. The Land & Facility Development Committee had a telephone meeting with Habib Issac of the Willdan Financial Services to discuss options and procedures. After much deliberation it was determined that Woodside Hills I & III could be combined due to the exact similar nature of the work that is completed at both of those assessment districts. Habib Issac proposal would work on combining Woodside Hills I & III into one assessment district and proceed with working toward increasing the assessment at Valley High II.

Cost of Item: \$17,000

Financial Information:

Budget Item ___ L & L Assessment District:
Valley High II
Woodside Hills I & III

Account Number 300-0000-10100 Valley High
330-0000-10100 Woodside Hills I
340-0000-10100 Woodside Hills III

Overseen/Supervised by: General Manager and Account Supervisor Mark Blair

GM Recommendation: General Manager recommends to the Board of Directors to approve the engineering services agreement with Willdan Financial Services for combining Woodside Hills I & III and increasing the assessment at Valley High II.

Board Action Requested: Approve the engineering services agreement Willdan Financial Services for combining Woodside Hills I & III and increasing the assessment at Valley High II.

March 21, 2012

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

RE: Proposal to Provide 1972 Act Assessment Engineering Services to the Pleasant Hill Recreation and Park District

Dear Mr. Berggren:

As a follow up to our last correspondence regarding the re-balloting of the Valley High 2, Woodside Hill 1 and Woodside Hill 3 Landscaping and Lighting Districts, the following outlines Willdan Financial Services ("Willdan") proposed scope of services and budget to assist the Pleasant Hill Recreation and Park District ("District") with the re-engineering and re-balloting of the districts. These services will be performed under the provisions of the Landscaping and Lighting Act of 1972 and Article XIID of the California Constitution (Proposition 218).

Scope of Services

Willdan will perform the following tasks to assist the District with the re-engineering and re-balloting of the Valley High 2 and Woodside Hill 3 Landscaping and Lighting Districts.

Task 1: Review Existing Assessment Methodology

Description: Based on recent California Supreme Court decisions regarding special benefit assessments (i.e. *Silicon Valley Taxpayers Association, Inc. versus the Santa Clara County Open Space Authority*), it is apparent that due to special benefit requirements, simply balloting for an assessment increase to the existing assessments is not a viable option. Therefore, certain modifications to the methodology may be warranted to ensure a more defensible methodology that accurately reflects the improvements and the current makeup of the Districts.

Willdan will incorporate our knowledge gained from extensive analysis of the Santa Clara case to ensure defensibility in the new proposed assessment, and incorporate elements we have already successfully used in other recent projects. Before creating the assessment methodology that will be the core of the new assessment structure, it will be necessary to create a thorough and thoughtful budget for the services to be funded by the assessment. The assessment budget will be apportioned amongst affected properties using an assessment methodology that equitably spreads the District's costs to properties that will be responsible for paying the assessments.

Meetings: Conference call to discuss any potential modifications to assessment methodology.

Deliverables: None.

Task 2: Prepare Engineer's Reports

Description: Prepare an Engineer's Report for each landscaping and lighting (L&L) district that addresses the goals and objectives of the District, integrating the method of apportionment and benefit analysis established to fund the maintenance of landscaping improvements. These reports, prepared under the Landscaping and Lighting Act of 1972 and the provisions of the California Constitution Article XIID (Proposition 218), will be the basis for developing the assessment ballots and notices to be mailed to the property owners and will be presented to the Board of Directors for consideration.

The Engineer's Reports will contain the following information:

- Plans and specifications describing the area of special benefit, the proposed increased assessment, and the improvements;
- Method of Apportionment outlining special benefit conferred on properties from the improvements, the calculations used to establish each parcel's proportional special benefit assessment, and a description of the assessment range formula establishing the maximum assessment rate in subsequent fiscal years;
- Budget that outlines the costs and expenses to provide, service and maintain the improvements; including authorized incidental expenses;
- Assessment diagram that identifies the boundaries of the districts;
- Assessment Roll that contains each of the Assessor Parcel numbers that comprise the district and the proportional new maximum assessment; and
- Affidavit stating that a professional engineer has prepared the report.

Meetings: None.

Deliverables: One (1) draft Engineer's Report for review by District staff prior to submittal to the Board of Directors for approval.

Task 3: Prepare Resolutions

Description: Prepare resolutions for the Intent Meeting and Public Hearing. We will forward all resolutions to the District for review prior to the Board meeting agenda deadline. We anticipate that the following resolutions will be necessary for each L&L district.

- **Intent Meeting (two [2] resolutions):**
 - Resolution Initiating Proceeding; and
 - Resolution of Intention (preliminarily approves the proposed increased assessments outlined in the Engineer's Report; sets the Public Hearing date; and calls for mailed ballots).
- **Public Hearing (two [2] resolutions):**
 - Resolution declaring results of the balloting; and
 - Resolution approving the Engineer's Report; confirming the assessment diagram, and ordering the levy and collection of assessments.

Meetings: None.

Deliverables: A total of four (4) resolutions, per district, will be required for approval by the Board of Directors.

Task 4: Prepare Notices and Ballots

Description: Prepare the required notices for the Public Hearing and the assessment ballots to be mailed to each property owner in compliance with the provisions of the California Constitution. Draft copies will be sent to District staff for review and comment prior to finalization of the documents.

Notices and ballots will be tailored so as to specifically address the assessments per individual property owner.

Meetings: None.

Deliverables: Draft notices and ballots will be delivered to District staff for review and comment prior to printing and mailing of the documents.

Task 5: Print and Mail Notices and Ballots

Description: Coordinate and facilitate the printing, processing and mailing of notices and ballots to property owners of record that will be subject to the proposed assessments in accordance with the California Constitution. Willdan will use the property owner information from the latest County Assessor's secured roll for determination of the owner of record and corresponding mailing address information for the required notices and ballots. Mailing of the ballots and notices will be done a minimum of 45 days prior to the Public Hearing date as required by law.

Meetings: None.

Deliverables: Notices and ballots mailed to the property owners of record within the district boundaries.

Task 6: Public Hearing and Ballot Tabulation

Description: Upon the close of the Public Hearing, the Board Secretary will be directed to open the ballots received, and upon completion of the tally, announce the results either at the same Board meeting or the next regularly scheduled session (depending on the number of ballots to be tabulated).

Meetings: Attendance at the Public Hearing to answer questions and assist with ballot tabulation.

Deliverables: None.

Client Responsibilities

The District will prepare or provide the following, if necessary:

- Provide sample District resolutions in electronic format and in sufficient detail to establish the required format;
- Prepare internal memorandums, staff reports and other supporting documents necessary for agendas to the Board of Directors;
- Maintenance budget for the proposed improvements to be funded by the L&L district; and
- Review the draft reports and resolutions before the final documents are prepared. This review is typically performed by District staff but may include your legal counsel. Requested changes shall be submitted to Willdan in writing.

The Pleasant Hill Recreation and Park District acknowledges that Willdan shall be relying upon the accuracy of the information provided by the District, property owner(s) and the County Assessor, and agrees that Willdan shall not be liable for any inaccuracies contained in such information.

Legal Opinions: In preparing the resolutions, notices and ballots, Willdan will provide our professional expertise. Since we do not practice law, we ask that the District's legal counsel review the documents. We will assist the attorney in identifying pertinent legal issues.

Fees for Service

Willdan purposes to perform the tasks outlined in the Scope of Services for a *fixed price fee of \$17,000*.

Please note the following:

- Additional task or meetings, including public workshops, outside our proposed scope of work will require an additional fee.
- Telephone conference calls are not considered "meetings" for the purpose of our proposal and are not limited by our scope of services.
- We will invoice the District monthly based on percentage of project completion.

Additional Services

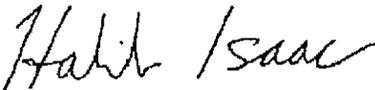
Additional services may be authorized by the District and will be billed at our then-current hourly overhead consulting rates. Our current hourly rates are:

| Willdan Financial Services Hourly Rate Schedule | |
|--|-------------|
| Position | Hourly Rate |
| Group Manager | \$210 |
| Principal Consultant | \$200 |
| Senior Project Manager | \$165 |
| Project Manager | \$145 |
| Senior Project Analyst | \$130 |
| Senior Analyst | \$120 |
| Analyst | \$100 |
| Analyst Assistant | \$75 |
| Property Owner Services Representative | \$55 |
| Support Staff | \$50 |

We appreciate this opportunity to continue to serve the Pleasant Hill Recreation and Park District and look forward to hearing from you. If you have any questions regarding our proposal, please contact me directly at (951) 587-3574 or via email at hisaac@willdan.com.

Sincerely,

WILLDAN FINANCIAL SERVICES



Habib Isaac, Principal Consultant
Financial Consulting Services Group





MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: April 17, 2012

RE: Agenda Item #19 – April 25, 2012 Board Meeting

Report on Contra Costa Special Districts Association Quarterly Meeting

The quarterly meeting of the Contra Costa Special Districts Association met on Monday, April 16th. Board Members Bobby Glover and Sherry Sterrett attended and will report on the meeting that included the vote for the Representative to the LAFCO Board. I have enclosed the results of the election from LAFCO Executive Director, Lou Ann Teixeira.



April 17, 2012

TO: Presiding Officer of Each Independent Special District in Contra Costa County

FROM: Lou Ann Texeira, LAFCO Executive Officer

SUBJECT: Results of Independent Special District Selection Committee Election

We would like to thank members of the Independent Special District Selection Committee (ISDSC) for their participation in the meeting/election on April 16. We had an impressive turnout, with 34 of the 44 independent districts represented.

In accordance with Government Code section 56332, the LAFCO Executive Officer convened the ISDSC election on April 16 to fill one vacancy on LAFCO (regular seat).

Based on the election results, the ISDSC re-appointed Mike McGill (*Central Contra Costa Sanitary District*) as a regular member. The term of office for this seat is four years, and will end in May 2016. A copy of the voting record is available through the LAFCO office.

If you have any questions, please contact the LAFCO office. Thank you.

c: Each Commissioner, Contra Costa LAFCO
Bette Boatman, President, Contra Costa County Special Districts Association
General Manager of Each Independent Special District



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: April 17, 2012

RE: Agenda Item #4 – April 25, 2012 Board Meeting

To Consider Naming Opportunity that has been Purchased by Marcia Ribner for the Senior Center Café Kitchen (ACTION)

The Board asked for a clarification on who Marcia Ribner was in making the \$5,000 contribution for the Senior Center Café Kitchen. In discussing this with Recreation Supervisor Kendra Luke, she indicated to me that Marcia Ribner's father was a member of the Senior Center and frequented the CC Café. Marcia Ribner did the naming opportunity in memory of her father.

The General Manager is recommending the naming opportunity purchased by Marcia Ribner for the Senior Center Café Kitchen.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: April 17, 2012

RE: Agenda Item #5 – April 25, 2012 Board Meeting

To Consider the First Amendment to the Easement Agreement with the City of Pleasant Hill Concerning the Community Center (ACTION)

The City Council of Pleasant Hill will be reviewing this matter at their April 16 City Council Meeting. The amendments as agenda item #5 and #6 are in regards to the signage at the new Community Center as well as the trash enclosure. The District needs these amendments in order to set the sign and have the trash enclosure on City property. The first amendment to the easement agreement allows the District to place the sign within the circular median in front of the Community and to place the trash enclosure in the existing the pedestrian access easement. The District will also grant a second pedestrian access easement to the City, so that access to Frank Salfingere Park is kept open.

Enclosed in your packet is the first amendment to the easement agreement and this also has been reviewed by Attorney Mark Cornelius. The General Manager is recommending the Board approve the first amendment to the easement agreement with the City of Pleasant Hill concerning the Community Center.

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:

The City of Pleasant Hill
100 Gregory Lane
Pleasant Hill, CA 94523
Attn: City Attorney
Affects: APN 153-050-064

FIRST AMENDMENT TO EASEMENT AGREEMENT

Between City of Pleasant Hill and Pleasant Hill Recreation and Park District

(Original Easement Agreement recorded July 16, 1998 as Record No. 98-164355.)

FIRST AMENDMENT TO EASEMENT AGREEMENT

This First Amendment to Easement Agreement (the "First Amendment") is made as of April 1, 2012, by and between THE CITY OF PLEASANT HILL (the "City") and THE PLEASANT HILL RECREATION AND PARK DISTRICT (the "District").

RECITALS

This First Amendment is made in contemplation of and with reference to the following facts, understandings, and intentions:

- A. The City and the District entered into an Easement Agreement recorded on July 16, 1998 in the office of the Recorder of the County of Contra Costa as Record No. 98-164355 (the "Easement Agreement"); and
- B. Pedestrian Access Easements.
 1. In Section 2.7 of the Easement Agreement the District granted to the City a non-exclusive easement over property owned by the District for the purpose of reasonable pedestrian and bicycle passage (the "Pedestrian Access Easement"); and
 2. Section 2.7 of the Easement Agreement provides that no structures or physical improvements shall be constructed on the Pedestrian Access Easement, except asphalt or other paving, landscaping, utility lines or other uses which would not materially interfere with the City's use of the Pedestrian Access Easement; and
 3. The District intends to construct a new Community Center on the Community Center Parcel, on which the Pedestrian Access Easement is located; and
 4. The District and the City have concluded that the most effective location for trash enclosure for the new Community Center would encroach upon the location of the Pedestrian Access Easement; and
 5. The City and the District wish to modify the Easement Agreement so that the trash enclosure may be located within the Pedestrian Access Easement; and
 6. The District wishes to grant to the City a second pedestrian access easement to ensure continued access across the Community Center Parcel (the "Second Pedestrian Access Easement"), but the location of the Second Pedestrian Access Easement cannot be precisely determined until completion of construction of the new Community Center; and
- C. Signage. The District requires new signage for the new Community Center, with the best location for the signage being on the Parking Lot Parcel; and
- D. Section 3.2 of the Easement Agreement allows modification of the Easement Agreement, with the consent of the City and the District, which modification shall be effective upon the execution and recording of the written modification in the Official Records of Contra Costa County,

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree that the Easement Agreement shall be modified as follows:

1. Section 2.1 of the Easement Agreement is amended to read as follows (with amending language shown in italics):

“2.1 Establishment of Access and Parking Easement. The City hereby grants to the District and its successors-in-interest, for the benefit of the Community Center Parcel, a non-exclusive easement to use, and to permit its Occupants and Permitted Users to use, in common with all other Owners and their Occupants and Permitted Users:

(i) the Parking Lot Parcel for the purpose of parking and reasonable vehicular and pedestrian passage, and emergency vehicle access (“Access and Parking Easement”) on, over and across the Parking Lot Parcel to and from the Community Center Parcel and the “Roadway Easement.”

District may also use the existing semi-circle median on the Parking Lot Parcel for Community Center signage, in the location as depicted on Exhibit “A” and as approved by the City; and

(ii) the Roadway Easement for the purpose of reasonable vehicular and pedestrian passage, and emergency vehicle access on, over and across the Roadway Easement, to and from the Parking Lot Parcel and public streets.

The “Roadway Easement” refers to that certain “35’ Roadway Easement (81PM17)” as depicted on the Parcel Map. The City may make use of the Access and Parking Easement and Roadway Easement for parking and access provided that (a) such use shall not materially interfere with the District’s non-exclusive use of the Access and Parking Easement and Roadway Easement, and (b) no structures or physical improvements shall be constructed on the Access and Parking Easement and Roadway Easement, except asphalt or other paving, landscaping, sidewalks, utility lines or other uses which would not materially interfere with the District’s use of the Access and Parking Easement and the Roadway Easement.”

2. Section 2.7 of the Easement Agreement is amended to read as follows (with the amending language shown in italics):

“2.7 Establishment of Pedestrian Access Easement on the Community Center Parcel. The District grants to the City and its successors-in-interest, for the benefit of the Parking Lot Parcel, the Public Services Center and Salfingere Park Parcel and the Adjacent Parcels, an easement to use, and to permit its Occupants and Permitted Users to use, in common with all other Owners and their Occupants and Permitted Users, the “Pedestrian Access Easement” located on the Community Center Parcel for the purpose of reasonable pedestrian and bicycle passage on, over and across the Community Center Parcel, to and from the Parking Lot Parcel, the Public Services Center and Salfingere Park Parcel and the Adjacent Parcels. As used herein, “Pedestrian Access Easement” means that

certain pedestrian access easement located on the Community Center Parcel depicted as that certain "P.A.E." on Parcel B of the Parcel Map. The Pedestrian Access Easement shall be non-exclusive and the District may make use of the Pedestrian Access Easement provided that (a) such use shall not materially interfere with the City's non-exclusive use of the Pedestrian Access Easement and (b) no structures or physical improvements shall be constructed on the Pedestrian Access Easement, except asphalt or other paving, landscaping, utility lines or other uses which would not materially interfere with the City's use of the Pedestrian Access Easement. *Notwithstanding the foregoing, the District may place a trash enclosure within the area of the Pedestrian Access Easement (the "P. A. E.") as shown on Exhibit "B," attached to this First Amendment and incorporated by this reference. The City and District agree that the placement of the trash enclosure as shown on Exhibit "B" and the ordinary use of such trash enclosure shall not be construed as overburdening the Pedestrian Access Easement because the Second Pedestrian Access Easement will allow adequate access.*

The District grants to the City and its successors-in-interest, for the benefit of the Parking Lot Parcel, the Public Services Center and Salfingere Park Parcel and the Adjacent Parcels, an easement to use, and to permit its Occupants and Permitted Users to use, in common with all other Owners and their Occupants and Permitted Users, the "Second Pedestrian Access Easement" located on the Community Center Parcel for the purpose of reasonable pedestrian and bicycle passage on, over and across the Community Center Parcel, to and from the Parking Lot Parcel, the Public Services Center and Salfingere Park Parcel and the Adjacent Parcels. As used herein, "Second Pedestrian Access Easement" means that pedestrian access easement located on the Community Center Parcel depicted as "Second Pedestrian Access Easement" on Exhibit "C," attached to the First Amendment and incorporated therein by this reference. The Second Pedestrian Access Easement is a minimum of five feet wide. It shall be non-exclusive and the District may make use of the Second Pedestrian Access Easement provided that (a) such use shall not materially interfere with the City's non-exclusive use of the Second Pedestrian Access Easement and (b) no structures or physical improvements shall be constructed on the Second Pedestrian Access Easement, except asphalt or other paving, landscaping, utility lines or other uses which would not materially interfere with the City's use of the Second Pedestrian Access Easement."

3. Once construction of the new Community Center is substantially complete, the District shall prepare a legal description of the Second Pedestrian Access Easement and it shall be added to this First Amendment as Exhibit "C-Revised," which shall be substituted for the initial Exhibit C and incorporated into this First Amendment. Once the Exhibit "C-Revised" has been approved by the City and attached, this First Amendment shall be recorded in the office of the County Recorder.
4. In all other respects, the Easement Agreement remains unchanged.

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment effective on the date first written above.

THE CITY OF PLEASANT HILL

THE PLEASANT HILL RECREATION AND
PARK DISTRICT

By: _____
John Hanecak, Mayor*

By: _____
Dennis Donaghu, Chair*
Board of Directors

Date: _____

Date: _____

ATTEST: _____
Marty McInturf, City Clerk

By: _____
Robert B. Berggren, Clerk of the Board

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Debra S. Margolis, City Attorney

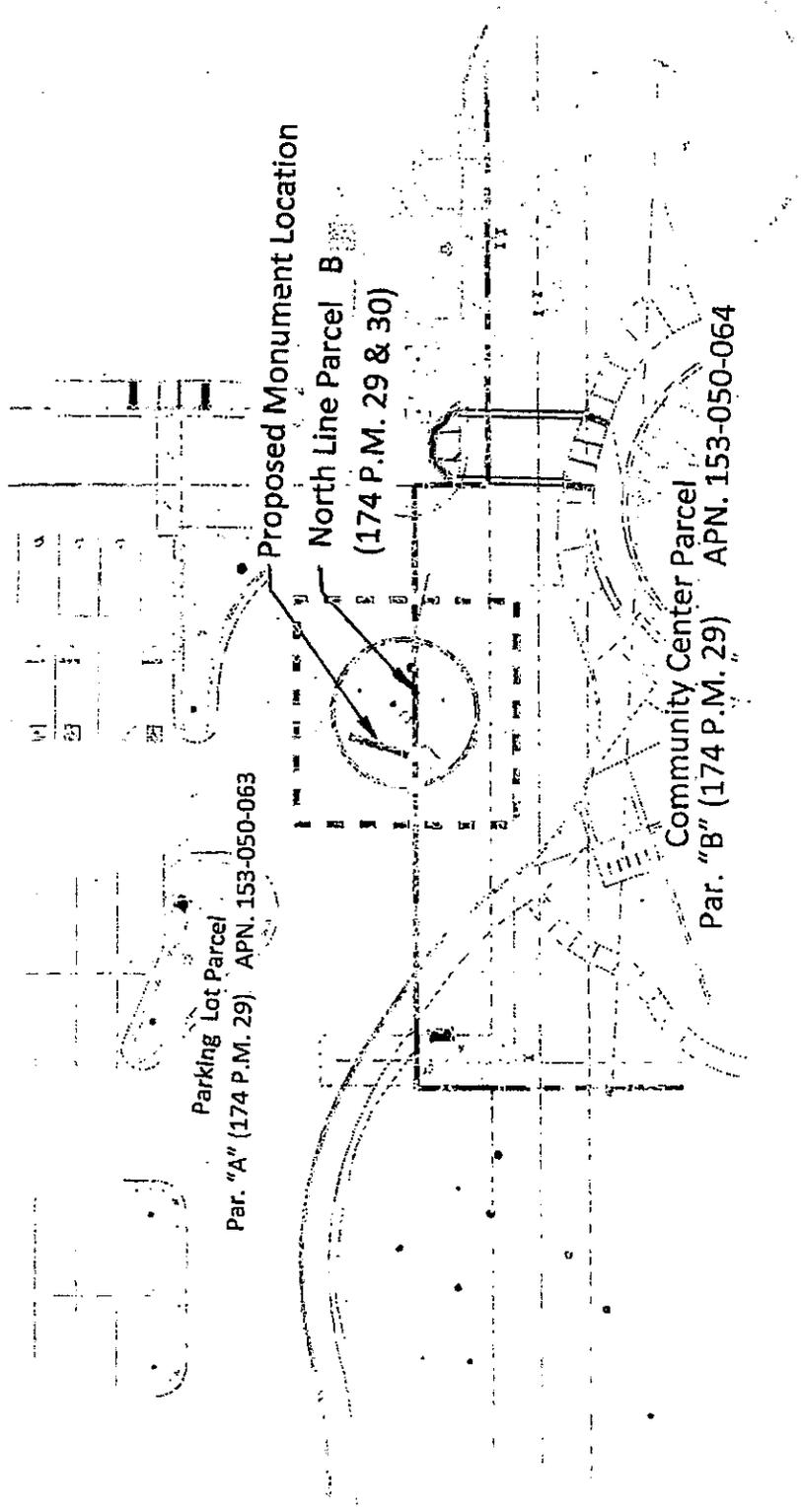
By: _____
Mark Cornelius, District Counsel

*These signatures must be notarized by a Notary Public.

Exhibits:

- A: Proposed Monument Sign Location
- B: Pedestrian Access Easement
- C: Second Pedestrian Access Easement

EXHIBIT "A"



PROPOSED MONUMENT LOCATION 1 - COMMUNITY CENTER
 Plan View
 Scale: 1" = 20'-0"



GENU CONSULTING INC.
 1000 S. GATEWAY BLVD.
 SUITE 100
 SAN ANTONIO, TEXAS 78216
 TEL: 214-343-8888
 FAX: 214-343-8889
 WWW.GENUCONSULTING.COM

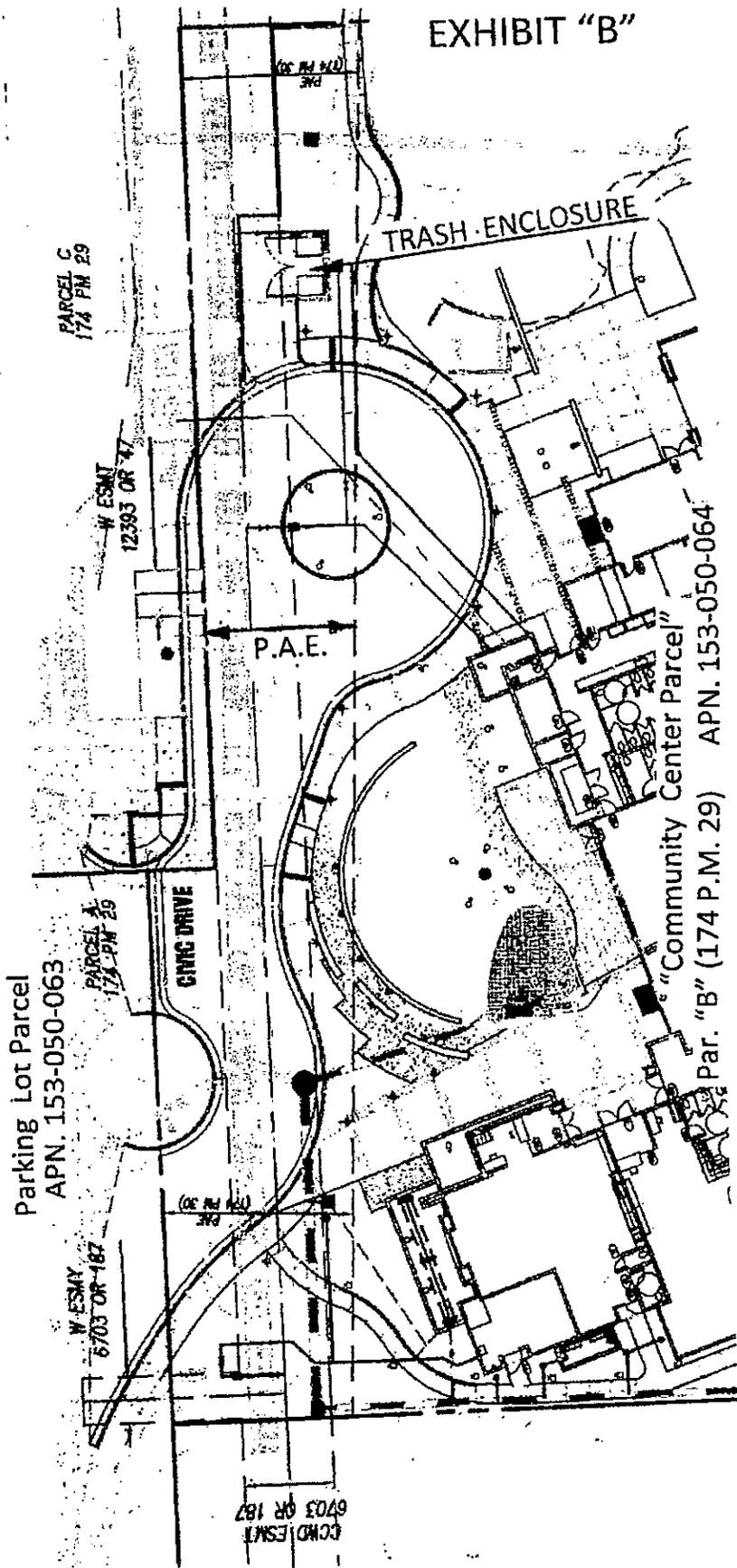
DATE: 12/16/2011
 PROJECT: COMMUNITY CENTER
 SHEET: 1 OF 1
 DRAWN BY: J. B. BROWN
 CHECKED BY: J. B. BROWN

Pleasant Hill Centers
 No. 153-050-063, 153-050-064

December 16, 2011
 ZZ2642.01

A

EXHIBIT "B"



Parking Lot Parcel
APN. 153-050-063

PARCEL C
174 P.M. 29

PARCEL A
174 P.M. 29

W. ESMY
6703 OR 187

W. ESMY
12393 OR 47

CING DRIVE

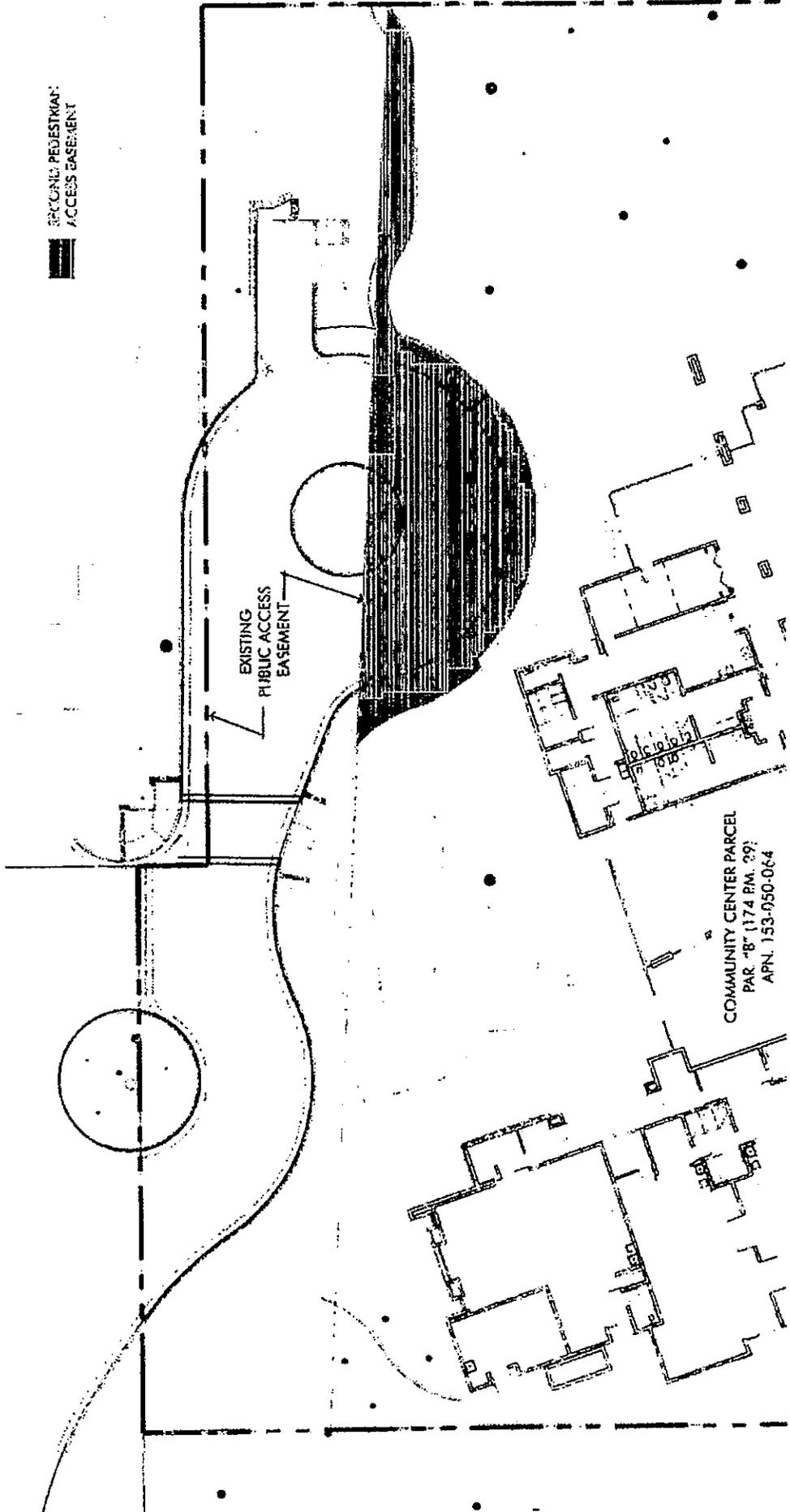
P.A.E.

TRASH ENCLOSURE

"Community Center Parcel"
Par. "B" (174 P.M. 29) APN. 153-050-064

COND. ESMY
6703 OR 187

EXHIBIT "C"



SECOND PEDESTRIAN
ACCESS EASEMENT

EXISTING
PUBLIC ACCESS
EASEMENT

COMMUNITY CENTER PARCEL
PAR "B" (174 RM. 29)
APN. 153-050-064

PARTIAL SITE PLAN

PLEASANT HILL COMMUNITY CENTER
PLEASANT HILL, CALIFORNIA



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: April 17, 2012

RE: Agenda Item #6 – April 25, 2012 Board Meeting

To Consider the First Amendment to the Lease Agreement with the City of Pleasant Hill Concerning the Community Center Property (ACTION)

Similar to agenda item #5, the proposed first amendment for the lease agreement allows the District to place the sign on the Frank Salfingere Park property on Taylor Boulevard. Again, this will be on City property that the District does maintain and the City Council will be reviewing this on the April 16 City Council Meeting.

The General Manager is recommending board approval of the first amendment to the lease agreement with the City of Pleasant Hill concerning the Community Center property.

Recorded by and
When recorded return to:

The City of Pleasant Hill
100 Gregory Lane
Pleasant Hill, CA 94523
Attn: City Attorney
Affects: APN 153-050-064

FIRST AMENDMENT TO LEASE AGREEMENT

BETWEEN

THE CITY OF PLEASANT HILL

AND

THE PLEASANT HILL RECREATION AND PARK DISTRICT

(Original Lease Agreement recorded November 30, 1998. Document No. 98-0298533-00.)

**First Amendment to Lease Agreement
(Salfingere Park)**

This First Amendment to the Lease Agreement is entered into effective _____, 2012 between the City of Pleasant Hill ("City" or "Landlord") and the Pleasant Hill Recreation and Park District ("District" or "Tenant").

Recitals.

This First Amendment is based on the following facts:

- A. On June 25, 1998, the City and the District entered into a *Lease Agreement between the City of Pleasant Hill and the Pleasant Hill Recreation and Park District* (the "Lease"). That Lease was recorded in the Office of the County Recorder on November 30, 1998, Document No. 98-0298533-00. The Lease is for the property on Civic Drive in Pleasant Hill known as Salfingere Park (the "Property").
- B. On July 26, 2011, the City Planning Commission approved a Use Permit (No. UP 11-010) and a Development Plan Permit (No. DP 11-001) to allow construction of the Pleasant Hill Recreation and Park District New Community Center ("Community Center") to be located on property immediately adjacent to Salfingere Park.
- C. The parties wish to amend the Lease to allow for a Community Center sign to be located on the Salfingere Park Property.

NOW, THEREFORE, the parties agree that:

- 1. Section 4 of the Lease, Use, is amended to read as follows:

"Section 4. Use.

(a) The Property is intended to be used by the general public for park and recreational purposes. Tenant agrees that the Property shall not be used for any immoral or unlawful purpose. Landlord agrees that, subject to the prior review and approval by Landlord and compliance with all applicable governmental requirements, Tenant may erect and maintain on the Property signs advertising the Property as a park.

(b) Tenant shall not allow the commission of any acts on the Property, nor allow use of the Property in any manner that might cause the cancellation of any insurance policy insuring the Property or increase the rate thereof.

(c) Tenant shall not allow the commission of any waste or any public or private nuisance upon the Property.

(d) Tenant shall comply with all laws, rules, and orders of all federal, state, and municipal governments or agencies that may be applicable to use of the Property.

(e) Tenant may place an identification sign for the adjacent community center on the Property, facing Taylor Boulevard, subject to the review and approval by the Planning Commission."

2. All other terms of the Lease remain in effect, unchanged.

**City of Pleasant Hill
Landlord**

**Pleasant Hill Recreation and Park District
Tenant**

By: _____
John Hanecak, Mayor*

By: _____
Chair, Board of Directors*

Date: _____

Date: _____

By: _____
June Catalano, City Manager*

By: _____
Robert Berggren, General Manager*

Date: _____

Date: _____

ATTEST:

ATTEST:

Marty McInturf, City Clerk

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Debra S. Margolis, City Attorney

Mark Cornelius, Attorney for the District

*These signatures must be notarized by a Notary Public.



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: April 17, 2012

RE: Agenda Item #7– April 25, 2012 Board Meeting

To Consider the Work to be Completed by Contra Costa Water District for the Community Center (ACTION)

As reported at the last board meeting, we were waiting for the Contra Costa Water District's proposal to complete the water related work at the Community Center including the domestic water, power, water and the new fire hydrant. The total estimated work by the Contra Costa Water District is \$119,678. I would like to clarify what I reported incorrectly at the last Board Meeting that we have a \$10,000 deposit so the actual work is \$129,000, but the actual work that we owe now is \$109,678. So, they were including the \$10,000 in the original \$119,678. Enclosed, Project Manager Ron Johnson with CSI has a description of the budgeted amount of \$90,000, so it is over by \$29,678. However, he has indicated that in the utility contingency, the PG&E price coming under budget and currently carrying additional money for the Fire District fees, this budget overrun can be covered without touching the construction contingency.

The General Manager is recommending the approval by the Board of Directors for the work to be completed by Contra Costa Water District for the Community Center.

Bob Berggren

From: Ron Johnson [ronj@csipm.com]
Sent: Tuesday, April 17, 2012 11:15 AM
To: Bob Berggren
Cc: Carrie Miller; 'Eileen Clark'
Subject: PHRPD/CC: CCWD Design, Agreement/
Attachments: PHRPD-CC CCWD 20120409.PDF

Bob,

Attached is the CCWD agreement that has been previously sent and below is the background and justification requested.

Background: When originally contemplated, it was thought the existing domestic water and fire water could be re-used for the new facility. However, during the design process, it was clear that it was in the best interest of the project with the Dahlin design to relocate the fire water and domestic water. In addition, through the condition of approval process, the Fire District required the installation of a new fire hydrant off of Taylor Boulevard, which was not originally anticipated. In lieu of waiting for construction to start at the site, it was thought the best approach is to have CCWD install the new services prior to the Contractor starting work on the site in June 2012 if possible; so the Contractor would not need to coordinate this utility work with the rest of work at the site, which would help mitigate the risk of construction delays. At a minimum, the new fire hydrant has to be installed prior to the Contractor going vertical with the wood wall framing of the new facility.

Budget: As additional information was learned, the budget for CCWD related work was increased to a total of \$90,000 (CC budget items C320-new domestic water and fire water at \$30,000; and C322-new fire hydrant at \$60,000). CCWD submitted its cost at a total of \$119,678, a variance of \$29,678. One reason for the higher cost according to CCWD is the City of Pleasant Hill traffic restrictions and regulations for work in Taylor Blvd make the work less efficient. The rough budget estimate was \$60,000 and CCWD estimated this work at about \$70,000. The other reason for the variance was the budget estimate could only be prepared based on a rough design by the civil engineer since CCWD was responsible for completing the final design. CCWD's estimate is based on their own final design documents and some of the cost is probably attributable to working through existing improvements. As with the SC/TC project, CCWD tends to estimate on the conservative side, which could eventually result in a credit back to the District (i.e., similar to what happen at the SC/TC with a refund of \$32,305, or a refund of approximately 13% of the original CCWD estimate).

From a budget perspective, this overrun has been addressed by using the available utility contingency of \$17,734 (Budget Code C310), accounting for the under budget estimate we received for PG&E's scope of work (C335), and the under budget costs for Fire District review fees (Budget Code C310). These adjustments will be reflected in the next budget update with a data date of April 16, 2012.

Schedule: Assuming Board approval of the CCWD contract on April 25th, CSI plans to work with CCWD in an effort to schedule the completion of most, if not all, of the CCWD work prior to the Contractor starting work in early June 2012. At a minimum, the new fire hydrant on Taylor Blvd will be installed and the fire water line will be installed. The pros and cons of installing the new domestic water line will be further evaluated with CCWD as it may be prudent, and possibly less expensive, in this one case to wait and install the domestic water line during the course of construction.

Please let me know if you have any questions.

Ron



**CONTRA COSTA
WATER DISTRICT**

1331 Concord Avenue
P.O. Box H20
Concord, CA 94524
(925) 688-8000 FAX (925) 688-8122
www.ccwater.com

April 9, 2012

Directors
Joseph L. Campbell
President

Karl L. Wandry
Vice President

Bette Boatman
Lisa M. Borba
John A. Burgh

Jerry Brown
General Manager

Bob Bergreen
Pleasant Hill Recreation and Park District
147 Gregory Lane
Pleasant Hill, CA 94523-3356

**Subject: Pleasant Hill Community Center
Project Number 312008**

The following items are enclosed:

- for your action
- for your information
- as you requested
- for your files

| NUMBER OF COPIES | DESCRIPTION |
|------------------|---------------------------|
| 2 | Service Agreement |
| 2 | Easement Agreement |
| 1 | Drawing - Developers Copy |

Please return both copies of the executed Service Agreement to this office within thirty (30) days from today's date along with a check for \$109,679.

Easements are required, please return *both copies signed and notarized* along with two (2) copies of the legal description of the easement.

If you have any questions, please call me at (925) 688-8013.

Sincerely,

Richard A. Broad
Engineering Services Coordinator

RAB:

Enclosures
File No. 312008

Contra Costa Water District
Service/Relocation Agreement*

Contra Costa Water District (District) and the undersigned Applicant (Applicant) hereby agree as follows:

1. Exhibit A attached and made a part of this agreement describes certain water service facilities which Applicant desires District to install and sets forth District's estimated cost of such installation.

2. Upon payment to the District of the total estimated costs of said facilities in the amount shown on Exhibit A, and after obtaining all necessary materials, permits and authorizations, District will proceed to install and/or relocate the water service facilities described in Exhibit A. If the total actual cost of such installation is less than said estimate of cost, District will refund any overpayment to Applicant. If said total actual cost exceeds said estimate, additional payment(s) equal to the difference will be paid by Applicant to the District. District's computation of total actual cost shall be final and binding upon the parties.

3. District hereby notifies Applicant, and the Applicant acknowledges same, that water service shall not be initiated until all bills rendered by the District have been paid in full.

4. District will diligently prosecute the installation work but shall not be liable for delays resulting from labor disturbances or causes beyond its control, including, without limitation, delays caused by others.

The undersigned subscriber requests water service at the premises noted hereon and promised to purchase the water and pay therefore in accordance with the schedule of rates which shall from time to time be legally in effect for the purpose for which the water is to be used, and to conform to and abide by Rules and Regulations in force, relating to the purchase and sale of water.

*To be used as supplement to Service Order as required.

EXECUTED IN DUPLICATE as of the _____ day of _____, 20____.

Applicant (Individual, Partnership, Corporation)
(Underline proper classification)

(Signature)

Print or type name and title

(Signature)

Print or type name and title

CONTRA COSTA WATER DISTRICT

By: _____
Stephen J. Welch, Assistant General Manager

Date: _____

Rev. 5/93

April 9, 2012

**CONTRA COSTA WATER DISTRICT
SERVICE/RELOCATION AGREEMENT
EXHIBIT A**

DESCRIPTION AND SUMMARY OF ESTIMATED COSTS

Applicant's Name: Pleasant Hill Park & Recreation District

Mailing Address: 147 Gregory Lane

City: Pleasant Hill State: CA Zip: 94523

Location of premises on which installation will be made: 320 Civic Drive, Pleasant Hill

Classification of Use: Public Authority

Size and Type of Service: 1 - 6" Fire Service w/RPDA, 1 - 6" Hydrant, 1 - 2" Service w/2" meter & 2" RPBPD

Notes:

1. Easement required as shown in the developers copy in green.
2. All work shall comply with State of California Government Code Section 4216.
3. Issue FRC credit letter for \$145,252 and meter credit for \$366

| ESTIMATED COST OF INSTALLATION | |
|---|-------------------------|
| Materials CCWD | <u>\$12,548</u> |
| Contractual Labor CCWD | <u>28,187</u> |
| CCWD Inspection, Labor & Related Expenses | <u>45,723</u> |
| District Overhead | <u>30,617</u> |
| Estimated Project Cost | <u>\$117,075</u> |
| Meter Installation Charge | <u>44</u> |
| Meter Charge | <u>366</u> |
| Credit | <u>(366)</u> |
| Facilities Reserve Charge | <u>145,251</u> |
| Credit | <u>(145,251)</u> |
| Permit | <u>1,500</u> |
| Record Drawing | <u>560</u> |
| Easement Processing | <u>500</u> |
| Total Estimated Cost to Applicant | <u>\$119,679</u> |
| Amount Received | <u>(10,000)</u> |
| Total Due | <u>\$109,679</u> |

Project Name:
Pleasant Hill Community Center

Project No.: 312008

Customer's Name:
Pleasant Hill Park & Recreation District

Materials to be supplied by District:
(Bill of Materials)

| | |
|-------|--------------------------------|
| 1 ea. | 6" Fire Service w/RPDA |
| 1 ea. | 6" Hydrant |
| 1 ea. | 2" Service, 2" meter w/2"RPBPD |

Notes:

1. Easements required as shown on the developers copy in green.
2. All work shall comply with State of California Government Code Section 4216.

Easements are required,
please return *both copies signed* and *notarized* along with
two (2) original copies of the legal description of the easement.

EASEMENT AGREEMENT

THIS AGREEMENT AND GRANT OF EASEMENT is made by and between

hereinafter called "the Grantor", and CONTRA COSTA WATER DISTRICT, a local governmental agency of the State of California, hereinafter called "the District".

1. For valuable consideration, the Grantor hereby grants to the District and the District hereby accepts from the Grantor, a perpetual easement in the real property in the County of Contra Costa, State of California, described on Exhibit A and delineated on Exhibit B attached.

2. The purpose of this easement is to install, operate, maintain, repair and replace water utility materials and equipment, including, without limitation; pipes, valves, meters, meter boxes, fire hydrants, protecting posts, rectifiers, power line poles and guys, air releases, blow-offs, backflow prevention devices and appurtenances.

3. All pipes except risers to meters, fire hydrants or appurtenances shall be installed at least 18 inches below the surface of the ground.

4. The District will backfill all excavations and restore the ground to a condition equal to the condition existing prior to the excavation.

5. The Grantor will not permit any structure to be placed on the easement or the access thereto which will prevent vehicles and equipment from operating anywhere within the easement.

IN WITNESS WHEREOF, the Grantor and the District executed this agreement and grant of easement on

Date

Print Name of Company, Corporation, Individual

"Grantor"

Print or Type Name

"Grantor"

Print or Type Name

CONTRA COSTA WATER DISTRICT

By _____

"District"

Stephen J. Welch, Assistant General Manager

CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by the foregoing instrument to Contra Costa Water District, a local governmental agency, is hereby accepted by the undersigned officer on behalf of the Board of Directors of the District pursuant to authority conferred by the Board's Resolution No. 93-29 and the grantee consents to recordation thereof by its duly authorized officer.

Dated: _____ By _____

Stephen J. Welch, Assistant General Manager



MEMORANDUM

TO: Board of Directors

FROM: General Manager

DATE: April 17, 2012

RE: Agenda Item #8 – April 25, 2012 Board Meeting

Report on the Sale of the \$8 Million General Obligation Bonds

The sale of the last \$8 million of the \$28 million park bond project will be auctioned on Wednesday, April 18. Financial Advisor Craig Hill will report on the results of the sale of the District's bonds. The General Manager will get this information out to the Board of Directors as soon as it becomes available.



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: April 17, 2012
RE: Agenda Item #9 – April 25, 2012 Board Meeting

To Consider Going Out to Bid for the Senior Center and Teen Center Furniture (Action)

Staff has worked with Attorney Mark Cornelius, Interior Decorator Bev Moris, and Project Manager Ron Johnson in the development of the furniture bid and specifications for the Teen Center and Senior Center. Attached is the information and the explanation of the breakdown of the furniture bid between the two centers.

Due to the HEDCO grant for furniture, the Teen Center is in decent shape to purchase the needed furniture. However, the Senior Center has further fundraising to achieve and as outlined by Recreation Supervisor Kendra Luke, the bid package is broken down into priorities for the purchase of the furniture.

Please remember that the estimated prices per piece of furniture included tax, shipping, and installation. Beverly Moris expects the prices to be lower when we go out to bid and receive competitive pricing for the furniture.

Staff is recommending that the Board of Directors approve going out to bid for the Senior Center and Teen Center furniture.



To: Bob Berggren, General Manager
From: Carrie Miller, Acting Building Maintenance Superintendent
Kendra Luke, Supervisor - Senior Center
Katrina Hunn, Supervisor - Teen Center
Date: April 17, 2012

New Senior and Teen Centers Furniture Packages

Furniture for Senior and Teen Centers, designed by Page & Moris and approved by the Board, is defined in two general categories for purchasing purposes: Contract Pricing Packages and Standard Packages.

Contract Pricing Packages include proprietary manufactured items, which have government-regulated pricing tiers allowing these manufacturers to satisfy fair competition laws for public agency purchases. The furniture components of the interior designs for both the Senior and Teen Centers include two Contract Pricing Packages each - one each for Haworth and Steelcase. Staff has been in contact with the prospective Steelcase and Haworth suppliers and expects an actual price list from them both before the end of April.

All other furniture for both centers is included in the **Standard Packages** and is the list of items for the District to put out to bid. The District can expect to benefit from receiving the actual prices of the furniture, rather than relying on the budget figures used to fund-raise and plan up to this point.

Lead time for delivery on all furniture orders is up to 12 weeks, so timely publication of the bid documents is important. Ideally, we would want to release the documents no later than May 10th, 2012 in order to guarantee timely delivery for the Teen Center, which will likely open a few months before the Senior Center. We have been assured that separate delivery times for the two centers will not adversely affect our pricing structure for the furniture packages.

The complete furniture packages for the Teen Center (budget estimated at \$64,000) have been funded by a HEDCO grant, with the stipulation that the District raise matching funds of \$64,000. To date, the effort is within \$8000 of that target. Typically, a 50% deposit is required on furniture package orders, with the balance due upon receipt. Staff feel confident we can reach the matching-fundraising target for the Teen Center furniture by the time we take delivery, possibly in August 2012.

The Senior Center furniture packages total \$337,480. To date the fundraising total for the Senior Center is \$229,067. Anticipating an overall fundraising shortfall, staff have prepared a ranking system for acquiring the Senior Center furniture packages in phases. Furniture for public spaces necessary for critical functioning and revenue-generating activities at the facility comprises the priority purchase group. It included items from the Standard Package and the entire Steelcase Package for a budget total of \$239,175. The bid documents for the Standard Package identify items included in the Base Bid, with Alternate 1 and Alternate 2 groups of successively ranked items. In the event the District can only award

the Base Bid, staff have determined that used (District owned items in storage) and/or donated furniture items can function in lieu of new furniture. Given that current fundraising efforts total just \$10,000 from the target for purchasing the Base Bid and Steelcase Packages, staff feel confident we can meet the goal by the delivery date sometime in December 2012.

Staff recommends putting the Standard Package furniture out to bid, with the Base Bid including the entire Teen Center Standard Package and the separated Senior Standard Package, and with Alternates 1 & 2 groups as described above.

TEEN CENTER - FURNITURE BUDGET

| ITEM CODE | DESCRIPTION | LOCATION | QTY | UNIT DELIVERED COST | TOTAL COST |
|--------------|---|---------------|-----|---------------------|-----------------|
| C-01 | Chair - Armless stacking chair (Haworth "Very Wire Stacker") | Meeting/Study | 30 | \$100 | \$3,000 |
| C-02 | Chair - Armless computer chair (Haworth "Very Seminar") | Computer | 3 | \$325 | \$975 |
| | | Office | 1 | \$325 | \$325 |
| C-03 | Lounge Chair - Double seat (Steelcase "Campfire") | Lounge | 6 | \$1,800 | \$10,800 |
| C-04 | Ottoman (Steelcase "Campfire") | Lounge | 6 | \$450 | \$2,700 |
| C-05 | Lounge Chair - Single seat (Neinkamper "Blob") | Lounge | 4 | \$1,150 | \$4,600 |
| C-06 | Lounge Chair with arms (Steelcase "Jenny") | Lobby | 4 | \$1,350 | \$5,400 |
| C-07 | Stool - Café height seat (Coalesse "Enea") | Game Room | 4 | \$425 | \$1,700 |
| C-08 | Task Chair - Staff (Haworth "Very Conference") | Reception | 1 | \$475 | \$475 |
| C-09 | Task Chair - Office (Steelcase "Think") | Office | 1 | \$625 | \$625 |
| | | | | | |
| M-01 | Whiteboard with sliding panels (12'L - with 2 sliding panels) | Meeting/Study | 1 | \$2,900 | \$2,900 |
| M-02 | Wall-mounted visual display board (4'H x 7'L) | Lobby | 1 | \$1,100 | \$1,100 |
| M-03 | Stacking Cart for C-01 | Storage | 1 | \$295 | \$295 |
| M-04 | Foosball Table | Game Room | 1 | \$500 | \$500 |
| M-05 | Pool Table | Game Room | 1 | \$1,300 | \$1,300 |
| | | | | | |
| S-01 | Storage Cabinet (30"w x 24"d) | Office | 1 | \$550 | \$550 |
| S-02 | Bookcase (42"w x 13"d) | Office | 1 | \$375 | \$375 |
| | | | | | |
| T-01 | Table - Fliptop nesting table (2' x 6') (Coalesse "Akira") | Meeting/Study | 10 | \$895 | \$8,950 |
| T-02 | Table - Fliptop nesting table (2' x 4') (Coalesse "Akira") | Meeting/Study | 4 | \$825 | \$3,300 |
| T-03 | Table - Coffee table (Knoll "Maya Lin") | Lounge | 2 | \$650 | \$1,300 |
| | | Lobby | 2 | \$650 | \$1,300 |
| T-04 | Table - Side table (square) | Lounge | 8 | \$650 | \$5,200 |
| T-05 | NOT USED | | | | |
| T-06 | Table - Café height table (Coalesse "Enea") | Game Room | 2 | \$550 | \$1,100 |
| | | | | | |
| W-01 | Workstation - Desk with return (72"w x 102"d) | Office | 1 | \$2,400 | \$2,400 |
| | | | | | |
| TOTAL | | | | | \$61,170 |

Costs are in 2011 dollars. Allow 5% for inflation
 SUM

\$3,059
 \$64,229

TOTAL FURNITURE ALLOWANCE

\$64,229

Teen Center Furniture Priority

Steelcase Package

| | |
|------|-----------------------|
| C-03 | Armless Lounge |
| C-04 | Ottoman |
| C-06 | Lounge with Wood Arms |
| W-01 | U-Shaped workstation |
| S-01 | Storage Cabinet |
| S-02 | Metal Bookcase |
| C-09 | Task Chair |

Standard Package

| | |
|------|-----------------------------|
| M-01 | Whiteboard |
| M-02 | Wall Mounted Visual Display |
| T-03 | Elliptical Coffee Table |
| C-05 | Blob Chair |
| T-04 | Occasional Table |
| T-05 | Café Table |
| C-07 | Café Stools |
| M-05 | Pool Table |
| M-04 | Foosball Table |
| T-02 | Flip Top Table 24"X48" |
| T-01 | Flip Top Table 24"X72" |

Haworth Package

| | |
|------|-------------------------|
| C-01 | Armless Stacking Chair |
| M-03 | Cart for stacking chair |
| C-02 | Armless Computer Chair |
| C-08 | Reception Chair |
| C-10 | Office Guest |

STANDARD PACKAGE

| Code | Item Name | Quantity | Manufacturer | Room(s) | Total Cost | Notes |
|------|--|----------|---------------------------|------------------------------|----------------------|---|
| C-8 | Armless stacking chair with seat pad | 255 | Fixture | MU | \$ 29,325.00 | |
| T-5 | Flip Top nesting table, 36x72 | 40 | Coalesse | MU | \$ 38,000.00 | |
| T-1 | Fixed Round Table - 60" | 11 | Shelby Williams | Dining | \$ 19,800.00 | |
| C-1 | Upholstered armless chair with hand hole | 108 | Stylex | Dining/Coffee/etc | \$ 51,840.00 | |
| M-9 | Dolly for upholstered stacking chair | 17 | Fixture | Storage | \$ 3,220.00 | |
| T-4 | Folding round table | 32 | Southern Aluminum | MU | \$ 31,200.00 | |
| M-10 | Table truck for 60" folding tables | 7 | Southern Aluminum | Storage | \$ 6,390.00 | |
| C-3 | Upholstered Sofa with roll arms | 2 | Martin Brattrud | Library/Lounge | \$ 5,200.00 | |
| C-3a | Upholstered Chair with roll arms | 1 | Martin Brattrud | Library/Lounge | \$ 1,750.00 | |
| C-2 | Upholstered Lounge with wood arms | 4 | Nemschoff | Library/Lounge | \$ 6,800.00 | |
| T-3 | Elliptical Coffee Table | 1 | Coalesse | Library/Lounge | \$ 1,100.00 | |
| M-3 | Bench Cushions | 7 | Kay Chesterfield/Equal | Library/Seating areas | \$ 1,950.00 | |
| T-2 | Occasional Table-Cube | 5 | National Office Furniture | Library/Lounge/Hallway | \$ 3,500.00 | |
| M-1 | Table Lamp-Ceramic | 3 | Coronet Lighting | Library/Lounge | \$ 1,125.00 | |
| M-1a | Table Lamp-Glass | 2 | Coronet Lighting | Library/Lounge | \$ 750.00 | |
| | | | | PHASE 1 Package Total | \$ 201,950.00 | |
| C6 | Upholstered pull up chair with arms | 1 | Nemschoff | Hallway | \$ 1,150.00 | |
| C-7 | Settee with wood arms | 1 | Nemschoff | Hallway | \$ 1,900.00 | |
| T-8 | Fixed Rectangular table | 6 | Westcoast Industries | Arts & Crafts | \$ 16,600.00 | |
| C-4 | Bench with slat back | 4 | Kimball | Lobby/Hallway | \$ 5,800.00 | |
| T-12 | Fixed Round Table | 3 | Westcoast Industries | Coffee Lounge | \$ 2,325.00 | |
| T-9 | Folding Square Table | 16 | Falcon | Game/Classrooms | \$ 13,200.00 | Could use old ones if absolutely needed |
| M-11 | Table Truck for folding square tables | 3 | Falcon | Storage | \$ 3,195.00 | |
| M-8 | Drapery | 2 | Angeliq/Equal | Library/Lounge | \$ 4,200.00 | |
| C-10 | Armless chair with wood back and seat | 24 | Stylex | Arts & Crafts | \$ 9,120.00 | Could use old CC chairs in the interim |
| M-06 | Literature Rack | 1 | Peter Pepper | Trip Counter | \$ 1,100.00 | |
| | | | | Phase 2 Package Total | \$ 48,590.00 | |
| T-6 | Flip top table, 2'x6' | 19 | Coalesse | Classrooms | \$ 17,005.00 | |
| M-02 | Lectern | 1 | Peter Pepper | MU | \$ 700.00 | Use the old CC one |
| T-7 | Computer Tables | 5 | Bretford | Computer room | \$ 3,150.00 | Would limit computer classes to 10 |
| T-13 | Work Bench | 1 | Global Equipment Co. | Small Appliance Repair | \$ 800.00 | Use the old one-stored at Bob Nace's |
| S-5 | Verticle File | 3 | Office Specialty/Inscape | Café office/Treasurer | \$ 2,340.00 | Use what we currently have |
| C-1a | Fully upholstered armless chair | 11 | Stylex | Offices | \$ 5,280.00 | |
| T-11 | Fixed Rectangular Table | 1 | Coalesse | Meeting Room | \$ 800.00 | |
| M-7 | Bulletin Board | 1 | Peter Pepper | Staff Lounge | \$ 250.00 | |
| C-5 | Armless sledbase chair, no upholstery | 4 | Fixture | Staff Lounge | \$ 400.00 | Use red chairs |
| T-10 | Staff Round Table - 42" | 1 | Westcoast Industries | Staff Lounge | \$ 740.00 | Getting table from SB |
| | | | | Phase 3 Package Total | \$ 31,465.00 | |

Standard Package Total \$ 282,005.00

STEELCASE PACKAGE

| Code | Item Name | Quantity | Manufacturer | Room(s) | Total Cost | Notes |
|------|---|----------|--------------|--------------------------------|---------------------|--------------------------------|
| M-4 | Markerboard (10'L) | 3 | Steelcase | Class/Computer | \$ 2,100.00 | |
| M-4a | Markerboard (8'L) | 1 | Steelcase | Classroom | \$ 600.00 | |
| W-6 | U-workstation with D-shape desk | 1 | Steelcase | Supervisor | \$ 2,200.00 | |
| W-5a | U-workstation with L hand pedestal | 1 | Steelcase | Trip Coord. | \$ 2,400.00 | |
| W-5a | U-workstation with R hand pedestal | 2 | Steelcase | Program Coord./Admin | \$ 2,400.00 | |
| W-3 | 72" desk with 48" return | 1 | Steelcase | Care Manager | \$ 1,200.00 | |
| W-7 | L shape workstation with pedestals | 1 | Steelcase | Library/Lounge | \$ 2,000.00 | |
| S-1 | Storage Cabinet-36"w x 18"d x full height | 7 | Steelcase | Trip/Prog/Admin/Sup/HI | \$ 5,075.00 | |
| S-3 | Lateral Files-3 drawers, 36" wide | 3 | Steelcase | Maint./Supervisor | \$ 1,725.00 | |
| S-4 | Bookcase - 36" wide | 3 | Steelcase | Maint./Sup/Trip Coord. | \$ 1,200.00 | |
| S-2 | Storage Cabinet - 30"w x 18"d x 40"h | 1 | Steelcase | Care Manager | \$ 500.00 | |
| C-11 | Ergonomic Task Chair with arms | 14 | Steelcase | Offices | \$ 8,750.00 | |
| C-12 | Ergonomic Task Stool with arms | 1 | Steelcase | Computer instructor | \$ 825.00 | |
| W-4 | Two desks with shared return | 1 | Steelcase | Membership/Treasurer | \$ 1,900.00 | |
| W-1 | Desk-30" x 60" | 3 | Steelcase | Kitchen/Maint./HICAP | \$ 2,700.00 | Could use current desk (J/H/D) |
| W-2 | 60" desk with 42" return | 1 | Steelcase | Kitchen Office | \$ 1,200.00 | Could use current desk (K) |
| M-5 | Markerboard (6'L) | 1 | Steelcase | Meeting Room | \$ 450.00 | |
| | Steelcase Package Total | | | Steelcase Package Total | \$ 37,225.00 | |

HAWORTH PACKAGE

| Code | Item Name | Quantity | Manufacturer | Room(s) | Total Cost | Notes |
|------|---|----------|--------------|------------------------------|---------------------|--|
| C-9 | Armless Stacking Chair w/out upholstery | 73 | Haworth | Classes/Computer/Game | \$ 18,250.00 | Could use old CC chairs in the interim |
| | Haworth Package Total | | | Haworth Package Total | \$ 18,250.00 | |

| | |
|--------------------------------------|----------------------|
| Standard Package Total | \$ 282,005.00 |
| Steelcase Package Total | \$ 37,225.00 |
| Haworth Package Total | \$ 18,250.00 |
| Senior Center Furniture Total | \$ 337,480.00 |

KEY:

Items in BLUE represent the packages needed to open the building - the priority order
 Items in PINK and YELLOW are subsequent order priorities