



MEMORANDUM

TO: Board of Directors

FROM: Interim General Manager

DATE: June 17, 2016

RE: Closed Session – June 23, 2016 - 5:30 pm

We have set a closed session to review the new General Manager candidate resulting from the interviews on June 10, 2016.



Board of Directors AGENDA

PLEASANT HILL RECREATION & PARK DISTRICT

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

MISSION STATEMENT

In order to serve the diverse recreational needs of individuals and families and to enrich the quality of life for all residents, the Pleasant Hill Recreation & Park District is committed to providing park facilities, open space, and programs and activities for all ages.

**ADMINISTRATION OFFICE
CONFERENCE ROOM
147 GREGORY LANE, PLEASANT HILL**

**Special Board of Directors Meeting
Thursday, June 23, 2016
5:30 pm**

1. Call to Order
2. Roll Call
3. Public Comment
Five minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter. The public may speak regarding agenda items at the time the matter is taken up. Non-agenda items can be addressed under Public Comment.
4. **CLOSED SESSION**

TO CONSIDER APPOINTMENT OF PUBLIC EMPLOYEE

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

Documents that are disclosable public records required to be made available under California Government Code Section 54957.5 (b) (1) and (2) are available to the public for inspection at no charge during business hours at our administrative office located at 147 Gregory Lane, Pleasant Hill, California.

The Pleasant Hill Recreation & Park District will provide reasonable disability-related modification or accommodations to a person who requires such in order to participate in the meeting of the Board of Directors. Please contact Susie Kubota (925) 682-0896 at least 48 hours before the meeting.



MEMORANDUM

TO: Board of Directors

FROM: Interim General Manager

DATE: June 17, 2016

RE: Closed Session – June 23, 2016 - 6:00 pm

We have set another closed session at 6pm regarding the surplus properties of Contra Costa County.



Board of Directors AGENDA

PLEASANT HILL RECREATION & PARK DISTRICT

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**ADMINISTRATION OFFICE
CONFERENCE ROOM
147 GREGORY LANE, PLEASANT HILL**

**Special Board of Directors Meeting
Thursday, June 23, 2016
6:00 p.m.**

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. Public Comment
Five minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter. The public may speak regarding agenda items at the time the matter is taken up. Non-agenda items can be addressed under Public Comment.
4. **CLOSED SESSION**

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

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Board of Directors AGENDA

PLEASANT HILL RECREATION & PARK DISTRICT

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Pleasant Hill, CA 94523
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**ADMINISTRATION OFFICE
CONFERENCE ROOM
147 GREGORY LANE, PLEASANT HILL**

**Thursday, June 23, 2016
7:00 p.m.
Regular Meeting**

Est. Time

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. Public Comment
Five minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter. The public may speak regarding agenda items at the time the matter is taken up. Non-agenda items can be addressed under Public Comment.
- 10 min. 4. Public Hearing
Assessment District Annual Assessment
Valley High II
Valley High IV
Valley High V
Woodside Hills I
Woodside Hills III
Landscaping and Lighting District #6
- 10 min. 5. Consent Calendar (**ACTION**)
 - a. To Approve Bills to be Paid
 - b. To Approve Minutes of April 14, 2016 Board Meeting

Documents that are disclosable public records required to be made available under California Government Code Section 54957.5 (b) (1) and (2) are available to the public for inspection at no charge during business hours at our administrative office located at 147 Gregory Lane, Pleasant Hill, California.

The Pleasant Hill Recreation & Park District will provide reasonable disability-related modification or accommodations to a person who requires such in order to participate in the meeting of the Board of Directors. Please contact Susie Kubota (925) 682-0896 at least 48 hours before the meeting.

- c. To Approve Resolutions 2016-06-23A – 2016-06-23E for Properties of the Landscape Maintenance Districts of Valley High II, Valley High IV, Valley High V, Woodside Hills I and Woodside Hills III Approving Final Engineer’s Report for the Annual Levy of Assessments for Fiscal Year 2016-17
- d. To Approve Resolution 2016-06-23F for Properties of the Landscape & Lighting District #6, Approving the Final Engineer’s Report for the Annual Levy of Assessment for Fiscal Year 2016-17
- e. To Approve Resolutions 2016-06-23G – 2016-06-23K for Properties of the Landscape Maintenance District of Valley High II, Valley High IV, Valley High V, Woodside Hills I and Woodside Hills III Ordering the Levy of Assessments for Fiscal Year 2016-17
- f. To Approve Resolution 2016-06-23L for Properties of the Landscaping Maintenance Districts of Landscape and Lighting District #6 Ordering the Levy of Assessment for Fiscal Year 2016-17
- g. To Approve Resolution 2016-06-23M, July as Parks and Recreation Month

- 10 min. 6. Report from PH Dog Owners Group (DOG)
- 10 min. 7. Report on Wine Women and Shoes 2016 and Presentation of Check to Rehabilitation Services of Northern California (RSNC)
- 10 min. 8. Report on Blues and Brews Festival
- 60 min. 9. Budget and Finance Committee Report
 - a. To Approve Resolution 2016-06-23N, Amending Fiscal Year 2015–16
(ACTION)
 - b. To Approve Resolution 2016-06-23O, Amending Fiscal Year 2016-17
(ACTION)
- 10 min. 10. Reports and To Set Board Committee Meeting Dates
 - a. Land and Facility Development Committee
 - b. Personnel Committee
 - c. Budget & Finance Committee
 - d. Program Committee
- 10 min. 11. Board Announcements and Requests to Staff
- 10 min. 12. Staff Announcements
- 10 min. 13. Adjourn

Future Board of Directors Meetings:

Thursday, July 14, 2016

Thursday, July 28, 2016

Thursday, August 11, 2016



MEMORANDUM

TO: Board of Directors

FROM: Interim General Manager

DATE: June 17, 2016

RE: June 23, 2016 Board Meeting

We have the annual public hearing for the assessment districts listed below:

Public Hearing

- Assessment District Annual Assessment
- Valley High II
- Valley High IV
- Valley High V
- Woodside Hills I
- Woodside Hills III
- Landscaping and Lighting District #6



MEMORANDUM

TO: Board of Directors
FROM: Interim General Manager
DATE: June 17, 2016
RE: June 23, 2016 Board Meeting

Consent Calendar (ACTION)

- a. To Approve Bills to be Paid**
- b. To Approve Minutes of April 14, 2016 Board Meeting**
- c. To Approve Resolutions 2016-06-23A – 2016-06-23E for Properties of the Landscape Maintenance Districts of Valley High II, Valley High IV, Valley High V, Woodside Hills I and Woodside Hills III Approving Final Engineer's Report for the Annual Levy of Assessments of Fiscal Year 2016-17**
- d. To approve Resolution 2016-06-23F for Properties of the Landscape & Lighting District #6, Approving the Final Engineer's Report for the Annual Levy of Assessment for Fiscal Year 2016-17**
- e. To Approve Resolutions 2016-06-23G-2016-06-23K for Properties of the Landscape Maintenance Districts of Valley High II, Valley High IV, Valley High V, Woodside Hills I and Woodside Hills III Ordering the Levy of Assessments for Fiscal Year 2016-17**
- f. To Approve Resolution 2016-06-23L for Properties of the landscaping Maintenance District of Landscape and Lighting District #6 Ordering the Levy of Assessment for Fiscal Year 2016-17**

There are two major resolutions that the Board of Directors need to approve assessment districts. The first set of resolutions is for Board to approve the final engineer's report. We have attached one of the reports. We do have all the assessment districts on file if you need to see the rest of them.

The second set of resolutions are ordering the levy for each one the six assessment districts. Once they are approved by the Board of Directors, then we submit the required paper work to the County in order to attach the levy to the homeowners property taxes.

All of these assessment district items we complete on an annual basis and we are recommending approval for all assessment district 1 – 5 and overall district #6 which is the entire Recreation and Park District.

- g. To Approve Resolution 2016-06-23M, July as Parks and Recreation Month**

This is an annual resolution for July as Parks and Recreation Month.

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
22827	06/23/2016	Aantex	Aantex Pest Control	220.00	000000
22828	06/23/2016	AlhEle	Alhambra Electric	316.00	000000
22829	06/23/2016	AmerSta	American Stage Tours	2,320.00	000000
22830	06/23/2016	APCO	APCO Paving Company	125,000.00	000000
22831	06/23/2016	ATT3	ATT CALNET 2	285.99	000000
22832	06/23/2016	BANewsG	Bay Area News Group	264.88	000000
22833	06/23/2016	BillAce	Bill's Ace Hardware	197.08	000000
22834	06/23/2016	CaDoj	California DOJ	672.00	000000
22835	06/23/2016	CaliCon	California Consulting	4,500.00	000000
22836	06/23/2016	CCCOofEd	Contra Costa County Office of	100.00	000000
22837	06/23/2016	CCSNP	Contra Costa Senior Nutrition	1,071.70	000000
22838	06/23/2016	Celebra	Celebrator Beer News	340.00	000000
22839	06/23/2016	CenCon	Central Contra Costa Sanitary	5,149.34	000000
22840	06/23/2016	CGSgym	CGS Gymnastic Services, Inc	1,305.00	000000
22841	06/23/2016	Cintas	CINTAS Fire Protection # F44	620.64	000000
22842	06/23/2016	CintCorp	Cintas Corp # 185	124.81	000000
22843	06/23/2016	Cole	Cole Supply Co., Inc.	745.17	000000
22844	06/23/2016	CoLock	County Lock & Key	23.11	000000
22845	06/23/2016	CommPool	Commercial Pool Systems, Inc.	1,705.08	000000
22846	06/23/2016	ConFeed	Concord Feed & Pet Supply	83.67	000000
22847	06/23/2016	Creegan	Creegan + D'Angelo	1,183.18	000000
22848	06/23/2016	DelDen	Preferred Benefit	3,124.30	000000
22849	06/23/2016	EastBTi	East Bay Times	182.40	000000
22850	06/23/2016	EBMUD	East Bay Mud	783.28	000000
22851	06/23/2016	Elavon	Elavon	215.36	000000
22852	06/23/2016	Ewing	Ewing Irrigation	786.70	000000
22853	06/23/2016	FarWest	Farwest Sanitation	79.53	000000
22854	06/23/2016	FranTx	Franchise Tax Board	105.00	000000
22855	06/23/2016	Furber	Furber Saw, Inc.	211.41	000000
22856	06/23/2016	GasAnd	Andrea Gaspari	707.20	000000
22857	06/23/2016	Hajoca	Hajoca Corporation	67.02	000000
22858	06/23/2016	Hobart	Hobart Corporation	420.42	000000
22859	06/23/2016	HolmBas	Holm Base	539.22	000000
22860	06/23/2016	ICOM Mec	ICOM Mechanical Inc	1,990.88	000000
22861	06/23/2016	IdealSer	Ideal Service Company, Inc.	4,043.62	000000
22862	06/23/2016	INKEM	INKEM	2,017.56	000000
22863	06/23/2016	KaisFou	File #73029 Kaiser Foundation Health Plan	25,540.06	000000
22864	06/23/2016	KeiMarc	Marc Kiefer	4,391.57	000000
22865	06/23/2016	KidzLove	Kidz Love Soccer Inc	12,245.40	000000
22866	06/23/2016	Legal S	Legal Shield	31.90	000000
22867	06/23/2016	LeviJul	Julie Levin	25.00	000000
22868	06/23/2016	LincEqu	Lincoln Aquatics	9,252.66	000000
22869	06/23/2016	McInerne	McInerney & Dillon	3,918.00	000000
22870	06/23/2016	MDUSD2	MDUSD, M&O Dept	2,884.00	000000
22871	06/23/2016	MJStudio	Bruce Jackson MJ Studios	151.20	000000
22872	06/23/2016	Nextel	Nextel Communications/Sprint	1,107.20	000000
22873	06/23/2016	PERS	CalPERS	15,290.55	000000
22874	06/23/2016	PG&E	Pacific Gas & Electric Co	1,489.18	000000
22875	06/23/2016	PleaHill	Pleasant Hill Rec & Park Distr	144,459.74	000000
22876	06/23/2016	Republic	Republic Services #210	2,275.68	000000
22877	06/23/2016	RothDar	Darlene Roth	280.30	000000
22878	06/23/2016	SafeCom	Safety Compliance Management	870.00	000000
22879	06/23/2016	Spanish	Spanish 4 Children	2,554.20	000000
22880	06/23/2016	Standard	Standard Insurance Company	1,498.10	000000
22881	06/23/2016	SterSher	Sherry Sterrett	183.00	000000
22882	06/23/2016	SuppWor	Supply Works	1,186.09	000000

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
22883	06/23/2016	Travel	Travel Center, Trust Account	2,714.00	000000
22884	06/23/2016	TurfStar	Turf Star, Inc.	359.96	000000
22885	06/23/2016	UNIVAR	UNIVAR USA Inc	1,881.74	000000
22886	06/23/2016	UPS Stor	UPS Store # 3769	75.00	000000
22887	06/23/2016	USBank	U.S. Bank	2,790.63	000000
22888	06/23/2016	VSP	Preferred Benefit	61.80	000000
22889	06/23/2016	WhitCas	Casey White	294.00	000000
22890	06/23/2016	WineWo	Wine, Women & Shoes Inc	529.23	000000
22891	06/23/2016	WoodSus	Susan Wood	1,025.00	000000
CHECK TOTAL:				\$400,866.74	

Board of Directors Meeting Minutes April 14, 2016



The April 14, 2016 meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Shess at 7:16 p.m. in the Conference Room at the Administrative Office.

PLEDGE OF ALLEGIANCE

Board Vice Chair Donaghu led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Bonato (Arrived at 7:06 p.m.), Shess, Sterrett

BOARD ABSENT: Glover

STAFF PRESENT: Berggren, Bradley

CLOSED SESSION

Board Chair Shess reported that the Board had met in Closed Session and that no decisions were made.

PUBLIC COMMENT

There was no public comment.

CONSENT CALENDAR (ACTION)

- a. To Approve Bills to be Paid, warrants #22522-22594**
- b. To Approve Minutes of February 25, 2016**
- c. To Approve Resolution 2016-04-14, Honoring Ann Luke**

Upon motion of Board Members Donaghu & Bonato the Board approved the Consent Calendar with minor changes to the minutes of February 25, 2016.

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

Ex-Officio Naccara gave the following report:

Teen Council news:

- Last week they met in regards to feedback about the Egg Hunt. The event went smoothly, except there was some confusion by the bounce house where the Teen Council was assisting. There were 2 bounce houses; one was for younger kids and one for older kids, there should have been signs up with age limitations.
They did not have face painting this year, but next year, they may ask one of the volunteer clubs at College Park to handle the face painting. Sterrett mentioned that the event is co-sponsored with the Lions Club and they are available to help out.
- They are talking about how to motivate the teens more and to have the teens involved in the planning for teen events. In hopes to encourage more teens to apply for Teen Council they will advertise at many local schools.
- Teen Council will be helping with the clean-up for the Literary Women event.
- Jenny Cooper and Katrina Hunn attended a workshop called Teens on Screens, an event on CyberBullying.

College Park news:

- Tonight is the opening night of the drama class production of "She Loves Me", which is a musical. It shows tonight and tomorrow at 7pm, and next week on the 20th at 4pm and 22nd and 23rd at 7pm.

- The school is busing the Seniors to their Senior Ball to help prevent the intoxication issues from the past. The Senior Ball is on May 14.
- There was a sexual assault assembly today to bring awareness to Seniors, many of whom are going off to college. St. Mary's Director of Sexual Assault Prevention brought in a theatre group to present this topic. The College Park Human Rights class coordinated the event.
- Graduation caps and gowns are being handed out on the 19th. Everyone is getting ready for graduation. There are leis for sale.
- There will be a free SAT workshop on Monday, April 18 for an hour after school to get students more acquainted with the new format. It is being put on by the College Park College and Career Center.
- Board Member Donaghu asked how the "Every 15 Minutes" event went. Naccara commented that it went well and was realistic, especially when the speakers came to speak the next day, which was very emotional and had an impact.

REPORT FROM PLEASANT HILL BASEBALL ASSOCIATION

Board Chair introduced Rob Curran, President of the Pleasant Hill Baseball Association, who was appointed last summer. This is his 9th or 10th year with the Association. He said his Mom was one of the 2 women presidents back in the 80's and his grandfather is one of the founding members of PHBA. He said the league is big right now and he values the partnership with Pleasant Hill Recreation. He appreciates the use of the fields and hopes they are good stewards. He turned in a \$35,340 check for use of the fields.

He said the league is popular and there are 1,780 kids signed up for Spring. He said when he started on the Board there were only about 900. He said there is an influx from Walnut Creek, Lafayette and Concord and more. It is a stretch as a volunteer and a big time commitment. They are in financial good standing. He said they are saving for a building. He said they have focused in the past two years on cost cutting that does not affect the kids. He is concentrating on their community partnerships. Curran said they had a beautification project for Sequoia Middle School fields did maintenance to repair the fields; also picked up trash, painted the backboards and also the basketball backboards. PHBA has continued to maintain good relations with school, the Recreation & Park District and other community members. He said they have kept their relations with the Pleasant Hill/Martinez Soccer Association. He reached out to the President of PHMSA, Dave Killeen and has focused on positive relations.

Curran stated they are at capacity and they finally started to plan on games on Sunday, which normally was a family day. He said they have maxed out their fields. They are looking into other locations for fields. He said they have been working on installing a storage building, but they have run into some "hiccups" with the City of Pleasant Hill. They are still working on it. The Board expressed their appreciation for the extensive report and ongoing support from PHBA. Board Chair Shess thanked Curran for his report.

TO CONSIDER BIDS FOR THE PLEASANT HILL PARK PATHWAY PROJECT (ACTION)

The General Manager said the District went out to bid again and received two bids with APCO Paving Company bid for \$389,340 up from the first bid round; McNabb Construction re-bid came in at \$497,861. The General Manager is recommending accepting the lowest bid of \$389,340 from APCO Paving. After some board discussion, the board came to a decision.

Upon motion of Bonato and Donaghu, the Board approved the bid from APCO Paving with instructions to staff to see if some of the increase of \$10,660 from the first bid can be negotiated.

FOLLOW UP REPORT FROM CALIFORNIA CONSULTING ON THE DISTRICT'S GRANT PROGRAM

Board Chair Shess introduced representatives from California Consulting, Steve Samuelian and Shari Herbold. The General Manager stated there were some additional questions on the process and update of the grant programs that California Consulting have been working on. Shari introduced herself and her background. Steve, the owner of California Consulting, reviewed all the grants and the process and pointed out the dates the various grants are due.

The Board expressed their concerns and questions. They mentioned maybe looking into having another grant writer taken into consideration to handle the District's grant writing due to their concerns. Board Chair Shess stated that the first few months are critical in setting up trust with a client and the contract was signed in December 2015, but a site visit was not made until end of March. He said it was a concern. The Board would like more extensive reports and recording. Board Chair Shess would like the status of each grant to be recorded and perhaps when we may hear back from grants that have been submitted. He suggested having the staff submit the top 7 priority projects. Shess thought of maybe putting in an all ability playground in one of our parks. Is there a grant that could apply to this type of playground?

Steve mentioned that there is a collaborative team working together with the grant writers. Shari said they can give the Board quarterly reports. Board Member Bonato said that was a good idea for the beginning until we build the foundation. Board Chair Shess requested a good detailed activity report, but we don't need them at the meeting each time. Steve will send a summary and has taken note of all the concerns. Board Chair Shess and the Board thanked Steve and Shari for coming out and meeting with the Board.

TO CONSIDER RIGHT OF ENTRY AGREEMENT WITH MGP AT CHILPANCINGO PARK (ACTION)

The General Manager reviewed the entry agreement that was reviewed by the District's Attorney Curt Kidder. He is recommending the Board allow access for MGP entry access at Chilpancingo Park. Board Member Bonato questioned their legal name other than MGP. She asked where the area of access is and staff confirmed the access road and area of entry. Bonato had additional questions, which the General Manager was able to answer. The District has easements granted to the Contra Costa County Flood Control and Bonato asked if the General Manager can check to see if MGP has an agreement with Flood Control as well. She also asked if any damage is made what time frame would MGP have to restore the damage. Bonato requested to ask MGP to provide the District with a certificate of coverage naming the District as additional insured with an endorsement. She also asked to add a prevailing party's attorney fees provision.

Upon motion of Bonato and Donaghu, the Board approved the entry agreement with MGP at Chilpancingo Park with District's Counsel to make consideration of comments made.

REVIEW OF POLICY NUMBER 4005 ACCESS TO AND COPYING OF DISTRICT DOCUMENTS

The General Manager said the Policy has been reviewed by Curt Kidder. Board Member Donaghu had a few edits, which will be brought back to District Counsel to make before approval. Board Chair Shess and Bonato pointed out a few more edits. Further discussion followed on terminology.

UPDATE ON THE GENERAL MANAGER SEARCH

The General Manager updated the Board on the General Manager search. He said CPR Consulting representative Pam Derby informed him there were 25 resumes received and she has identified 6 that will be screened and reviewed. The final date is Monday, April 18. Pam will then compile a client report to review the applicant pool and identify those candidates that she wishes to advance to the first

panel interview process. She wants to meet the week of May 2 with the AD HOC Committee or if the Board wants to meet as a whole. Board Chair Shess would like the AD HOC Committee to see which candidates they have narrowed down for the first panel interview. The AD HOC Committee consisting of Sandy Bonato and Sherry Sterrett decided on May 4 at 2:00 p.m. to meet with Pam Derby to decide on the candidates that will be interviewed with the professional interview board.

The General Manager said he is recommending Tina Young to be Interim General Manager if the new General Manager will not be starting on June 1. This will be until the new General Manager begins. He will place this on a future agenda for approval.

REPORTS AND TO SET BOARD COMMITTEE MEETING DATES

- a. Land and Facility Development Committee** – April 19, 2016
- b. Personnel Committee** – Nothing to report
- c. Budget & Finance Committee** – May 11, 2016
- d. Program Committee** – Nothing to report

The Liaison Committee Meeting was cancelled for May 20. The General Manager said Accounting Supervisor Mark Blair invited the Board to attend an Internal Controller Seminar. They will wait until all Board Members are present to decide on a date.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Sterrett made the following announcements/questions:

- She went out to Rodgers Ranch and was very pleased with the new sign.

Donaghu made the following announcements/questions:

- He attended the Chamber meeting on March 17 and reported that they made a profit of \$7,800 at the Mayor's Breakfast.
- Anne Baker resigned from the Chamber Board and the Green Committee for the Chamber. She will be the new Rotary President.
- He attended the ribbon cutting for the Golf Club Road Bridge where County Supervisor Karen Mitchoff, Representative for Assembly Member Susan Bonilla and several other agency officials were in attendance.

Bonato made the following announcements/questions:

- She was at the Pleasant Oaks Park playground and overheard some parents talking about how much they love the park.
- She asked what is happening at Larkey Park. The General Manager mentioned they are renovating the pool at Larkey Park.
- She attended the Rodgers Ranch Expo, which was a very nice event. She also attended the olive oil tasting from Amphora. She said it was a great presentation.
- She asked if the tree issue on Elderwood was resolved. The General Manager said the trees are healthy.

Shess made the following announcements/questions:

- He said there are some missing signs at Pleasant Oaks Park and the maintenance staff has ordered some new ones.
- He attended the Rodgers Ranch Expo and said he enjoyed the event. He has shared a recipe from Amphora.

STAFF ANNOUNCEMENTS

The General Manager made the following announcements:

- The Special Rec Dance was super. It was well attended and Sterrett said it is one of the biggest draws. It is becoming more popular.

- He said there was a great customer service training with 55 employees in attendance.
- CAPRI sent a notice out on an opening seat on the Board of Directors, letter of interest deadline is on May 2.
- He announced that the CARPD Conference is in May, which he will be attending and it will be his last CAPRI Board Meeting as well.

ADJOURNMENT

Board Chair Shess adjourned the meeting at 10:46 p.m.

Robert B. Berggren, Clerk of the Board

PLEASANT HILL RECREATION & PARK DISTRICT

ENGINEER'S REPORT

LANDSCAPE MAINTENANCE DISTRICT (DISTRICT #6) FOR FISCAL YEAR 2016-2017



INTENT MEETING:	MAY 12, 2016
PUBLIC HEARING:	JUNE 23, 2016

AFFIDAVIT FOR THE ENGINEER'S REPORT

PLEASANT HILL RECREATION & PARK DISTRICT LANDSCAPE & LIGHTING MAINTENANCE DISTRICT #6

This Report describes the Maintenance District and proposed changes or modifications related thereto including the improvements, budgets, parcels, and assessments to be levied for Fiscal Year 2016-2017, pursuant to the District Board's Resolution of Intention. Reference is hereby made to the Contra Costa County Assessor's maps for a detailed description of the lines and dimensions of parcels within the Maintenance District. The undersigned respectfully submits the enclosed Report as directed by the District Board.

Dated this _____ day of _____, 2016.

By: _____

Tina Young
Interim General Manager

By: _____

Kenneth R. Swenson, P.E.
Engineer of Work
Creegan + D'Angelo
2420 Martin Road, Suite 380
Fairfield, CA 94534-8610

Overview

Introduction

Pursuant to the provisions of the *Landscaping and Lighting Act of 1972, being Part 2 of Division 15 of the California Streets and Highways Code, commencing with Section 22500* (hereafter referred to as the “1972 Act”), and in compliance with the provisions of the *California State Constitution Articles XIII C and XIII D* (hereafter referred to as the “Constitution” or “Proposition 218”), this Engineer’s Report (hereafter referred to as “Report”) has been prepared as required pursuant to Chapter 3, Section 22622 of the 1972 Act, in connection with the proceedings required for the annual levy of assessments for the district designated as:

Pleasant Hill Recreation & Park District Landscape Maintenance District (District #6)

(hereafter referred to as “Maintenance District”). This Report has been prepared and presented to the District Board of the Pleasant Hill Recreation & Park District (hereafter referred to as “District”), County of Contra Costa, State of California, for their consideration and approval of the maintenance and servicing of improvements to be provided within the Maintenance District and the levy and collection of annual assessments related thereto for Fiscal Year 2016-2017 in order to provide ongoing funding for the costs and expenses required to service and maintain the landscape, slope, and open space improvements associated with and resulting from the development of properties within the Maintenance District. Each fiscal year, utilizing the historical and estimated costs to maintain the improvements that provide special benefit to properties within the Maintenance District, the District establishes the budget and assessments. The costs of the improvements and the proposed annual assessments budgeted and assessed against properties within the Maintenance District includes the estimated expenditures, deficits, surpluses, revenues, and reserve fund balances determined to be of special benefit to properties within the Maintenance District. Each parcel is assessed proportionately for only those improvements and expenses for which the parcel receives special benefit.

This Report describes the Maintenance District, the proposed budget, and assessments applicable for Fiscal Year 2016-2017.

For the purposes of this Report, the word “parcel” refers to an individual property assigned its own Assessor Parcel Number by the Contra Costa County Assessor’s Office. The Contra Costa County Auditor/Controller uses Assessor Parcel Numbers and specific Fund Numbers to identify properties assessed for special district benefit assessments on the tax roll.

This Report consists of six (6) parts:

Part I

Historical Background and Current Legislation: A discussion of the current revenue generated by the levy of annual assessments within the Maintenance District. A description of how legislation has changed regarding the imposition of new or increased assessments. A brief description of Proposition 218 and the provisions included within the State Constitution under Article XIII C and XIII D.

Part II

Plans and Specifications: A general description of the Maintenance District, the improvements, and authorized services for which parcels within the Maintenance District will be assessed. A complete description of the improvements that are maintained is on file in the offices of the Pleasant Hill Recreation & Park District. The Maintenance District is a single benefit zone encompassing all properties within the territory identified within the Boundary Map of the Landscape Maintenance District (District #6), attached and incorporated herein under Part V of this Report.

Part III

The Method of Apportionment: A discussion of benefits the improvements and services provide to properties within the Maintenance District and the method of calculating each property's proportional special benefit and proposed annual assessment for Fiscal Year 2016-2017. This section also identifies and outlines an Annual Inflation Adjustment that provides for an annual adjustment to the maximum assessment rate proposed by this Report. This Annual Inflationary Adjustment limits increases on future assessments, but also provides for reasonable cost adjustments due to inflation without the added expense of additional property owner protest ballot proceedings.

Part IV

The District Budget: An estimate of the annual costs to operate, maintain and service the improvements of the Maintenance District. This budget includes an estimate of anticipated direct maintenance costs and incidental expenses associated with the improvements, including but not limited to administration expenses and the collection of appropriate fund balances. The special benefit assessments are based on the overall operation costs minus any costs that are considered general benefit to establish the proposed increased maximum assessment rate for Fiscal Year 2016-2017 and corresponding parcel assessment amounts to be approved by the property owners of record. The proposed assessment rate for Fiscal Year 2016-2017, and each subsequent year thereafter, shall be based on the estimated net annual cost of operating, maintaining and servicing the improvements for that fiscal year as well as funds to be collected in installments to perform maintenance activities that cannot be reasonably collected in a single fiscal year's assessments. The proposed maximum assessment (Rate per Equivalent Benefit Unit) identified in the budget of this Report, proposed an increased maximum assessment rate for Fiscal Year 2016-2017. This maximum assessment rate shall be adjusted annually for five years by the Annual Inflationary Adjustment described in the method of apportionment, independent of the annual budget and assessments.

Part V

Boundary Diagram: A Diagram showing the exterior boundaries of the Maintenance District is provided in this Report and includes all parcels that will receive special benefits from the improvements. Said parcels of land are consistent with and identified by all or a portion of the Contra Costa County Assessor's Parcel Maps: As they existed at the time of the passage of the Resolution of Intention and shall include all subsequent subdivisions, lot line adjustments or parcel changes therein. Reference is hereby made to the Contra Costa County Assessor's Parcel Maps for a detailed description of the lines and dimensions of each lot and parcel of land herein described.

Part VI

Assessment Roll: A listing of the proposed maximum assessment amounts to be presented to the property owners of record, for Fiscal Year 2016-2017, in the protest ballot proceedings required pursuant to the provisions of the California Constitution. The proposed assessment amount for each parcel is based on the parcel's proportional special benefit as outlined in the method of apportionment.

Historical Background and Current Legislation

In November 1996, California voters approved Proposition 218 that established specific requirements for the on going imposition of taxes, assessments and fees. The provisions of the Proposition are now contained in the California Constitutional Articles XIII C and XIII D. All assessments described in this Report and approved by the District Board are prepared in accordance with the 1972 Act and in compliance with the provisions of the Constitution.

Pursuant to the Article XIII D Section 5 of the Constitution, certain existing assessments were exempt from the substantive and procedural requirements of the Article XIII D Section 4, and property owner balloting is not required until such time that a new or increased assessment is proposed. The ballot proceedings conducted by the District are in compliance with the requirements of Article XIII D Section 4.

While the improvements within the Maintenance District have historically been budgeted and proportionally allocated to the properties within the Maintenance District, the cost of providing those improvements have not always been fully recovered through the annual assessments; primarily because the approved maximum assessment rate did not provide the funding necessary to provide the current level of maintenance budgeted. Rather than reducing the level of maintenance provided, for 2016-2017, the District proposes to conduct a property owner protest ballot proceeding for an increased assessment rate that would be sufficient to maintain the improvements and sustain the current level of service that benefit parcels within the Maintenance District. To ensure that the assessments accurately reflect the special benefit to each property, a full review of the Maintenance District improvements, the cost of providing each of those improvements, and an analysis of the parcels that benefit from the improvements has been conducted.

Plans and Specifications

Description of District

The major scope of the work includes the maintenance of park facilities and features and open space lands within the geographic boundaries of the Pleasant Hill Recreation & Park District including approximately 64 acres of developed area and 200 acres of open space. The work will encompass all maintenance operations necessary to provide safe, clean, and enjoyable park, and recreation facilities for the community including landscape maintenance of all plant material land turf, maintenance of irrigation and drainage systems, weed control and fire abatement, pick up of litter and garbage, repair and maintenance of features within park sites such as paths, trails, restrooms, buildings and structures, parking lots, picnic areas, signage, athletic fields and courts, lighting, play apparatus and swimming pools.

The following is a listing of sites within the District of which it is proposed to provide maintenance services pursuant to this Assessment District:

Shadowood Park
Chilpancingo Park
Frank Salingere Park/Community Center and Grounds
Las Juntas, including Lucille Lane Access
Rodgers-Smith Park
Pinewood Park
Pleasant Hill Park
Brookwood
Shannon Hills
Valley High Open Space Lands
School House
Rodgers Ranch
Paso Nogal
Ridgeview
Dinosaur Hill Park
Diablo Estates Open Space
Winslow Center
Senior Citizen Center, 233 Gregory Lane
Senior Citizen Center, 237 Gregory Lane
Senior Citizen Center, 249 Gregory Lane
Pleasant Oaks Park
Pleasant Hill Elementary School Site
Fair Oaks Nature Area
Contra Costa Canal Trail Parcourse Stations
Pleasant Hill Park Pool
College Park High School Pool
College Park Softball Field
College Park Tennis Courts

Pleasant Hill High School Pool
Pleasant Hill High School Tennis Courts
Sequoia Middle School
Valley View Middle School
Strandwood Elementary

Improvements and Services

Improvements and Services Permitted Pursuant to the 1972 Act

As generally defined by the Landscaping and Lighting Act of 1972 and applicable to this Maintenance District, the improvements and associated assessments may include one or more of the following:

- 1) The installation or planting of landscaping;
- 2) The installation or construction of any facilities which are appurtenant to any of the foregoing or which are necessary or convenient for the maintenance or servicing thereof;
- 3) The installation of improvements, including, but not limited to, all of the following:
 - a) Land preparation, such as grading, leveling, cutting and filling, sod, landscaping, irrigation systems, v-ditches, and drainage.
- 4) The acquisition of land for park, recreational, or open-space purposes or any existing improvement otherwise authorized pursuant to this section.
- 5) The maintenance or servicing, of any of the foregoing including the furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of any improvement including but not limited to:
 - a) Repair, removal, or replacement of all or any part of any improvements;
 - b) Grading, clearing, removal of debris, the installation or construction of v-ditches, gutters, or water, irrigation, drainage, or electrical facilities;
 - c) Providing for the life, growth, health, and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating for disease or injury;
 - d) The removal of trimmings, rubbish, debris, and other solid waste;
 - e) The cleaning of trees and other improvements to remove or cover graffiti;
 - f) Electric current or energy related to the improvements;
 - g) Water for the irrigation of any landscaping or the maintenance of any other improvements.
- 6) Incidental expenses associated with the improvements including, but not limited to:
 - a) The cost of preparation of the report, including plans, specifications, estimates, diagram, and assessment;
 - b) The costs of printing, advertising, and the publishing, posting and mailing of notices;
 - c) Compensation payable to the County for collection of assessments;

- d) Compensation of any engineer or attorney employed to render services;
- e) Any other expenses incidental to the construction, installation, or maintenance and servicing of the improvements;
- f) Costs associated with any elections held for the approval of a new or increased assessment.

Description of Improvements within District #6

The purpose of this Maintenance District is to ensure the ongoing maintenance, operation and servicing of the improvements associated with District #6. The special benefit assessments outlined in this Report will provide needed funding to maintain the improvements associated with the Maintenance District as authorized by the 1972 Act including, but not limited to all materials, equipment, utilities, labor and incidental expenses including administrative expenses for operation of the Maintenance District and the levy of annual assessments as well as the performance of occasional repairs, replacement and expanded maintenance activities associated with those improvements.

The improvements that are proposed to be maintained and funded in Fiscal Year 2016-2017 through the Maintenance District assessments may include, but are not limited to:

- o Approximately 64 Acres of developed area and 200 acres of open space and landscaped areas.
- o Weed abatement;
- o Trimming of trees and shrubs; and
- o All appurtenant facilities, equipment, materials and utilities related to the aforementioned improvements

Detailed maps and descriptions of the location and extent of the proposed improvements for the Maintenance District that will be maintained are on file in the Offices of the Pleasant Hill Recreation & Park District and by reference are made part of this Report. The estimated annual cost to provide and maintain the improvements shall be allocated to each property in proportion to the special benefits received and is described in the Method of Apportionment.

Method of Apportionment

General

The 1972 Act permits the establishment of assessment districts by public agencies for the purpose of providing certain public improvements, which includes, but not limited to, the construction, maintenance and servicing of landscape, slope, and open space improvements and appurtenant facilities. The 1972 Act further requires that the cost of these improvements be levied according to benefit rather than assessed value:

“The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.”

Benefit Analysis

Each of the proposed improvements, the associated costs, and the assessments have been carefully reviewed, identified and allocated based on special benefit pursuant to the provisions of the Constitution and 1972 Act. The improvements associated with the Maintenance District have previously been identified as necessary, required and/or desired for the orderly development of the properties within the Maintenance District to their full potential. As such, these improvements would be necessary and required of individual property owners for the development of such properties, and the ongoing operation, servicing and maintenance of these improvements would be the financial obligation of those properties. Therefore, the improvements and the annual costs of ensuring the maintenance and operation of the improvements are of direct and special benefit to the properties.

The method of apportionment (method of assessment) is based on the premise that each assessed parcel within the Maintenance District receives special benefit from improvements provided by the Maintenance District. The desirability and security of properties is enhanced by the presence of local improvements in close proximity to those properties.

The special benefits associated with landscape, slope, and open space improvements are specifically:

- ◆ Enhanced desirability of properties through association with the improvements.
- ◆ Improved aesthetic appeal of properties providing a positive representation of the area.
- ◆ Protection of property loss through weed abatement and brush clearance, which reduces potential of fires.
- ◆ Enhanced adaptation of the urban environment within the natural environment from adequate green space and landscaping.
- ◆ Environmental enhancement through improved erosion resistance, dust and debris control.
- ◆ Increased sense of pride in ownership of property within the Maintenance District resulting from well-maintained improvements associated with the properties.

- ◆ Reduced criminal activity and property-related crimes (especially vandalism) against properties in the Maintenance District through well-maintained surroundings and amenities including abatement of graffiti.
- ◆ Enhanced environmental quality of the parcels by moderating temperatures, providing oxygenation and attenuating noise.

Based on the preceding special benefits, it has been determined that the improvements provided through the Maintenance District and for which parcels are assessed, contribute to the safety, security, aesthetic value and desirability of those properties. It has further been determined that these improvements, either individually or collectively provide for the special benefit and enhancement of properties within the Maintenance District and there is no measurable general benefit to properties outside the Maintenance District or to the public at large.

Assessment Methodology

The benefit formula used within the Maintenance District reflects the composition of the parcels and the improvements and services provided, to fairly apportion the costs based on the special benefits to each assessable parcel. It has been previously determined that dedicated public easements, open space areas, public rights-of-ways, public greenbelts and parkways, utility rights-of-way, common areas, sliver parcels and bifurcated lots or any other property that cannot be developed, receive no special benefit from the improvements and are not assessed.

Equivalent Benefit Units:

To assess benefits equitably it is necessary to relate each property's proportional special benefits to the special benefits of all other properties within the Maintenance District. The method of apportionment most commonly used for districts formed under the 1972 Act is based on a weighted method of apportionment known as an Equivalent Benefit Unit (EBU) methodology that typically uses the single-family home site as the basic unit of assessment. A typical single-family residential unit is assigned one (1.0) Equivalent Benefit Unit (EBU) and all other land uses are proportionately weighted (assigned an EBU) based on an assessment formula that equates the property's specific development to that of the typical single-family residential unit. This proportional weighting may be based on several factors that may include, but are not limited to: the type and status of development (land use), size of the property, location of the property, development plans or restrictions, vehicular trip generation, street frontage, population densities or other property related factors. Generally for most districts the calculation of each parcel's proportional special benefit can be reasonably determined by applying one or more of these factors.

Based on an overall evaluation of the properties within the Maintenance District and the improvements related thereto, it has been determined that since all properties within the Maintenance District are single-family residential; each property specially benefits equally from the improvements. Therefore, each property has been assigned one (1) EBU.

The total number of EBUs for the Maintenance District is equal to the total number of single-family residential parcels within the Maintenance District. An assessment amount per EBU (Assessment Rate) for the improvements is established by taking the total cost budgeted to maintain and service the improvements (net cost or "Balance to Levy"), and

dividing that amount by the total number of EBUs assigned to benefiting parcels. This Assessment Rate is then applied back to each parcel's individual EBU to determine the parcel's proportionate benefit and assessment obligation. The following formulas are used to calculate each parcel's Levy Amount (proportional assessment obligation).

$$\text{Total Balance to Levy} / \text{Total EBU} = \text{Assessment Rate per EBU}$$

$$\text{Assessment Rate per EBU} \times \text{Parcel's EBU (1.00)} = \text{Parcel Levy Amount}$$

Within the residential land use category, the benefits received by a given parcel are estimated as a function of the type and number of dwelling units on the parcel. A single family parcel represents the unit benefit, and the benefits to other parcels are expressed as single family equivalent (SFE) benefits. The following presents the estimated SFE benefit for the various types of dwelling units within the District:

Multi-Family Residential	SFE Benefit Per Dwelling Unit
Duplex	0.5
Triplex	0.5
Fourplex	0.5
Combinations	0.5
Apartments, 5-12 units	0.5
Apartments, 13-24 units	0.5
Apartments, 25-59 units	0.5
Apartments, 60 or more units	0.5

Note: The recommendation is that all multi-family residential dwellings be assessed 50% of the total assessment.

District Budgets Fiscal Year 2016-2017

The following provides the proposed budget and increased maximum assessment rate for Fiscal Year 2016-2017. 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. See Exhibit A.

District Boundary Diagrams

The boundary diagram for the Maintenance District has previously been submitted to the Board Clerk in the format required under the Act and, by reference are hereby made part of this Report. The boundary diagram is available for inspection at the office of the Board Clerk during normal business hours.

Assessment Roll

Parcel identification, for each lot or parcel within the Maintenance District, shall be the parcel as shown on the Contra Costa County Assessor Parcel Maps and/or the Contra Costa County Secured Tax Roll for the year in which this Report is prepared. The proposed assessment for each parcel within the Maintenance District has been prepared in accordance with the assessment rates presented in the budget and the method of apportionment described in this report and has been presented to the Board Clerk.

Non-assessable lots or parcels may include government owned land; public utility owned property, land principally encumbered with public right-of-ways or easements and dedicated common areas.

The assessment information for each parcel as outlined in this Report and confirmed by the District Board, shall be submitted to the County Auditor/Controller, and included on the property tax roll for Fiscal Year 2016-2017. If the parcels or assessment numbers within the Maintenance District and referenced by this Report are re-numbered, re-apportioned or changed by the County Assessor's Office after approval of the Report, the new parcel or assessment numbers with the appropriate assessment amount will be submitted to the County Auditor/Controller. If the parcel change made by the County includes a parcel split, parcel merger or tax status change, the assessment amount submitted on the new parcels or assessment numbers will be based on the method of apportionment and assessment rates approved in this Report by the District Board.

Total # Taxable Parcels	Assessment Fee
12,739	\$47.00

		TOTAL ASSESSMENTS	649,000
		Fund Balance	10,000
		TOTAL L & L REVENUE	659,000
EXPENDITURES			
13000	Parks/L & L #6		
50001	Salary General Manager	Salary divided among all divisions - 15% of allocation	-
50002	Salary Office Staff	FT Secretary/Office Manager - 15% of allocation	-
50003	Salary Accounting Staff	Accounting Office - salaries divided among all divisions - 15% of allocation	11,600
50180	Park Superintendent	Park Superintendent	
50185	FT Park Staff	Park Maintenance Staff	432,000
50190	Park Part Time Staff	PT/Seasonal Staff	
		Total Salaries	443,600
55150	Employer FICA/Medicare	Social Security & Medicare payments	42,000
55250	PERS - Employer Share	Public Employees Retirement System Program	40,000
55300	Health Coverage	Health Plans	-
55310	Delta Dental	Dental Plan	8,800
55320	Life & LTD Insurance	Life Insurance & Long Term Disability Programs	4,700
55370	501 A Plan	FICA Alternative Plan for Part Time Employees - PARS District Share	1,800
55380	Uniforms	Staff Uniforms	2,250
55400	Workers Compensation	Staff coverage through CAPRI	60,000
55450	Unemployment	Based on actual unemployment claims	2,000
		Total Benefits	161,550
60350	Mileage	Reimbursement for individual travel expenses	
60370	Staff Training	Seminars, Trainings, & Continuing Education	
		Total Staff Training	-
65365	Telephone	Monthly Services - Public Services Center	
65701	Electricity	Monthly Service - All Park Sites	
65705	Gas	Monthly Service - PH Park & Public Services Center	
65710	Water	Monthly Service - All Park Sites, District Office, Aquatic Center	
65720	Disposal Fees	Misc. Disposal Charges	
65730	Sewer Charges	Annual Charge	
		Total Utilities	-

EXPENDITURES		
	Parks (Con't)	
70000	Professional Services	8,000
	Annual audit, attorney fees, unemployment service	
	Total Professional Services	8,000
73320	Insurance	10,160
73335	Memberships	-
73340	Administrative Fees	-
73345	Assessment Refunds	500
73730	Public Service Center	12,000
	District's share of operational expenses and clerical support	
	Total Administrative Expenses	22,660
75350	Postage	
75370	Safety Equipment	
75401	Rental Equipment	
75501	Agricultural Supplies	
75505	Athletic Facility Maint.	
75510	Equipment Maint	
75511	Irrigation Repairs	
75515	Janitorial Supplies	
75520	Park Facility Maint	
75535	Tools/Equipment	
75540	Structure Repairs	
75545	Vehicle Maintenance	
75550	Contracted Tree Service	
75570	Contracted Park Maint.	
75740	Major Maintenance Projects	
76500	Park Vandalism	
	Repairs due to vandalism	
	Total Repairs & Supplies	-
	TOTAL PARKS EXPENDITURES	635,810
	TOTAL REVENUE	659,000
	RESERVES	23,190



Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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

IN THE MATTER OF **RESOLUTION 2016-06-25A**
**RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT HILL RECREATION &
PARK DISTRICT, CALIFORNIA, APPROVING THE FINAL ENGINEER'S REPORT FOR THE
ANNUAL LEVY OF ASSESSMENTS FOR THE LANDSCAPE MAINTENANCE DISTRICT
(VALLEY HIGH II) FOR FISCAL YEAR 2016-2017**

WHEREAS, The Board of Directors of the Pleasant Hill Recreation & Park District (hereinafter referred to as the "Board") has, by previous Resolutions, assumed the Landscape Maintenance District (Valley High II) (hereinafter referred to as the "Maintenance District"), and initiated proceedings for the levy and collection of assessments of said Maintenance District, including any new or increased assessments related thereto for Fiscal Year 2016-2017, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (hereinafter referred to as the "Act"), and the provisions of the California Constitution Article XIID (hereinafter referred to as the "Constitution");and,

WHEREAS, the Board has by previous Resolutions, ordered the preparation of an Engineer's Report (hereafter referred to as "Engineer's Report") regarding the Maintenance District territory, the improvements, expenses and assessments related thereto, as required by Chapter 3, Section 22623 of the 1972 Act, and said Engineer's Report has been prepared, filed with the Board Clerk and previously presented to the Board; and

WHEREAS, the Board has carefully examined and reviewed the Engineer's Report, considered all public testimony and written protests presented; and,

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

- 1 That the above recitals are all true and correct.
- 2 The Engineer's Report as approved shall constitute the territory and properties within the Maintenance District in Fiscal Year 2016-2017, and confirms and establishes the maximum assessment rates and method of apportionment adopted by the Board in accordance with the benefits received from the improvements, operation, maintenance and services to be performed and authorized within the Maintenance District.
- 3 The Engineer's Report as presented or amended is ordered to be filed in the Board Clerk as a permanent record and to remain open to public inspection.

PASSED AND ADOPTED on June 23, 2016, by the following vote:

AYES:

NOES:

ABSENT:

Zachary Shess, Chair

I hereby certify that the foregoing resolution was approved by the vote indicated herein above at the regular meeting of the Board of Directors on June 23, 2016.

Tina Young, Acting Clerk of the Board



Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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

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IN THE MATTER OF **RESOLUTION 2016-06-23B**
**RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT HILL RECREATION &
PARK DISTRICT, CALIFORNIA, APPROVING THE FINAL ENGINEER'S REPORT FOR THE
ANNUAL LEVY OF ASSESSMENTS FOR THE LANDSCAPE MAINTENANCE DISTRICT
(VALLEY HIGH IV) FOR FISCAL YEAR 2016-2017**

WHEREAS, The Board of Directors of the Pleasant Hill Recreation & Park District (hereinafter referred to as the "Board") has, by previous Resolutions, assumed the Landscape Maintenance District (Valley High IV) (hereinafter referred to as the "Maintenance District"), and initiated proceedings for the levy and collection of assessments of said Maintenance District, including any new or increased assessments related thereto for Fiscal Year 2016-2017, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (hereinafter referred to as the "Act"), and the provisions of the California Constitution Article XIID (hereinafter referred to as the "Constitution");and,

WHEREAS, the Board has by previous Resolutions, ordered the preparation of an Engineer's Report (hereafter referred to as "Engineer's Report") regarding the Maintenance District territory, the improvements, expenses and assessments related thereto, as required by Chapter 3, Section 22623 of the 1972 Act, and said Engineer's Report has been prepared, filed with the Board Clerk and previously presented to the Board; and

WHEREAS, the Board has carefully examined and reviewed the Engineer's Report, considered all public testimony and written protests presented; and,

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

- 1 That the above recitals are all true and correct.
- 2 The Engineer's Report as approved shall constitute the territory and properties within the Maintenance District in Fiscal Year 2016-2017, and confirms and establishes the maximum assessment rates and method of apportionment adopted by the Board in accordance with the benefits received from the improvements, operation, maintenance and services to be performed and authorized within the Maintenance District.
- 3 The Engineer's Report as presented or amended is ordered to be filed in the Board Clerk as a permanent record and to remain open to public inspection.

PASSED AND ADOPTED on June 23, 2016, by the following vote:

AYES:

NOES:

ABSENT:

Zachary Shess, Chair

I hereby certify that the foregoing resolution was approved by the vote indicated herein above at the regular meeting of the Board of Directors on June 23, 2016.

Tina Young, Acting Clerk of the Board



Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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

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IN THE MATTER OF **RESOLUTION 2016-06-23C**
**RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT HILL RECREATION &
PARK DISTRICT, CALIFORNIA, APPROVING THE FINAL ENGINEER'S REPORT FOR THE
ANNUAL LEVY OF ASSESSMENTS FOR THE LANDSCAPE MAINTENANCE DISTRICT
(VALLEY HIGH V) FOR FISCAL YEAR 2016-2017**

WHEREAS, The Board of Directors of the Pleasant Hill Recreation & Park District (hereinafter referred to as the "Board") has, by previous Resolutions, assumed the Landscape Maintenance District (Valley High V) (hereinafter referred to as the "Maintenance District"), and initiated proceedings for the levy and collection of assessments of said Maintenance District, including any new or increased assessments related thereto for Fiscal Year 2016-2017, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (hereinafter referred to as the "Act"), and the provisions of the California Constitution Article XIID (hereinafter referred to as the "Constitution");and,

WHEREAS, the Board has by previous Resolutions, ordered the preparation of an Engineer's Report (hereinafter referred to as "Engineer's Report") regarding the Maintenance District territory, the improvements, expenses and assessments related thereto, as required by Chapter 3, Section 22623 of the 1972 Act, and said Engineer's Report has been prepared, filed with the Board Clerk and previously presented to the Board; and

WHEREAS, the Board has carefully examined and reviewed the Engineer's Report, considered all public testimony and written protests presented; and,

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

- 1 That the above recitals are all true and correct.
- 2 The Engineer's Report as approved shall constitute the territory and properties within the Maintenance District in Fiscal Year 2016-2017, and confirms and establishes the maximum assessment rates and method of apportionment adopted by the Board in accordance with the benefits received from the improvements, operation, maintenance and services to be performed and authorized within the Maintenance District.
- 3 The Engineer's Report as presented or amended is ordered to be filed in the Board Clerk as a permanent record and to remain open to public inspection.

PASSED AND ADOPTED on June 23, 2016, by the following vote:

AYES:

NOES:

ABSENT:

Zachary Shess, Chair

I hereby certify that the foregoing resolution was approved by the vote indicated herein above at the regular meeting of the Board of Directors on June 23, 2016.

Tina Young, Acting Clerk of the Board



Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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

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IN THE MATTER OF **RESOLUTION 2016-06-23D**
**RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT HILL RECREATION &
PARK DISTRICT, CALIFORNIA, APPROVING THE FINAL ENGINEER'S REPORT FOR THE
ANNUAL LEVY OF ASSESSMENTS FOR THE LANDSCAPE MAINTENANCE DISTRICT
(WOODSIDE HILLS I) FOR FISCAL YEAR 2016-2017**

WHEREAS, The Board of Directors of the Pleasant Hill Recreation & Park District (hereinafter referred to as the "Board") has, by previous Resolutions, assumed the Landscape Maintenance District (Woodside Hills I) (hereinafter referred to as the "Maintenance District"), and initiated proceedings for the levy and collection of assessments of said Maintenance District, including any new or increased assessments related thereto for Fiscal Year 2016-2017, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (hereinafter referred to as the "Act"), and the provisions of the California Constitution Article XIID (hereinafter referred to as the "Constitution");and,

WHEREAS, the Board has by previous Resolutions, ordered the preparation of an Engineer's Report (hereinafter referred to as "Engineer's Report") regarding the Maintenance District territory, the improvements, expenses and assessments related thereto, as required by Chapter 3, Section 22623 of the 1972 Act, and said Engineer's Report has been prepared, filed with the Board Clerk and previously presented to the Board; and

WHEREAS, the Board has carefully examined and reviewed the Engineer's Report, considered all public testimony and written protests presented; and,

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

- 1 That the above recitals are all true and correct.
- 2 The Engineer's Report as approved shall constitute the territory and properties within the Maintenance District in Fiscal Year 2016-2017, and confirms and establishes the maximum assessment rates and method of apportionment adopted by the Board in accordance with the benefits received from the improvements, operation, maintenance and services to be performed and authorized within the Maintenance District.
- 3 The Engineer's Report as presented or amended is ordered to be filed in the Board Clerk as a permanent record and to remain open to public inspection.

PASSED AND ADOPTED on June 23, 2016, by the following vote:

AYES:

NOES:

ABSENT:

Zachary Shess, Chair

I hereby certify that the foregoing resolution was approved by the vote indicated herein above at the regular meeting of the Board of Directors on June 23, 2016.

Tina Young, Acting Clerk of the Board



Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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

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

IN THE MATTER OF **RESOLUTION 2016-06-23E**
**RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT HILL RECREATION &
PARK DISTRICT, CALIFORNIA, APPROVING THE FINAL ENGINEER'S REPORT FOR THE
ANNUAL LEVY OF ASSESSMENTS FOR THE LANDSCAPE MAINTENANCE DISTRICT
(WOODSIDE HILLS III) FOR FISCAL YEAR 2016-2017**

WHEREAS, The Board of Directors of the Pleasant Hill Recreation & Park District (hereinafter referred to as the "Board") has, by previous Resolutions, assumed the Landscape Maintenance District (Woodside Hills III) (hereinafter referred to as the "Maintenance District"), and initiated proceedings for the levy and collection of assessments of said Maintenance District, including any new or increased assessments related thereto for Fiscal Year 2016-2017, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (hereinafter referred to as the "Act"), and the provisions of the California Constitution Article XIID (hereinafter referred to as the "Constitution");and,

WHEREAS, the Board has by previous Resolutions, ordered the preparation of an Engineer's Report (hereafter referred to as "Engineer's Report") regarding the Maintenance District territory, the improvements, expenses and assessments related thereto, as required by Chapter 3, Section 22623 of the 1972 Act, and said Engineer's Report has been prepared, filed with the Board Clerk and previously presented to the Board; and

WHEREAS, the Board has carefully examined and reviewed the Engineer's Report, considered all public testimony and written protests presented; and,

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

- 1 That the above recitals are all true and correct.
- 2 The Engineer's Report as approved shall constitute the territory and properties within the Maintenance District in Fiscal Year 2016-2017, and confirms and establishes the maximum assessment rates and method of apportionment adopted by the Board in accordance with the benefits received from the improvements, operation, maintenance and services to be performed and authorized within the Maintenance District.
- 3 The Engineer's Report as presented or amended is ordered to be filed in the Board Clerk as a permanent record and to remain open to public inspection.

PASSED AND ADOPTED on June 23, 2016, by the following vote:

AYES:

NOES:

ABSENT:

Zachary Shess, Chair

I hereby certify that the foregoing resolution was approved by the vote indicated herein above at the regular meeting of the Board of Directors on June 23, 2016.

Tina Young, Acting Clerk of the Board



Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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

147 Gregory Lane
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IN THE MATTER OF **RESOLUTION 2016-06-23F**
**RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT HILL RECREATION &
PARK DISTRICT, CALIFORNIA, APPROVING THE FINAL ENGINEER'S REPORT FOR THE
ANNUAL LEVY OF ASSESSMENTS FOR THE LANDSCAPE MAINTENANCE DISTRICT
(LANDSCAPE & LIGHTING DISTRICT #6) FOR FISCAL YEAR 2016 - 2017**

WHEREAS, The Board of Directors of the Pleasant Hill Recreation & Park District (hereinafter referred to as the "Board") has, by previous Resolutions, assumed the Landscape Maintenance District (Landscape & Lighting District #6) (hereinafter referred to as the "Maintenance District"), and initiated proceedings for the levy and collection of assessments of said Maintenance District, including any new or increased assessments related thereto for Fiscal Year 2016-2017, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (hereinafter referred to as the "Act"), and the provisions of the California Constitution Article XIID (hereinafter referred to as the "Constitution"); and,

WHEREAS, the Board has by previous Resolutions, ordered the preparation of an Engineer's Report (hereafter referred to as "Engineer's Report") regarding the Maintenance District territory, the improvements, expenses and assessments related thereto, as required by Chapter 3, Section 22623 of the 1972 Act, and said Engineer's Report has been prepared, filed with the Board Clerk and previously presented to the Board; and,

WHEREAS, the Board has carefully examined and reviewed the Engineer's Report, considered all public testimony and written protests presented; and,

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

1. That the above recitals are all true and correct.
2. The Engineer's Report as approved shall constitute the territory and properties within the Maintenance District in Fiscal Year 2016-2017, and confirms and establishes the maximum assessment rates and method of apportionment adopted by the Board in accordance with the benefits received from the improvements, operation, maintenance and services to be performed and authorized within the Maintenance District.
3. The Engineer's Report as presented or amended is ordered to be filed in the Board Clerk as a permanent record and to remain open to public inspection.

PASSED AND ADOPTED on June 23, 2016, by the following vote:

AYES:

NOES:

ABSENT:

Zachary Shess, Chair

I hereby certify that the foregoing resolution was approved by the vote indicated herein above at the regular meeting of the Board of Directors on June 23, 2016.

Tina Young, Acting Clerk of the Board



Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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

IN THE MATTER OF **RESOLUTION 2016-06-25G**
**RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT HILL RECREATION &
PARK DISTRICT, CALIFORNIA, ORDERING THE LEVY OF ASSESSMENTS FOR FISCAL
YEAR 2016-2017 FOR THE LANDSCAPE MAINTENANCE DISTRICT (VALLEY HIGH II)**

WHEREAS, The Board of Directors of the Pleasant Hill Recreation & Park District (hereinafter referred to as the “Board”) has, by previous Resolutions, assumed the Landscape Maintenance District (Valley High II) (hereinafter referred to as the “Maintenance District”), and initiated proceedings for the levy and collection of assessments of said Maintenance District, including any new or increased assessments related thereto for Fiscal Year 2016-2017, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (hereinafter referred to as the “Act”), and the provisions of the California Constitution Article XIID (hereinafter referred to as the “Constitution”);and,

WHEREAS, the Board has by Resolution approved the Final Engineer’s Report (hereafter referred to as the “Engineer’s Report”) that describes the assessments against parcels of land within the Maintenance District commencing with Fiscal Year 2016-2017; and,

WHEREAS, the Board desires to levy and collect annual special benefit assessments against parcels of land within the Maintenance District commencing with Fiscal Year 2016-2017 to pay the maintenance and servicing of landscape, slope, and open space improvements and appurtenant facilities within the Maintenance District; and

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

1. That the above recitals are all true and correct.
2. Following notice duly given, the Board has held a full and fair Public Hearing regarding the Maintenance District, the levy and collection of assessments, the Engineer’s Report prepared in connection therewith, and considered all oral and written statements, protests and communications made or filed by interested persons regarding these matters.
3. The improvements and assessments as presented in the Engineer’s Report on file in the Office of the Board Clerk are hereby confirmed as filed or as amended by Board action and the minutes of this meeting.
4. The adoption of this Resolution constitutes the confirmation of the maximum assessment within the Maintenance District, commencing with Fiscal Year 2016-2017.

5. The Board Clerk is hereby directed to enter this Resolution on the minutes of the Board meeting and shall constitute the official declaration of the confirmation of the maximum assessment and inflationary formula within the Maintenance District, commencing with Fiscal Year 2016-2017 as outlined in the final Engineer's Report.
6. This Resolution shall become effective immediately upon its adoption.
7. The Board Clerk shall certify the adoption of this Resolution.

PASSED AND ADOPTED on June 23, 2016, by the following vote:

AYES:

NOES:

ABSENT:

Zachary Shess, Chair

I hereby certify that the foregoing resolution was approved by the vote indicated herein above at the regular meeting of the Board of Directors on June 23, 2016.

Tina Young, Acting Clerk of the Board



Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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

IN THE MATTER OF **RESOLUTION 2016-06-23H**
**RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT HILL RECREATION &
PARK DISTRICT, CALIFORNIA, ORDERING THE LEVY OF ASSESSMENTS FOR FISCAL
YEAR 2016-2017 FOR THE LANDSCAPE MAINTENANCE DISTRICT (VALLEY HIGH IV)**

WHEREAS, The Board of Directors of the Pleasant Hill Recreation & Park District (hereinafter referred to as the “Board”) has, by previous Resolutions, assumed the Landscape Maintenance District (Valley High IV) (hereinafter referred to as the “Maintenance District”), and initiated proceedings for the levy and collection of assessments of said Maintenance District, including any new or increased assessments related thereto for Fiscal Year 2016-2017, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (hereinafter referred to as the “Act”), and the provisions of the California Constitution Article XIID (hereinafter referred to as the “Constitution”); and,

WHEREAS, the Board has by Resolution approved the Final Engineer’s Report (hereafter referred to as the “Engineer’s Report”) that describes the assessments against parcels of land within the Maintenance District commencing with Fiscal Year 2016-2017; and,

WHEREAS, the Board desires to levy and collect annual special benefit assessments against parcels of land within the Maintenance District commencing with Fiscal Year 2016-2017 to pay the maintenance and servicing of landscape, slope, and open space improvements and appurtenant facilities within the Maintenance District; and

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

1. That the above recitals are all true and correct.
2. Following notice duly given, the Board has held a full and fair Public Hearing regarding the Maintenance District, the levy and collection of assessments, the Engineer’s Report prepared in connection therewith, and considered all oral and written statements, protests and communications made or filed by interested persons regarding these matters.
3. The improvements and assessments as presented in the Engineer’s Report on file in the Office of the Board Clerk are hereby confirmed as filed or as amended by Board action and the minutes of this meeting.
4. The adoption of this Resolution constitutes the confirmation of the maximum assessment within the Maintenance District, commencing with Fiscal Year 2016-2017.

5. The Board Clerk is hereby directed to enter this Resolution on the minutes of the Board meeting and shall constitute the official declaration of the confirmation of the maximum assessment within the Maintenance District, commencing with Fiscal Year 2016-2017 as outlined in the final Engineer's Report.
6. This Resolution shall become effective immediately upon its adoption.
7. The Board Clerk shall certify the adoption of this Resolution.

PASSED AND ADOPTED on June 23, 2016, by the following vote:

AYES:

NOES:

ABSENT:

Zachary Shess, Chair

I hereby certify that the foregoing resolution was approved by the vote indicated herein above at the regular meeting of the Board of Directors on June 23, 2016.

Tina Young, Acting Clerk of the Board



Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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

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IN THE MATTER OF **RESOLUTION 2016-06-23I**
**RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT HILL RECREATION &
PARK DISTRICT, CALIFORNIA, ORDERING THE LEVY OF ASSESSMENTS FOR FISCAL
YEAR 2016-2017 FOR THE LANDSCAPE MAINTENANCE DISTRICT (VALLEY HIGH V)**

WHEREAS, The Board of Directors of the Pleasant Hill Recreation & Park District (hereinafter referred to as the “Board”) has, by previous Resolutions, assumed the Landscape Maintenance District (Valley High V) (hereinafter referred to as the “Maintenance District”), and initiated proceedings for the levy and collection of assessments of said Maintenance District, including any new or increased assessments related thereto for Fiscal Year 2016-2017, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (hereinafter referred to as the “Act”), and the provisions of the California Constitution Article XIID (hereinafter referred to as the “Constitution”);and,

WHEREAS, the Board has by Resolution approved the Final Engineer’s Report (hereafter referred to as the “Engineer’s Report”) that describes the assessments against parcels of land within the Maintenance District commencing with Fiscal Year 2016-2017; and,

WHEREAS, the Board desires to levy and collect annual special benefit assessments against parcels of land within the Maintenance District commencing with Fiscal Year 2016-2017 to pay the maintenance and servicing of landscape, slope, and open space improvements and appurtenant facilities within the Maintenance District; and

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

1. That the above recitals are all true and correct.
2. Following notice duly given, the Board has held a full and fair Public Hearing regarding the Maintenance District, the levy and collection of assessments, the Engineer’s Report prepared in connection therewith, and considered all oral and written statements, protests and communications made or filed by interested persons regarding these matters.
3. The improvements and assessments as presented in the Engineer’s Report on file in the Office of the Board Clerk are hereby confirmed as filed or as amended by Board action and the minutes of this meeting.
4. The adoption of this Resolution constitutes the confirmation of the maximum assessment within the Maintenance District, commencing with Fiscal Year 2016-2017.

5. The Board Clerk is hereby directed to enter this Resolution on the minutes of the Board meeting and shall constitute the official declaration of the confirmation of the maximum assessment within the Maintenance District, commencing with Fiscal Year 2016-2017 as outlined in the final Engineer's Report.
6. This Resolution shall become effective immediately upon its adoption.
7. The Board Clerk shall certify the adoption of this Resolution.

PASSED AND ADOPTED on June 23, 2016, by the following vote:

AYES:

NOES:

ABSENT:

Zachary Shess, Chair

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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 June 23, 2016.

Tina Young, Acting Clerk of the Board



Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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

IN THE MATTER OF **RESOLUTION 2016-06-23J**
**RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT HILL RECREATION &
PARK DISTRICT, CALIFORNIA, ORDERING THE LEVY OF ASSESSMENTS FOR FISCAL
YEAR 2016-2017 FOR THE LANDSCAPE MAINTENANCE DISTRICT (WOODSIDE HILLS I)**

WHEREAS, The Board of Directors of the Pleasant Hill Recreation & Park District (hereinafter referred to as the “Board”) has, by previous Resolutions, assumed the Landscape Maintenance District (Woodside Hills I) (hereinafter referred to as the “Maintenance District”), and initiated proceedings for the levy and collection of assessments of said Maintenance District, including any new or increased assessments related thereto for Fiscal Year 2016-2017, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (hereinafter referred to as the “Act”), and the provisions of the California Constitution Article XIID (hereinafter referred to as the “Constitution”);and,

WHEREAS, the Board has by Resolution approved the Final Engineer’s Report (hereafter referred to as the “Engineer’s Report”) that describes the assessments against parcels of land within the Maintenance District commencing with Fiscal Year 2016-2017; and,

WHEREAS, the Board desires to levy and collect annual special benefit assessments against parcels of land within the Maintenance District commencing with Fiscal Year 2016-2017 to pay the maintenance and servicing of landscape, slope, and open space improvements and appurtenant facilities within the Maintenance District; and

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

1. That the above recitals are all true and correct.
2. Following notice duly given, the Board has held a full and fair Public Hearing regarding the Maintenance District, the levy and collection of assessments, the Engineer’s Report prepared in connection therewith, and considered all oral and written statements, protests and communications made or filed by interested persons regarding these matters.
3. The improvements and assessments as presented in the Engineer’s Report on file in the Office of the Board Clerk are hereby confirmed as filed or as amended by Board action and the minutes of this meeting.
4. The adoption of this Resolution constitutes the confirmation of the maximum assessment within the Maintenance District, commencing with Fiscal Year 2016-2017.

5. The Board Clerk is hereby directed to enter this Resolution on the minutes of the Board meeting and shall constitute the official declaration of the confirmation of the maximum assessment within the Maintenance District, commencing with Fiscal Year 2016-2017 as outlined in the final Engineer's Report.
6. This Resolution shall become effective immediately upon its adoption.
7. The Board Clerk shall certify the adoption of this Resolution.

PASSED AND ADOPTED on June 23, 2016, by the following vote:

AYES:

NOES:

ABSENT:

Zachary Shess, Chair

I hereby certify that the foregoing resolution was approved by the vote indicated herein above at the regular meeting of the Board of Directors on June 23, 2016.

Tina Young, Acting Clerk of the Board



Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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

IN THE MATTER OF **RESOLUTION 2016-06-23K**
**RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT HILL RECREATION &
PARK DISTRICT, CALIFORNIA, ORDERING THE LEVY OF ASSESSMENTS FOR FISCAL
YEAR 2016-2017 FOR THE LANDSCAPE MAINTENANCE DISTRICT (WOODSIDE HILLS III)**

WHEREAS, The Board of Directors of the Pleasant Hill Recreation & Park District (hereinafter referred to as the “Board”) has, by previous Resolutions, assumed the Landscape Maintenance District (Woodside Hills III) (hereinafter referred to as the “Maintenance District”), and initiated proceedings for the levy and collection of assessments of said Maintenance District, including any new or increased assessments related thereto for Fiscal Year 2016-2017, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (hereinafter referred to as the “Act”), and the provisions of the California Constitution Article XIID (hereinafter referred to as the “Constitution”);and,

WHEREAS, the Board has by Resolution approved the Final Engineer’s Report (hereafter referred to as the “Engineer’s Report”) that describes the assessments against parcels of land within the Maintenance District commencing with Fiscal Year 2016-2017; and,

WHEREAS, the Board desires to levy and collect annual special benefit assessments against parcels of land within the Maintenance District commencing with Fiscal Year 2016-2017 to pay the maintenance and servicing of landscape, slope, and open space improvements and appurtenant facilities within the Maintenance District; and

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

1. That the above recitals are all true and correct.
2. Following notice duly given, the Board has held a full and fair Public Hearing regarding the Maintenance District, the levy and collection of assessments, the Engineer’s Report prepared in connection therewith, and considered all oral and written statements, protests and communications made or filed by interested persons regarding these matters.
3. The improvements and assessments as presented in the Engineer’s Report on file in the Office of the Board Clerk are hereby confirmed as filed or as amended by Board action and the minutes of this meeting.
4. The adoption of this Resolution constitutes the confirmation of the maximum assessment within the Maintenance District, commencing with Fiscal Year 2016-2017.

5. The Board Clerk is hereby directed to enter this Resolution on the minutes of the Board meeting and shall constitute the official declaration of the confirmation of the maximum assessment within the Maintenance District, commencing with Fiscal Year 2016-2017 as outlined in the final Engineer's Report.
6. This Resolution shall become effective immediately upon its adoption.
7. The Board Clerk shall certify the adoption of this Resolution.

PASSED AND ADOPTED on June 23, 2016, by the following vote:

AYES:

NOES:

ABSENT:

Zachary Shess, Chair

I hereby certify that the foregoing resolution was approved by the vote indicated herein above at the regular meeting of the Board of Directors on June 23, 2016.

Tina Young, Acting Clerk of the Board



Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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

IN THE MATTER OF **RESOLUTION 2016-06-23L**
**RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT HILL RECREATION &
PARK DISTRICT, CALIFORNIA, ORDERING THE LEVY OF ASSESSMENTS FOR FISCAL
YEAR 2016-2017 FOR THE LANDSCAPE MAINTENANCE DISTRICT (LANDSCAPE &
LIGHTING DISTRICT #6)**

WHEREAS, The Board of Directors of the Pleasant Hill Recreation & Park District (hereinafter referred to as the “Board”) has, by previous Resolutions, assumed the Landscape Maintenance District (Landscape & Lighting District #6) (hereinafter referred to as the “Maintenance District”), and initiated proceedings for the levy and collection of assessments of said Maintenance District, including any new or increased assessments related thereto for Fiscal Year 2016-2017, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (hereinafter referred to as the “Act”), and the provisions of the California Constitution Article XIID (hereinafter referred to as the “Constitution”);and,

WHEREAS, the Board has by Resolution approved the Final Engineer’s Report (hereafter referred to as the “Engineer’s Report”) that describes the assessments against parcels of land within the Maintenance District commencing with Fiscal Year 2016-2017; and,

WHEREAS, the Board desires to levy and collect annual special benefit assessments against parcels of land within the Maintenance District commencing with Fiscal Year 2016-2017 to pay the maintenance and servicing of landscape, slope, and open space improvements and appurtenant facilities within the Maintenance District; and

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

- 1 That the above recitals are all true and correct.
- 2 Following notice duly given, the Board has held a full and fair Public Hearing regarding the Maintenance District, the levy and collection of assessments, the Engineer’s Report prepared in connection therewith, and considered all oral and written statements, protests and communications made or filed by interested persons regarding these matters.
- 3 The improvements and assessments as presented in the Engineer’s Report on file in the Office of the Board Clerk are hereby confirmed as filed or as amended by Board action and the minutes of this meeting.
- 4 The adoption of this Resolution constitutes the confirmation of the maximum assessment applicable within the Maintenance District, commencing with Fiscal Year 2016-2017.

- 5 The Board Clerk is hereby directed to enter this Resolution on the minutes of the Board meeting and shall constitute the official declaration of the confirmation of the maximum assessment and inflationary formula within the Maintenance District, commencing with Fiscal Year 2016-2017 as outlined in the final Engineer's Report.
- 6 This Resolution shall become effective immediately upon its adoption.
- 7 The Board Clerk shall certify the adoption of this Resolution.

PASSED AND ADOPTED on June 23, 2016, by the following vote:

AYES:

NOES:

ABSENT:

Zachary Shess, Chair

I hereby certify that the foregoing resolution was approved by the vote indicated herein above at the regular meeting of the Board of Directors on June 23, 2016.

Tina Young, Acting Clerk of the Board



MEMORANDUM

TO: Board of Directors

FROM: Interim General Manager

DATE: June 17, 2016

RE: June 23, 2016 Board Meeting

Report from PH Dog Owners Group (DOG)

Lori Tassano, 16 year supporter and advocate of Pleasant Hill's Dog Owners Group, will be here to report on the activities of PH DOG Group and introduce new members, Brian Agastino and Chet Frietag who will be taking over the helm for the club.



MEMORANDUM

TO: Board of Directors

FROM: Interim General Manager

DATE: June 17, 2016

RE: June 23, 2016 Board Meeting

Report on Wine Women and Shoes 2016 and Presentation of Check to Rehabilitation Services of Northern California (RSNC)

Committee Chairs Supervisor Kendra Luke, Supervisor Katrina Hunn and Coordinator Sheila Cotruvo will be on hand to make a report on WWS 2016 and to present Chief Executive Officer from RSNC, Debbie Toth with a check. Enclosed is a memo from the Committee Chairs.



MEMORANDUM

TO: Tina Young, Interim General Manager

FROM: Kendra Luke, SC Supervisor; Sheila Cotruvo, Special Events Coordinator; Katrina Hunn, Recreation Supervisor

DATE: 6/15/16

RE: Wine Women & Shoes 2016 – Final Report and Presentation of Check to Rehabilitation Services of Northern CA

- **Event Details:**
 - Sunday, 5/15/16 from 2pm to 6pm at the Community Center
 - 3rd Party Beneficiary was Rehabilitations Services of Northern CA (RSNC) who receives 20% of the event's net revenue
- **Sponsorship:**
 - 16 paid sponsors (PG&E, Republic Services, Land Home, Contra Costa Oncology, Laura Wucher Real Estate Team, Sunvalley Shopping Center, City of Pleasant Hill, Kathleen Sterks, PH Coin & Jewelry, Dudum Real Estate Group, Wells Fargo, Skin Science Med Spa, Rotary Club of PH, The Doctor's Company, TravelCenter, Tours & Travel, Champlin Wireless)
 - 2 media sponsors (WC Magazine & ABC 7)
 - 3 in-kind sponsors (Jack's Restaurant and Bar, Vino Cruising and Digital AVS)
- **Ticket Sales:**
 - \$125 for General Seating / \$1500 for VIP Table (seats 10) / \$400 for Sunday Funday Package
 - SOLD: 17 VIP Tables (Sold Out) – total of 175. 145 General Admission Tickets.
 - **Total attendees 320**
- **Marketing:**
 - Social Media Marketing consisted of Facebook, Instagram and Twitter using #wwscontracosta. The Wine, Women and Shoes Facebook page currently has 1001 likes.
 - Media Outlet Marketing included ads that were run in the Jan/Feb and March/April Outlook, April Diablo Magazine, April Community Focus and the March/April Walnut Creek Magazine.
 - Digital Marketing included being on the Walnut Creek Magazine website with banner ads running through the months of March-May. There were also links to the event site on the Districts website as well as RSNC's website.
 - Community Outreach included Save the Date cards and posters that went out to all event sponsor locations, vendors, committee connections as well as other retail locations in Pleasant Hill, Martinez, Concord, Walnut Creek, Lafayette and Danville.
 - Invitations were sent to a mailing list of approximately 150 people from both PHRPD and RSNC.
 - A new VIP pre-event was added this year to bring attention to the event in the Lafayette/Orinda area called Sip, Shop & Stroll. WWS partnered with shops on Fiesta Lane in Lafayette and provided wine tasting (Boisset Collections), shopping (Amphora Nueva, Patrizia Marrone, 18/8 Fine Men's Salon and Mechele Fong with Premier Jewelry) and live music by the one and only Paul Cotruvo. Participating stores gave a donation back to the event from the evening sales. There were approximately 60 to 75 in attendance.

- **Marketplace:**
 - 12 Shopping Vendors in attendance (Artful Aesthetics, Amphora Nueva, Jacqueline B Clothing, LuLii Handwoven Designs, ME Designs, Sirens USA, Norf London, TART Collections, Unique Urban Rocks, Waffles and Honey Jewelry, LuLaRoe and Wish)
 - 9 Culinary Partners in attendance (Kobe, Wences, Leslie Stiles, Zachary's Pizza, Siren's Sandwich Shop, Kinder's, Home of Chicken and Waffles, Supper's On! and Melo's)
 - 8 Wineries in attendance (Robert Biale Vineyards, Boisset Collection, One Hope, White Knight, Mood Swing Wines, Conundrum and Emmolo, St. Supery, Chateau St. Jean/Bijou, Tom Gore Vineyards)
- **Auction:**
 - There were 8 Live Auction Lots presented of which two were supplied by WW&S organization as part of the contract. Top selling Live Auction lot continues to be the Firehouse Dinner. This year the Hayward Firehouse Dinner went for \$12,000!
 - There were 19 Silent Auction Lots up for bid during the marketplace portion.
 - The Key to the Closet had tickets for sale for \$100 a key. All 100 of the 100 keys available were sold. One winner took home a "closet" totaling over \$14,000.

Auction First Times for 2016

 - We added a "Fund a Need" portion where guests could donate a blanket amount without receiving anything in return. Fund a Need proceeds were split 50/50 with RSNC and raised \$3,300.
 - Hired a professional auctioneer who was recommended by the Bakersfield WWS team.
 - Purchased the Montana Trip auction item at cost from WWS. Auctioned at approx. \$1k profit.
- **Entertainment:**
 - "Best in Shoe" contest was held with 3 category winners (Strapalicious & Sexy, Wild & Wedgy and Flashy Flats). All 3 winning names were in the running for the grand prize which was donated by Pleasant Hill Coin and Jewelry, a beautiful necklace valued at almost \$500.
 - Held a Heads or Tails game where guests would purchase their "buy in beads" for a chance to win an exclusive Wine Tasting experience at Thomas George Estate valued at \$600.
 - PHRPD Board Member, Bobby Glover and Recreation Supervisor, Kendra Luke were the MC's for the program portion of the event.
 - The Instant Cellar was a revision of the Wall of Wine from the past two years. Guests purchased a playing card (only 52 were sold) for the chance of winning one of two wine lots that each included 50 bottles of wine. All 52 cards were sold at \$50 each for a total of \$2,600 raised.

Entertainment Firsts for 2016

 - 6 brave Shoe Guys committed to learning a 2-3 minute choreographed dance that they surprised guests with at the beginning of the program portion of the event. They went to over 4 rehearsals and spent endless hours at home learning the moves and it paid off! The guests LOVED it and the guys were not only great sports but were quite the dancers as well.
- **Volunteers:**
 - The Event Committee was comprised of 20 committee chairs of which 4 were the event chairs: Sheila Cotruvo, Katrina Hunn, Debbie Toth and Kendra Luke.
 - There were over 40 volunteers who helped the day before as well as the day of the event.
 - There were 40 Shoe Guys who did everything from greeting guests at valet drop off to selling keys to the key to closet. Their participation is a significant part of the event's overall success.
- **Financials:**
 - We are happy to report the event exceeded the budget projections and raised \$17,600 more than projected.
 - WWS 2016 net revenue = \$88,749
 - RSNC's 20% of the proceeds (20% includes 50% of the fund a need) = \$18,740 which is \$3,740 more than 2015
 - PHRPD event proceeds = \$70,009 which is \$12,416 more than the 2015 event

SWOT Analysis of the 2016 Wine, Women and Shoes Event

Event Strengths:

- Only organization allowed to hold this event in Contra Costa County.
- All-inclusive experience with opportunities for guests to increase their financial support if they would like.
- Owning our venue decreases the expense of the event by a large sum.
- Creative staff on core committee allowing the event to have fresh ideas each year and keep guests intrigued.
- Able to provide an indoor/outdoor experience for guests.
- Supportive Fire Departments who donate to the Live Auction which brings in more and more money each year.
- Appeals to a wide range of demographics.
- Strong leadership in committee chairs.

Event Weaknesses:

- Changeover of event chairs due to the change in charity partners each year (auction chair is key).
- A majority of the audience does not seem to be auction oriented however the event needs the revenue from this portion of the event.
- Have yet to be able to find an auctioneer who connects with our crowd.
- Communicating the mission of both agencies in an effective way to the crowd. Very hard to gain the attention of the audience once the program starts going.
- Change of partner each year breaks the consistency of the goals.
- Fashion show is still a little too long.
- Need more volunteers to assist with the auction portion of the event.
- Difficulty in getting support outside of the PH community (but this has improved in the past 3 years).
- Swag bag contents.

Event Opportunities (to grow/improve):

- Partner with non-profit from the San Ramon Valley/Lamorinda area to expand donor/sponsor exposure.
- Still able to sell more general admission seats and possibly VIP tables if we rearrange the set up.
- Outreach to sponsorships outside of our area is slowly increasing however there are still more opportunities in other cities up the 680 corridor.
- Expansion of the footprint outside allows for more growth of the event and introducing new ideas for the event.
- Possibly switching to a different day or time.
- Increasing the success of the Live Auction if we are able to find an auctioneer who can work our crowd.

Event Threats/Challenges:

- How long can we sustain this level of financial success with this particular event (5 year cap out?).
- Charity partner support from the very beginning to the very end. Most partnering agencies have their own fundraisers they are focused on at some point during the planning of WWS.
- Competition from other fundraisers and social events throughout Contra Costa County.
- Staff burnout.
- Sponsorship/support base is spread thin and competes with so many other requests in the community.
- Losing volunteers because they'd rather attend the event as a guest.

WWS Committee is ready to start planning for next year's event and while this year was a great success there is still room for improvement and event chairs have been and will continue to collect feedback from committee members, volunteers, guests and event partners.

The District is currently looking for more potential community organizations to consider as a partner for WWS 2017. We ask that Board Members submit any organizations they would like us to contact for consideration to Tina Young by July 8, 2016.



MEMORANDUM

TO: Board of Directors

FROM: Interim General Manager

DATE: June 17, 2016

RE: June 23, 2016 Board Meeting

Report on Blues and Brews Festival

Recreation Supervisor Katrina Hunn and Special Events Coordinator Sheila Cotruvo will be on hand to update the Board on the upcoming Blues and Brews two day event in July.



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: June 20, 2016
RE: June 23, 2016 Board Meeting

Budget and Finance Committee Report

- a. To Approve Resolution 2016-06-23N, Amending Fiscal Year 2015-16 (ACTION)**
- b. To Approve Resolution 2016-06-23O, Amending Fiscal Year 2016-17 (ACTION)**

The Budget and Finance Committee met on June 8th to consider amending the budget for fiscal year 2015-16 and to consider amending the budget for fiscal year 2016-17. The Committee reviewed the Capital Projects list for 2016-17, in particular the Aquatic Park Pool Deck Resurfacing. The Committee also requested staff to look over administration fees accuracy along with other revenue and expense areas that could be amended for 2015-16. The attached budget shows changes from GM Berggren's May 13, 2016 version highlighted in yellow. Red identifications and green highlights are amended figures after the May 13th version.

As you will see the amended 2016-17 budget now shows a surplus of \$16,045. Staff realizes that the budget is a working document and changes will and can occur. However, the Board of Directors does need to approve amending the 2015-16 and the 2016-17 budget at this Board Meeting.

Pleasant Hill Recreation and Park District
Amended Budget and Final Budget FY 2015-16 and FY 2016-17

Account Number	Account Title	Account Description	Final Budget FY 2015-16	Amended FY 2015-16	Final Budget FY 2016-17	Amended FY 2016-17
REVENUE						
100	General Fund					
40100	Current Secured Tax	Taxes levied on property	2,780,000	2,900,000	2,830,000	3,142,000
40120	Current Unsecured Tax	Taxes levied on liens	110,000	112,000	110,000	115,000
40200	HOPTR	Home Owners Property Tax Relief	30,000	28,000	30,000	30,000
		Total Property Tax	2,920,000	3,040,000	2,970,000	3,287,000
41300	City of Pleasant Hill	Shared Senior Nutrition Program	15,000	15,000	15,000	15,000
41350	Redevelopment	City of PH & County Mandatory Pass-through Payments	225,000	200,000	230,000	230,000
41500	Federal Grants	No current Federal Grants				
41600	Grants	California Consulting				
41800	CCC Block Grant	CC Community Grant Program for the Care Manager Program at Senior Center & Mt Diablo Health Care Grant	20,000	10,000	20,000	
41900	Interfund Transfers	Funds transferred from Cap Project Fund (from capital fund for pathways project FY 1516)	260,000	425,000	265,000	245,000
		Total Other Governmental Agencies	260,000	425,000	265,000	245,000
42450	Project Funding	Projects completed utilizing other available monies including Parkland Dedication, reserves, etc.	270,000	47,000	25,000	230,000
42500	Interest Earned	Fees & Charges invested in LAIF (Local Agency Investment Fund)	7,000	2,000	6,000	6,000
42555	Misc. Revenue	Revenue from miscellaneous & minor sources	9,000	11,000	9,000	11,000
42600	Insurance Dividends	Dividends received from CAPRI (Liability & Worker's Compensation) Programs	29,000	11,000	30,000	40,000
42700	Fundraising Activities	Pledge Payments and other donations	35,000	35,000	35,000	35,000
		Total Miscellaneous Revenue	350,000	106,000	105,000	322,000
49600	ADA	Registration surcharge (\$1 class) & rental revenue (5%) for American with Disabilities Act improvements	58,000	58,000	60,000	60,000
49700	Registration Surcharge	Registration Fee	21,000	21,000	22,000	22,000
49750	Registration Surcharge- Facilities	\$1 Registration Fee for Facility Fund	26,000	26,000	27,000	27,000
		Total	105,000	105,000	109,000	109,000
		TOTAL NON RECREATION REVENUE	3,635,000	3,676,000	3,449,000	3,963,000
REVENUE						
		TOTAL RECREATION REVENUE	3,446,450	3,705,210	3,619,000	3,837,700
		TOTAL NON RECREATION REVENUE	3,635,000	3,676,000	3,449,000	3,963,000
		TOTAL PARKS: LANDSCAPE & LIGHTING ASSESSMENT DISTRICT #6	659,000	649,000	659,000	649,000
		UNRESERVED FUND BALANCE				
		TOTAL REVENUE	7,740,450	8,030,210	7,727,000	8,449,700
EXPENDITURES						
11000	Administration					
50001	Salary General Manager	Salary divided among all divisions - 35% of allocation	55,000	75,000	56,000	56,000
50002	Salary Office Staff	FT Executive Secretary/Office Manager - salary divided among all divisions - 35% of allocation	23,840	24,000	24,000	24,000
50003	Salary Accounting Staff	Accounting Office - salaries divided among all divisions - 35% of allocation	53,700	55,000	53,500	53,500
50010	Salary Fundraising Coordinator	PT Fundraising Campaign Coordinator	3,000	400	3,000	3,000
		Total Salaries	135,540	154,400	136,500	133,500

DRAFT

**Pleasant Hill Recreation and Park District
Amended Budget and Final Budget FY 2015-16 and FY 2016-17**

Account Number	Account Title	Account Description	Final Budget FY 2015-16	Amended FY 2015-16	Final Budget FY 2016-17	Amended FY 2016-17
55150	Employer FICA/Medicare	Social Security & Medicare payments	9,600	11,500	9,700	9,700
55250	PERS - Employer Share	Public Employees Retirement System Program	10,500	11,400	10,800	10,800
55260	PERS - Annual Fee	Fee per agency	164,000	159,000	170,000	170,000
55300	Health Coverage	Health Plans	31,000	28,000	31,500	55,500
55310	Delta Dental	Dental Plan	2,500	2,500	2,550	2,550
55320	Life & LTD Insurance	Life Insurance & Long Term Disability Programs	1,400	1,400	1,450	1,450
55370	501 A Plan	FICA Alternative Plan for Part Time Employees - PARS District Share	400	300	300	300
55400	Workers Compensation	Board & Administration Staff coverage through CAPRI	1,000	1,800	1,000	1,000
55450	Unemployment	Based on actual unemployment claims				
		Total Benefits	220,400	215,900	227,300	251,300
60100	Board Compensation	Directors receive \$100 per meeting, maximum \$200/month	12,400	12,400	12,400	12,400
60200	Board Conference & Travel	Conference & Travel for Board Members to attend trainings & seminars	5,000	1,200	5,000	5,000
60300	Staff Conference & Travel	Conference & Travel for Admin. Staff such as CPRS, CARPD, CSDA	3,000	3,000	3,000	3,000
60350	Mileage	Reimbursement for travel expenses	5,400	5,400	5,500	5,500
60370	Staff Training	Seminars & Workshops	500	800	500	500
		Total Board Compensation, Training & Administrative Staff Training	26,300	22,800	26,400	26,400
65365	Telephone	Shared expense at Administration Office (50%)	3,900	4,200	3,900	3,900
		Total Utilities	3,900	4,200	3,900	3,900
70000	Professional Services	Annual audit, attorney fees, unemployment service	25,000	90,000	20,000	80,000
70010	Special Tasks	Consultant selected to complete District's Reserve Study(16K), SC HVAC Evaluation (14,500)	30,500	8,000	30,000	30,000
70020	Grant Consultant Fees	Grants Consultant contract at \$4500 per month		31,500		54,000
		Total Professional Services	55,500	129,500	20,000	164,000

Pleasant Hill Recreation and Park District
 Amended Budget and Final Budget FY 2015-16 and FY 2016-17

Account Number	Account Title	Account Description	Final Budget FY 2015-16	Amended FY 2015-16	Final Budget FY 2016-17	Amended FY 2016-17
EXPENDITURES						
Administration (Con't)						
73310	Elections	Election expenses for November Election of Board Members	-	-	25,000	25,000
73320	Insurance	Liability Insurance coverage (CAPRI)	28,000	35,560	30,000	35,000
73330	Legal Advertising	Budgets, bids, public notices	500	400	500	500
73335	Memberships	Memberships & subscriptions such as CSDA, CPRS, CARPD, LERN	950	9,000	9,500	9,500
73340	Administrative Fees	Active, Bank and County fees	55,500	65,000	56,500	68,300
		Total Administrative Expenses	84,950	109,960	121,500	138,300
75350	Postage	Stamps and rental of postage meter	2,650	2,200	2,700	2,700
75500	Office Supplies	Office supplies including paper, envelopes, printed forms, Purchase Orders, checks, receipts	6,500	6,000	6,800	6,800
		Total Supplies	9,150	8,200	9,500	9,500
		Total Administration Expenses	535,740	644,960	545,100	726,900

Pleasant Hill Recreation and Park District
Amended Budget and Final Budget FY 2015-16 and FY 2016-17

Account Number	Account Title	Account Description	Final Budget FY 2015-16	Amended FY 2015-16	Final Budget FY 2016-17	Amended FY 2016-17
REVENUE						
12100	Recreation Administration					
44100	On-line Classes	Revenue generated through On-line computer classes	3,000	3,000	3,000	3,000
		Total On-Line Revenue	3,000	3,000	3,000	3,000
EXPENDITURES						
12100	Recreation Administration					
50001	Salary General Manager	Salary divided among all divisions - 6% of allocation	9,510	10,200	9,510	9,510
50002	Salary Office Staff	FT Secretary/Office Manager - 6% of allocation	3,900	3,900	4,000	4,000
50003	Salary Accounting Staff	Accounting Office - salaries divided among all divisions - 6% of allocation	8,920	8,500	9,000	9,000
50100	Salary Facility Supervisor	Position responsible for promoting and handling rentals for the Senior, Teen, Winslow & Community Centers	63,500	62,000	67,500	67,500
50110	Office Staff Full time	Administrative Assistant Position	54,300	54,500	55,000	55,000
50120	Office Staff Part time	PT Office staff, customer service staff	55,300	55,000	55,900	55,900
50190	PT Custodian	PT Custodial/Maintenance Staff	4,600	4,500	4,800	7,200
		Total Salaries	200,030	198,600	205,710	208,110
55150	Employer FICA/Medicare	Social Security & Medicare payments	12,650	13,800	12,800	14,380
55250	PERS - Employer Share	Public Employees Retirement System Program	10,300	13,400	10,850	13,710
55300	Health Coverage	Health Plans	19,800	19,000	20,200	20,200
55310	Delta Dental	Dental Plan	2,250	2,200	2,350	2,350
55320	Life & LTD Insurance	Life Insurance & Long Term Disability Programs	1,100	1,200	1,200	1,200
55370	501 A Plan	FICA Alternative Plan for Part Time Employees - PARS District Share	700	500	650	650
55400	Workers Compensation	Staff coverage through CAPRI	2,200	460	2,300	2,525
55450	Unemployment	Based on actual unemployment claims				
		Total Benefits	49,000	50,560	50,350	55,015
60300	Staff Conference & Travel	Conference & Travel for Admin. Staff such as CPRS, CARPD, CSDA, LERN				
60350	Mileage	Reimbursement for travel expenses	600	-	600	600
60370	Staff Training	Seminars & Workshops	500	500	500	500
60380	Employee Service	Service Awards, Employee Functions	1,500	1,950	1,500	1,500
		Total Staff Training	2,600	2,450	2,600	2,600
65365	Telephone	Shared expense at Administration Office (40%)	1,800	1,800	1,800	1,800
65710	Water	Monthly Service at the Administration Office				
		Total Utilities	1,800	1,800	1,800	2,200

**Pleasant Hill Recreation and Park District
Amended Budget and Final Budget FY 2015-16 and FY 2016-17**

Account Number	Account Title	Account Description	Final Budget FY 2015-16	Amended FY 2015-16	Final Budget FY 2016-17	Amended FY 2016-17
EXPENDITURES						
Recreation Administration (Cont)						
70000	Professional Services	Annual audit, attorney fees, unemployment services	6,000	14,600	5,500	11,000
70005	Security Services	Security services for PH Park & other sites as needed	6,000	600	5,500	7,300
		Total Professional Services	6,000	15,200	5,500	18,300
73320	Insurance	Liability insurance coverage (CAPRI)	3,500	6,100	3,550	6,100
73335	Memberships	Memberships & subscriptions such as CPRS, LERN	800	860	800	900
73340	Administrative Fees	Active, Bank and County fees	8,500	12,500	8,800	13,200
		Total Administrative Expenses	12,800	19,460	13,150	20,200
75350	Postage	Stamps and rental of postage meter	500	500	500	500
75370	Safety Equipment	Miscellaneous safety equipment & supplies for AED Units - New units for Teen Center & Pleasant Oaks	3,050	3,000	2,550	1,500
75504	Server at City Hall	Rental costs for servers and Internet fees at City of PH	24,000	24,000	24,000	24,000
75505	Computer Hardware	Workstations, routers, radios, & other computer networking equipment	27,800	33,000	28,000	26,000
75506	Computer Software	Server & computer software, accounting software, network software and all software support.	32,000	17,500	19,100	19,100
75507	Network Support	Network IT technicians, server and user support, Senior level technician support.	101,800	101,800	102,000	102,000
75509	Network Communication	DSL, network communication to servers, website fees, & marketing annual fees.	9,500	7,800	10,500	10,500
75510	Equipment Maintenance	Support services for copy machines and printer maintenance	7,500	7,500	7,500	7,500
75515	Supplies & Repairs	Custodial supplies, repairs, pest control & service contracts (HVAC)	4,000	4,000	4,000	4,000
75620	On-line Class Expense	Expenses related to on-line classes	2,000	1,000	2,000	2,000
75680	ADA Expenses	American with Disabilities Act Expenses, repairs and improvements		150		
		Total Repairs & Supplies	212,150	200,250	200,150	197,100
		TOTAL RECREATION ADMINISTRATION EXPENSES	484,380	488,320	479,260	503,525

**Pleasant Hill Recreation and Park District
Amended Budget and Final Budget FY 2015-16 and FY 2016-17**

Account Number	Account Title	Account Description	Final Budget FY 2015-16	Amended FY 2015-16	Final Budget FY 2016-17	Amended FY 2016-17
REVENUE						
12200	Seniors					
44100	Senior Classes	Revenue generated through classes & activities for Seniors	88,000	89,000	91,000	91,000
		Total Senior Classes	88,000	89,000	91,000	91,000
44500	Senior Nutrition	Collection of nutrition lunch	-	28,000	-	29,000
43700	Center Rentals	Rental of Senior Center Building	130,000	192,220	135,000	195,000
49200	Senior Programs	Educational and Social Programs	40,000	51,000	38,500	52,000
49250	Care Manager Funds	Revenue produced to pay for Senior Care Manager Program	18,000	18,000	20,000	30,000
49630	Senior Trips	Senior Trip Program	247,600	244,000	307,500	275,000
		Total Senior Revenue	435,600	523,220	501,000	581,000
		Total Seniors Revenue	523,600	622,220	592,000	672,000
EXPENDITURES						
12200	Senior Center					
50001	Salary General Manager	Salary divided among all divisions 6% of allocation	9,500	9,760	9,500	9,830
50002	Salary Office Staff	FT Secretary/Office Manager - 6% of allocation	4,000	4,000	4,100	4,100
50003	Salary Accounting Staff	Accounting Office - salaries divided among all divisions - 6% of allocation	9,300	9,400	9,500	9,600
50100	Salary Supervisor	Recreation Supervisor II Salary	83,900	84,850	84,500	85,000
50120	Senior Center Program Staff	Recreation Supervisor	63,000	63,000	64,590	66,150
50125	Salary Care Manager	Care Manager Salary, CDBG partial funding	26,400	24,500	26,400	26,400
50126	Salary Nutrition	Senior Center programs, events	14,500	14,500	15,355	16,120
50127	Salary Senior Trips	Trip Coordinator - (20 hours per week)	22,300	22,300	22,900	22,700
50128	Salary Clerical	PT Center & Trip Office Staff	30,300	28,000	30,800	30,500
50130	Salary Classes	Classes & Activities - Instructors	21,000	21,000	21,500	22,000
50190	Sr Center Custodial/Bldg PT	PT Custodial Staff	118,250	132,500	123,800	140,000
		Total Salaries	402,450	413,810	412,945	432,400
55150	Employer FICA/Medicare	Social Security & Medicare payments	16,575	25,500	16,900	28,150
55250	PERS - Employer Share	Public Employees Retirement System Program	9,600	24,000	9,900	26,900
55300	Health Coverage	Health Plans	11,500	9,200	12,000	9,700
55310	Delta Dental	Dental Plan	2,125	2,050	2,170	2,100
55320	Life & LTD Insurance	Life Insurance & Long Term Disability Programs	1,425	1,490	1,465	1,520
55370	501 A Plan	FICA Alternative Plan for Part Time Employees - PARS District Share	1,550	2,600	1,590	3,100
55400	Workers Compensation	Staff and volunteer coverage through CAPRI	7,000	18,400	5,400	18,000
55450	Unemployment	Based on actual unemployment claims				
		Total Benefits	49,775	83,240	49,425	89,470
60350	Mileage	Reimbursement for travel expenses	250	250	400	400
60370	Staff Training	Seminars & Workshops	1,000	1,000	1,200	1,500
		Total Staff Training & Mileage	1,250	1,250	1,600	1,900
EXPENDITURES						
	Senior Center (Cont)					
65365	Telephone	Monthly Service	4,800	5,300	5,000	5,600
65701	Electricity	Monthly Service	48,200	51,000	49,500	51,000
65705	Gas	Monthly Service	7,600	7,700	7,900	8,000
65710	Water	Monthly Service				3,000
65720	Disposal Fees	Weekly Service	5,400	5,400	5,500	5,500

**Pleasant Hill Recreation and Park District
Amended Budget and Final Budget FY 2015-16 and FY 2016-17**

Account Number	Account Title	Account Description	Final Budget FY 2015-16		Amended FY 2015-16		Final Budget FY 2016-17		Amended FY 2016-17	
		Total Utilities		66,000		69,400		67,900		73,100
7000	Professional Services	Annual audit, attorney fees, unemployment service		4,600		4,600		4,000		4,000
		Total Professional Services		4,600		4,600		4,000		4,000
73320	Insurance	Liability Insurance coverage (CAPRI)		600		6,100				6,100
73335	Memberships	Memberships & subscriptions such as CPRS, LERN		9,800		400		600		600
73340	Administrative Fees	Active, Bank and County fees		10,400		12,500		10,000		13,200
		Total Administrative Expenses		10,400		19,000		10,600		19,900
75250	Care Manager Expenses	Senior Care Manager Program, expenses for Laugh, Love & Learn		3,000		2,950		3,500		3,500
75350	Postage	Stamps and rental of postage meter		1,200		800		1,200		1,200
75500	Office Supplies	Office Supplies		42,000		43,500		45,500		45,500
75515	SC Services & Supplies	Supplies & minor repairs including alarm, HVAC, pest control								
75540	Repairs and Supplies	Senior Club expenses to be reimbursed								
75545	Contract Classes	Contracted instructors for classes/activities								
75620	Senior Program Supplies	Program supplies		22,000		23,150		23,000		25,000
75625	Senior Publicity	Promotional & advertisements for Senior Programs		4,000		4,100		4,800		4,800
75630	Senior Trip Expenses	Senior Trip Program		1,000		1,000		1,000		1,000
75750	Major Repairs	Major appliance or building systems repairs not anticipated in regular maintenance		204,700		213,000		185,000		210,000
75700	Nutrition Expenses	Supplies for Senior Nutrition Program		4,500		5,200		4,500		6,000
		Total Repairs & Supplies		28,000		28,000		29,000		29,000
				310,400		321,700		297,500		326,000

**Pleasant Hill Recreation and Park District
Amended Budget and Final Budget FY 2015-16 and FY 2016-17**

Account Number	Account Title	Account Description	Final Budget		Final Budget	
			FY 2015-16	Amended FY 2015-16	FY 2016-17	Amended FY 2016-17
REVENUE						
12300	Winslow Center Rental		844,875	913,000	843,970	946,770
43300	Winslow Center	Rental of Winslow Center Facility & Property	40,000	42,000	42,000	40,000
EXPENDITURES						
12300	Winslow Center	Total Winslow Center Revenue	40,000	42,000	42,000	40,000
50001	Salary General Manager	Salary divided among all divisions - 1% of allocation	1,550	1,700	1,550	1,700
50002	Salary Office Staff	FT Secretary/Office Manager - 1% of allocation	680	700	690	720
50003	Salary Accounting Staff	Accounting Office - salaries divided among all divisions - 1% of allocation	1,540	1,570	1,570	1,600
50190	Custodial Part Time	PT Custodial staff	15,100	15,500	15,450	16,000
		Total Salaries	18,870	19,470	19,260	20,020
55150	Employer FICA/Medicare	Social Security & Medicare payments	1,150	1,150	1,200	1,220
55250	PERS - Employer Share	Public Employees Retirement System Program	600	1,320	620	1,600
55300	Health Coverage	Health Plans	800	800	850	1,500
55310	Delta Dental	Dental Plan	75	70	75	80
55320	Life & LTD Insurance	Life Insurance & Long Term Disability Programs	40	40	40	40
55370	501 A Plan	FICA Alternative Plan for Part Time Employees - PARS District Share	1,500	1,500	1,225	1,220
55400	Workers Compensation	Staff coverage through CAPRI	910	910	955	960
55450	Unemployment	Based on actual unemployment claims				
		Total Benefits	5,075	5,790	4,965	6,620
60370	Staff Training	Seminars & Workshops	300	300	300	300
		Total Staff Training	300	300	300	300
65365	Telephone	Monthly Service	3,400	3,600	3,400	3,700
65701	Electricity	Monthly Service	10,500	10,500	11,030	11,030
65705	Gas	Monthly Service	400	400	400	400
65710	Water	Monthly Service				
65720	Disposal Fees	Weekly Service	2,800	2,800	2,900	2,900

Pleasant Hill Recreation and Park District
 Amended Budget and Final Budget FY 2015-16 and FY 2016-17

Account Number	Account Title	Account Description	Final Budget		Amended		Final Budget		Amended	
			FY 2015-16	FY 2015-16	FY 2015-16	FY 2015-16	FY 2016-17	FY 2016-17	FY 2016-17	FY 2016-17
		Total Utilities	17,100	17,100	17,300	17,300	17,730	17,730	19,430	19,430
EXPENDITURES										
Winslow Center (Cont'd)										
70000	Professional Services	Annual audit, attorney fees, unemployment service	1,050	1,050	1,050	1,050	1,100	1,100	1,100	1,100
		Total Professional Services	1,050	1,050	1,050	1,050	1,100	1,100	1,100	1,100
73320	Insurance	Liability Insurance coverage (CAPRI)	950	950	1,020	1,020	1,000	1,000	1,020	1,020
73340	Administrative Fees	Active, Bank and County fees	2,100	2,100	2,000	2,000	2,160	2,160	2,100	2,100
		Total Administrative Expenses	3,050	3,050	3,020	3,020	3,160	3,160	3,120	3,120
75350	Postage	Stamps and rental of postage meter	160	160	160	160	160	160	160	160
75515	Services and Supplies	Minor repairs, supplies, & service contracts	8,500	8,500	9,000	9,000	9,000	9,000	9,000	9,000
75625	Center Publicity	Promotional & informational material for Winslow Center	550	550	550	550	600	600	600	600
75750	Major Repairs	Repairs to wood siding window frames and doors per Wood Technologist Report, exterior painting	4,500	4,500	1,000	1,000	4,500	4,500	4,500	4,500
		Total Repairs & Supplies	13,710	13,710	10,710	10,710	14,260	14,260	14,260	14,260
		TOTAL WINSLOW CENTER EXPENDITURES	59,155	59,155	57,640	57,640	60,775	60,775	64,850	64,850

Pleasant Hill Recreation and Park District
 Amended Budget and Final Budget FY 2015-16 and FY 2016-17

Account Number	Account Title	Account Description	Final Budget FY 2015-16	Amended FY 2015-16	Final Budget FY 2016-17	Amended FY 2016-17
REVENUE						
12310	Center Rental					
43700	Community Center	Rental of Community Center facility for weddings, dinner/dances, meetings & events	475,000	525,000	490,000	535,000
		Total Community Center Revenue	475,000	525,000	490,000	535,000
EXPENDITURES						
12310	Community Center					
50001	Salary General Manager	Salary divided among all divisions - 7% of allocation	10,600	11,300	10,600	10,600
50002	Salary Office Staff	FT Secretary/Office Manager - 7% of allocation	4,650	4,650	4,700	4,700
50003	Salary Accounting Staff	Accounting Office - salaries divided among all divisions - 7% of allocation	10,550	10,950	10,800	10,800
50100	Salary Director	Recreation Superintendent	96,500	96,500	99,057	99,100
50110	Salary CC Office Staff	Administrative support for Community Center				
50120	Community Center Staff	PT Office Staff, Customer Service, Receptionists, Admin, Ass't	52,400	52,400	54,300	55,500
50190	Custodial Part Time	PT Custodial/Maintenance staff	115,500	139,000	119,900	145,000
		Total Salaries	290,200	314,800	299,357	325,700
55150	Employer FICA/Medicare	Social Security & Medicare payments	14,000	20,950	14,500	26,500
55250	PERS - Employer Share	Public Employees Retirement System Program	11,500	18,000	12,000	24,000
55300	Health Coverage	Health Plans	30,800	30,800	31,500	32,000
55310	Delta Dental	Dental Plan	3,200	2,900	3,300	3,300
55320	Life & LTD Insurance	Life Insurance & Long Term Disability Programs	1,200	1,100	1,200	1,200
55370	501 A Plan	FICA Alternative Plan for Part Time Employees - PARS District Share	2,600	1,750	2,700	2,600
55400	Workers Compensation	Staff coverage through CAPRI	6,680	15,000	3,500	18,000
55450	Unemployment	Based on actual unemployment claims	5,000	-	5,500	5,500
		Total Benefits	74,980	90,500	74,200	113,100
60350	Mileage	Reimbursement for travel expenses	750	750	750	800
60370	Staff Training	Seminars & Workshops	2,500	2,500	2,500	2,500
		Total Staff Training	3,250	3,250	3,250	3,300
65365	Telephone	Monthly Service	5,050	5,700	5,150	5,700
65701	Electricity	Monthly Service	51,000	51,000	53,550	54,100
65705	Gas	Monthly Service	7,350	7,350	7,700	8,400

Pleasant Hill Recreation and Park District
 Amended Budget and Final Budget FY 2015-16 and FY 2016-17

Account Number	Account Title	Account Description	Final Budget FY 2015-16	Amended FY 2015-16	Final Budget FY 2016-17	Amended FY 2016-17
65710	Water	Monthly Service				3,300
EXPENDITURES						
Community Center (Cont')						
65720	Disposal Fees	Weekly Service	9,000	9,000	9,500	9,500
65730	Universal Waste Fees	Fees for all District Facilities to dispose of batteries, ballasts, fluorescent lamps, etc.	300	300	300	300
		Total Utilities	72,700	73,350	76,200	81,300
70000	Professional Services	Annual audit, attorney fees, unemployment service	7,000	7,100	7,000	7,100
		Total Professional Services	7,000	7,100	7,000	7,100
73320	Insurance	Liability Insurance coverage (CAPRI)	6,500	7,110	6,500	7,110
73335	Memberships	Memberships & subscriptions such as CPRS, LERN	800	800	800	800
73340	Administrative Fees	Active, Bank and County fees	15,500	15,000	16,000	16,000
		Total Administrative Expenses	22,800	22,910	23,300	23,910
75350	Postage	Stamps and rental of postage meter	600	600	600	600
75500	Office Supplies	Paper, envelopes, forms, office supplies, & equipment contracts	13,000	11,000	14,000	14,000
75515	Services and Supplies	Minor repairs, replacement parts, supplies, service contracts for HVAC, fire extinguishers, pest control, etc.	63,500	63,500	65,750	65,750
75625	Center Publicity	Promotional & informational material for Community Center	4,200	3,000	4,400	4,400
75750	Major Repairs	Major Repairs	4,500	11,600	4,500	4,500
		Total Repairs & Supplies	85,800	89,700	89,250	89,250

**Pleasant Hill Recreation and Park District
Amended Budget and Final Budget FY 2015-16 and FY 2016-17**

Account Number	Account Title	Account Description	Final Budget FY 2015-16	Amended FY 2015-16	Final Budget FY 2016-17	Amended FY 2016-17
		TOTAL COMMUNITY CENTER EXPENDITURES	556,730	601,610	572,557	643,660
EXPENDITURES						
123200	School House					
65365	Telephone	Monthly Service				
65701	Electricity	Monthly Service	600	600	650	650
65705	Gas	Monthly Service	100	-	100	600
65720	Disposal Fees	Monthly Service				
75515	Services & Supplies	Minor repairs and supplies, service contracts, alarm service	1,000	1,100	1,000	1,100
75750	Major Repairs					
		TOTAL SCHOOL HOUSE EXPENDITURES	1,700	1,700	1,750	2,350
REVENUE						
12330	Rodgers Ranch					
45100	Rodgers Ranch Activities	Classes and activities				
43700	Rodgers Ranch Rental	Rental of Rodgers Ranch Facility & Property - Picnic rentals		600		800
		Total Rodgers Ranch Revenue	-	600	-	800
EXPENDITURES						
12330	Rodgers Ranch					
65701	Gas & Electricity	Monthly Service	320	400	350	400
65705	Water	Monthly Service	1,700	3,000	1,750	3,000
65720	Disposal Fees	Monthly Service				
75515	Services & Supplies	Minor repairs and supplies, service contracts, alarm service	650	2,000	700	2,000
75750	Major Repairs	(Gasline project in FY 16)	4,000			
		Total Rodgers Ranch Expenditures	6,670	5,400	2,800	5,400

Pleasant Hill Recreation and Park District
Amended Budget and Final Budget FY 2015-16 and FY 2016-17

Account Number	Account Title	Account Description	Final Budget FY 2015-16	Amended FY 2015-16	Final Budget FY 2016-17	Amended FY 2016-17
REVENUE						
12400	Adult, Cultural Arts, & Summer School					
44100	Adult Classes	Recreational and Enrichment Classes & Activities for adults	120,000	116,940	126,000	122,200
44200	Summer School	1st - 8th grade Summer Recreation Program	70,000	62,000	73,000	70,000
		Total Adult Activities Revenue	190,000	178,940	199,000	192,200
12400	Adult, Cultural Arts, & Summer School					
50001	Salary General Manager	Salary divided among all divisions - 5% of allocation	8,000	8,130	8,000	8,000
50002	Salary Office Staff	FT Secretary/Office Manager - 5% of allocation	3,600	3,340	3,850	3,850
50003	Salary Accounting Staff	Accounting Office - salaries divided among all divisions - 5% of allocation	7,350	7,830	7,500	7,500
50150	Salaries Program	PT Instructors, teachers, and staff	39,000	32,640	42,000	36,000
50160	Salaries Summer School	PT Instructors & staff for Recreation Summer School	32,000	31,000	34,000	34,000
		Total Salaries	89,950	82,940	95,350	89,350
55150	Employer FICA/Medicare	Social Security & Medicare payments	2,350	2,300	2,400	2,400
55250	PERS - Employer Share	Public Employees Retirement System Program	1,600	1,620	1,650	1,650
55300	Health Coverage	Health Plans	4,000	3,950	4,200	4,200
55310	Delta Dental	Dental Plan	400	350	400	400
55320	Life & LTD Insurance	Life Insurance & Long Term Disability Programs	140	140	140	140
55370	501 A Plan	FICA Alternative Plan for Part Time Employees - PARS District Share	1,780	1,680	1,850	1,850
55400	Workers Compensation	Staff coverage through CAPRI	2,200	1,480	2,000	2,000
55450	Unemployment	Based on actual unemployment claims	1,200	1,200	1,200	1,200
		Total Benefits	13,670	11,520	13,840	13,840
60350	Mileage	Reimbursement for travel expenses	200		200	200
60370	Staff Training	Seminars & Workshops	750	500	750	600
		Total Staff Training	950	500	950	800
65365	Telephone	Monthly Service	200	200	200	200

**Pleasant Hill Recreation and Park District
Amended Budget and Final Budget FY 2015-16 and FY 2016-17**

Account Number	Account Title	Account Description	Final Budget FY 2015-16		Amended FY 2015-16		Final Budget FY 2016-17		Amended FY 2016-17	
			FY 2015-16	200	FY 2015-16	200	FY 2016-17	200	FY 2016-17	200
EXPENDITURES										
Adult & Summer School (Con't)										
70000	Professional Services	Annual audit, attorney fees, unemployment service	5,000	5,000	7,000	7,000	4,800	4,800	5,000	5,000
Total Utilities										
73320	Insurance	Liability Insurance coverage (CAPRI)	4,600	4,600	5,080	5,080	4,800	4,800	5,080	5,080
73340	Administrative Fees	Active, Bank and County fees	8,800	8,800	10,500	10,500	9,000	9,000	11,000	11,000
73410	Use of Premises	Rental of School facilities for Summer Recreation School	11,000	11,000	6,000	6,000	12,000	12,000	12,000	12,000
Total Professional Services										
Total Administrative Expenses										
			24,400	24,400	21,580	21,580	25,800	25,800	28,080	28,080
75350	Postage	Direct costs of mailing for promotion	400	400	200	200	400	400	400	400
75620	Program Supplies	Supplies for programs	8,000	8,000	5,000	5,000	10,000	10,000	8,500	8,500
75625	Publicity	Promotional expenses for Recreation Summer School	2,000	2,000	1,000	1,000	1,500	1,500	1,000	1,000
75660	Summer School Supplies	Supplies for Recreation Summer School	12,000	12,000	11,000	11,000	14,000	14,000	12,000	12,000
Total Repairs & Supplies										
			22,400	22,400	17,200	17,200	25,900	25,900	21,900	21,900

**Pleasant Hill Recreation and Park District
Amended Budget and Final Budget FY 2015-16 and FY 2016-17**

Account Number	Account Title	Account Description	Final Budget FY 2015-16	Amended FY 2015-16	Final Budget FY 2016-17	Amended FY 2016-17
		TOTAL ADULT, CULTURAL ARTS & SUMMER SCHOOL EXPENDITURES	156,570	140,940	166,840	159,170
REVENUE						
12500	Athletics & Youth Sports					
45050	Youth Sports	Elementary & Middle School Sports Programs including flag football & basketball	32,000	20,000	34,000	25,000
45150	Recreation General	Adult sports league fees for soccer, volleyball, bocce, Kidz Love Soccer, flag football, kickball & Cornhole	150,000	155,000	156,000	160,000
45200	Softball	Adult softball seasons	141,000	146,700	142,000	147,000
45250	Basketball	5 on 5 and 3 on 3 Basketball Seasons	64,000	65,000	66,000	66,000
45300	Drop-In Sports	Basketball, Volleyball, & Badminton Programs	18,000	19,000	20,000	20,000
45350	Recreation Facility Use	Park rentals, picnic kits, courts, & field rentals	62,000	62,000	67,000	67,000
45360	Athletic/Teen Field Use Fees	Use of fields by Soccer and Baseball Associations	69,000	70,000	70,000	71,000
45500	Athletics & Fitness	Tennis classes	18,000	23,000	20,000	22,000
45600	Bus Rental	Utilization of bus for District programs	1,000		2,000	500
		Total Athletics & Youth Revenue	555,000	560,700	577,000	578,500
EXPENDITURES						
12500	Athletics & Youth Sports					
50001	Salary General Manager	Salary divided among all divisions - 9% of allocation	14,320	14,630	14,320	14,320
50002	Salary Office Staff	FT Secretary/Office Manager - 9 % of allocation	6,200	6,000	6,600	6,600
50003	Salary Accounting Staff	Accounting Office - salaries divided among all divisions - 9 % of allocation	14,020	14,090	14,300	14,300
50010	Salary Supervisors	Recreation and Parks Manager	89,520	89,490	92,000	95,000
50015	Rec Supervisor/Coordinator	Salary Sports Coordinator	40,500	39,000	41,400	42,000
50050	Salary Youth Sports	Elementary & Middle School Sports Program	3,000	1,000	4,000	4,000
50200	Salary Adult Sports	Basketball & Soccer Officials, League Coordinators, Site Coordinators & Scorekeepers	32,000	39,500	34,000	35,000
50300	Salaries Drop-In	Drop-in Basketball, Volleyball, Badminton	1,200	1,000	1,200	1,200
50500	Salaries Athletics	Tennis instruction	13,000	11,000	15,000	15,000
		Total Salaries	213,760	215,710	222,820	227,420
55150	Employer FICA/Medicare	Social Security & Medicare payments	12,000	12,500	12,400	13,000
55250	PERS - Employer Share	Public Employees Retirement System Program	14,000	13,800	14,500	14,500
55300	Health Coverage	Health Plans	31,320	31,730	32,000	34,000
55310	Delta Dental	Dental Plan	3,800	3,650	3,900	4,000
55320	Life & LTD Insurance	Life Insurance & Long Term Disability Programs	1,350	1,420	1,350	1,600
55370	501 A Plan	FICA Alternative Plan for Part Time Employees - PARS District Share	1,000	1,230	1,000	1,500
55400	Workers Compensation	Staff and volunteer coverage through CAPRI	5,000	4,020	4,200	5,000
55450	Unemployment	Based on actual unemployment claims	1,000	1,000	1,000	1,000

**Pleasant Hill Recreation and Park District
Amended Budget and Final Budget FY 2015-16 and FY 2016-17**

Account Number	Account Title	Account Description	Final Budget FY 2015-16		Amended FY 2015-16		Final Budget FY 2016-17		Amended FY 2016-17	
EXPENDITURES										
Athletics & Youth Sports (Cont)										
60350	Mileage	Reimbursement for travel expenses	1,500		1,200		2,000		2,000	
60370	Staff Training	Seminars & Workshops (CPRS & other Workshops & Trainings)	1,000		1,250		1,000		1,000	
		Total Staff Training	2,500		2,450		3,000		3,000	
65365	Telephone	Monthly Service for sports phone and cell phones	2,100		1,700		2,300		2,300	
		Total Utilities	2,100		1,700		2,300		2,300	
70000	Professional Services	Annual audit, attorney fees, unemployment service	7,500		7,500		6,800		6,800	
		Total Professional Services	7,500		7,500		6,800		6,800	
73320	Insurance	Liability Insurance coverage (CAPRI)	8,200		9,150		8,400		9,150	
73335	Memberships	Memberships & subscriptions for CPRS, SANCRA, USTA	300		150		300		250	
73340	Administrative Fees	Active, Bank and County fees	11,000		19,000		11,500		20,000	
73410	Use of Premises	Rental of School facilities (PHEC Gym & school gyms) for recreation programs	35,000		35,000		38,000		38,000	
		Total Administrative Expenses	54,500		63,300		58,200		67,400	
75050	Youth Sports Supplies	Equipment for youth sports programs	10,000		5,590		12,000		10,000	
75350	Postage	Direct costs of mailing information	1,000		400		1,000		500	
75620	Rec. General Supplies	Sports equipment, athletic & picnic supplies, & Kidz Love Soccer Contract	60,000		80,000		62,000		70,000	
75622	Contract Officials	Contract for Flag football, Kickball, Softball Officials	40,500		40,000		42,000		42,000	
75625	Publicity	Direct costs of promotion and informational material	500		100		500		300	
75628	Bus Expenses	Maintenance & repair of District bus & van	2,000		3,660		2,000		2,000	
75670	Athletic Supplies	Contracts & Supplies for athletic programs including golf, tennis, bowling	1,200		4,000		1,500		4,500	
		Total Repairs & Supplies	115,200		133,750		121,000		129,300	

Pleasant Hill Recreation and Park District
 Amended Budget and Final Budget FY 2015-16 and FY 2016-17

Account Number	Account Title	Account Description	Final Budget FY 2015-16	Amended FY 2015-16	Final Budget FY 2016-17	Amended FY 2016-17
REVENUE						
12550	Teens					
43700	Teen Center Rentals	Rental of the Teen Center	53,550	52,000	56,000	45,000
45100	Teen Activities	All Teen activities, classes, excursions, camps, after-school-program	165,000	99,000	168,300	100,000
45150	Teen Afterschool Program	Afterschool Program		121,000		135,000
45200	Snack Shack	Snack Shack Concession	19,600	24,000	20,000	25,000
45450	Teen Special Events	All Teen events	10,000	7,200	12,000	10,000
		Total Teens Revenue	248,150	303,200	256,300	315,000
EXPENDITURES						
12550	Teen Center					
50001	Salary General Manager	Salary divided among all divisions - 2% of allocation	3,150	3,280	3,150	3,280
50002	Salary Office Staff	FT Secretary/Office Manager - 2% of allocation	1,330	1,330	1,350	1,350
50003	Salary Accounting Staff	Accounting Office - salaries divided among all divisions - 2% of allocation	3,100	3,100	3,200	3,200
50015	Salary Supervisor	Teen Recreation Supervisor II 90%	74,800	76,000	75,900	77,500
50100	Salary Teen Specialist	Lead Staff After School & Summer Camps	17,650	16,500	18,600	24,900
50120	Salary Teen Center Staff	All Teen Classes, Activities, and Excursions	58,470	34,700	62,000	39,700
50130	Salary Afterschool Program	Afterschool Program		30,000		34,000
50190	Teen Center Custodial/Bldg PT	PT Custodial Staff	18,450	19,200	19,100	19,800
50195	Teen Center Building Attendant	PT Building Attendant Staff	6,800	8,100	6,940	8,100
		Total Salaries	183,750	192,210	190,240	211,830
55150	Employer FICA/Medicare	Social Security & Medicare payments	10,530	9,000	10,740	10,740
55250	PERS - Employer Share	Public Employees Retirement System Program	7,500	8,200	7,800	8,500
55300	Health Coverage	Health Plans	13,900	8,850	14,300	9,500
55310	Delta Dental	Dental Plan	1,510	1,500	1,510	1,510
55320	Life & LTD Insurance	Life Insurance & Long Term Disability Programs	750	750	1,020	1,020
55370	501 A Plan	FICA Alternative Plan for Part Time Employees - PARS District Share	1,970	2,500	2,010	2,800
55400	Workers Compensation	Staff coverage through CAPRI	4,400	6,200	5,430	7,200
55450	Unemployment	Based on actual unemployment claims				
		Total Benefits	40,560	37,000	42,810	41,270
60350	Mileage	Reimbursement for travel expenses	200	200	200	200
60370	Staff Training	Seminars & Workshops	1,000	1,500	1,000	1,500
		Total Staff Training	1,200	1,700	1,200	1,700
65365	Telephone	Monthly Service & cell phone	1,380	1,650	1,380	1,650
65701	Electricity	Monthly Service	14,700	15,000	14,700	15,000

Pleasant Hill Recreation and Park District
Amended Budget and Final Budget FY 2015-16 and FY 2016-17

Account Number	Account Title	Account Description	Final Budget		Amended		Final Budget		Amended	
			FY 2015-16	FY 2015-16	FY 2015-16	FY 2015-16	FY 2016-17	FY 2016-17	FY 2016-17	FY 2016-17
65705	Gas	Monthly Service	2,900		2,700		2,900		2,900	
EXPENDITURES										
Teen Center (Cont)										
65710	Water	Monthly Service								
65720	Disposal Fees	Shared by Admin Office, Aquatic Center, & Teen Center	1,600		1,760		1,600		1,800	
		Total Utilities	20,580		21,130		20,580		23,550	
70000	Professional Services	Annual audit, attorney fees, unemployment service	1,550		1,550		1,550		1,550	
		Total Professional Services	1,550		1,550		1,550		1,550	
73320	Insurance	Liability insurance coverage (CAPRI)	1,650		2,030		1,650		2,030	
73335	Memberships	Memberships & subscriptions such as CPRS, LERN	200		300		200		450	
73340	Administrative Fees	Active, Bank and County fees	2,500		4,600		2,500		4,800	
		Total Administrative Expenses	4,350		6,830		4,350		7,280	
75350	Postage	Stamps and rental of postage meter	200		200		200		200	
75500	Office Supplies	Paper, envelopes, forms, office supplies, & equipment contracts	1,200		650		1,300		1,300	
75515	Services and Supplies	Minor repairs, supplies, service contracts for HVAC, fire extinguishers, pest control	12,750		12,750		13,400		13,400	
75620	Snack Shack Supplies	Supplies for Snack Shack	14,500		14,500		15,000		15,000	
75625	Teen Center Publicity	Promotional & informational material for Teen programs	2,500		250		2,500		2,500	
75626	Teen Supplies	Supplies for all Teen Classes, Activities, & Excursions	41,900		44,000		42,500		45,000	
75627	Teen Website	Expenses for operation of website	50				50		50	
75630	Teen Special Event expenses	Expenses associated with Teen special events	1,800		1,500		1,800		1,500	
75635	Teen Afterschool Supplies	Expenses for Afterschool Program	2,000		6,500		2,000		4,500	
75750	Major Repairs	Imminent repairs only								
		Total Repairs & Supplies	76,900		82,050		78,750		85,450	

**Pleasant Hill Recreation and Park District
Amended Budget and Final Budget FY 2015-16 and FY 2016-17**

Account Number	Account Title	Account Description	Final Budget FY 2015-16	Amended FY 2015-16	Final Budget FY 2016-17	Amended FY 2016-17
TOTAL TEEN CENTER EXPENDITURES			328,890	342,470	339,480	372,630
REVENUE						
12600	Preschool & Youth					
46100	Elementary	Youth programs and activities for Elementary school age	40,700	42,500	44,700	44,700
46250	Preschool Classes	Classes and activities for ages 0-6 years	112,000	128,000	115,000	130,000
46260	Priority Preschool	Priority Preschool Classes & activities (Sept - June)	350,000	332,000	359,000	340,000
Total Pre-school, Youth, & Special Events Revenue			502,700	502,500	518,700	514,700
EXPENDITURES						
12600	Preschool & Youth					
50001	Salary General Manager	Salary divided among all divisions - 3.5% of allocation(2013-14)	5,620	5,700	5,620	5,620
50002	Salary Office Staff	FT Secretary/Office Manager - 3.5% of allocation(2013-14)	2,400	2,400	2,460	2,460
50003	Salary Accounting Staff	Accounting Office - salaries divided among all divisions - 3.5% of allocation(2013-14)	5,550	5,560	6,000	6,000
50050	Salary Supervisor	Recreation Supervisor 50% of three quarters time	26,900	26,900	27,500	27,500
50100	Salary Elementary Program	Summer and school year programs	6,000	6,600	6,500	6,700
50250	Salaries Preschool	Pre-school staff for classes & activities	44,700	47,000	45,400	49,000
50260	Salaries Priority PS	Staff for Priority Preschool classes	122,850	122,850	128,000	128,000
Total Salaries			214,020	217,010	221,480	225,280
55150	Employer FICA/Medicare	Social Security & Medicare payments	12,000	12,000	12,400	12,500
55250	PERS - Employer Share	Public Employees Retirement System Program	10,000	11,000	10,500	13,000
55300	Health Coverage	Health Plans	3,600	2,900	3,800	3,800
55310	Delta Dental	Dental Plan	1,250	1,250	1,250	1,250
55320	Life & LTD Insurance	Life Insurance & Long Term Disability Programs	500	500	550	550
55370	501 A Plan	FICA Alternative Plan for Part Time Employees	1,550	2,000	1,600	2,100
55400	Workers Compensation	Staff and volunteer coverage through CAPRI	4,600	4,600	4,000	4,600
55450	Unemployment	Based on actual unemployment claims	1,000	1,000	1,000	1,000
Total Benefits			34,500	35,250	35,100	38,800
60350	Mileage	Reimbursement for travel expenses	350	200	350	350
60370	Staff Training	Seminars & Workshops	700	500	700	700
Total Mileage & Staff Training			1,050	700	1,050	1,050
70000	Professional Services	Annual audit, attorney fees, unemployment service	3,300	7,900	3,300	6,000

**Pleasant Hill Recreation and Park District
Amended Budget and Final Budget FY 2015-16 and FY 2016-17**

Account Number	Account Title	Account Description	Final Budget FY 2015-16	Amended FY 2015-16	Final Budget FY 2016-17	Amended FY 2016-17
		Total Professional Services	3,300	7,900	3,300	6,000
EXPENDITURES						
	Preschool & Youth (Cont')					
73320	Insurance	Liability Insurance coverage (CAPRI)	3,200	3,560	3,200	3,560
73335	Memberships	Memberships & subscriptions such as CPRS, LERN	450	450	500	600
73340	Administrative Fees	Active, Bank and County fees	7,400	7,500	7,500	8,000
	73410 Use of Premises	Rental of School facilities for recreation programs & Gregory Gardens Elementary				
		Total Administrative Expenses	11,050	11,510	11,200	12,160
75100	Elementary Supplies	Program supplies and equipment, contract instructor payments	22,300	22,300	24,500	24,500
75225	License fees	Fingerprinting, staff physicals, fire inspections	400	400	400	400
75250	Preschool Supplies	Lab fees, supplies, equipment and contract instructors	29,000	29,000	30,000	30,000
75260	Priority PS Supplies	Lab fees, supplies, & equipment	13,000	9,500	13,500	13,500
75350	Postage	Stamps & rental of postage meter	350	350	350	350
75520	Site Prep	Upgrades to Winslow Center New Building & Playground	2,000	1,000	2,000	2,000
75625	Publicity	Promotional and informational materials	3,000	2,000	3,000	3,000
		Total Repairs & Supplies	70,050	64,550	73,750	73,750

Pleasant Hill Recreation and Park District
Amended Budget and Final Budget FY 2015-16 and FY 2016-17

Account Number	Account Title	Account Description	Final Budget FY 2015-16	Amended FY 2015-16	Final Budget FY 2016-17	Amended FY 2016-17
REVENUE						
12650	Special Events		333,970	336,920	345,880	357,040
46150	Special Events	Family & Special Events	50,000	40,000	51,000	51,000
46155	Holiday Festival	December Holiday Festival, sponsors, rental space	5,000	8,500	5,000	8,500
46160	Blues & Brews Festival	Revenue generated from ticket sales, sponsors, booth space, etc.	48,000	42,500	49,500	45,000
46170	Wine, Women & Shoes	Revenue generated from WW&S	115,000	130,000	118,000	110,000
	Total Special Events Revenue		218,000	221,000	223,500	214,500
EXPENDITURES						
12650	Special Events					
50001	Salary General Manager	Salary divided among all divisions - 1.5% of allocation	2,250	2,380	2,250	2,500
50002	Salary Office Staff	FT Secretary/Office Manager - 1.5% of allocation	990	990	1,110	1,010
50003	Salary Accounting Staff	Accounting Office - salaries divided among all divisions - 1.5% of allocation	2,330	2,330	2,400	2,400
50050	Salary Supervisor	Recreation Supervisor II 10%	8,390	8,500	8,500	8,500
50100	Salary Coordinator	Special Events Coordinator	47,000	36,500	49,800	54,000
50150	Salary Special Events	Staff for special events/family events	1,500	1,500	1,600	1,500
	Total Salaries		62,460	52,200	65,660	69,910
55150	Employer FICA/Medicare	Social Security & Medicare payments	2,880	3,000	2,980	3,200
55250	PERS - Employer Share	Public Employees Retirement System Program	3,450	3,300	1,600	3,550
55300	Health Coverage	Health Plans	6,000	2,100	6,200	2,500
55310	Delta Dental	Dental Plan	260	260	260	260
55320	Life & LTD Insurance	Life Insurance & Long Term Disability Programs	460	400	460	460
55370	501 A Plan	FICA Alternative Plan for Part Time Employees	70	50	70	70
55400	Workers Compensation	Staff and volunteer coverage through CAPRI	1,380	1,000	1,380	1,350
55450	Unemployment	Based on actual unemployment claims	-	-	-	-
	Total Benefits		14,500	10,110	12,950	11,390
60350	Mileage	Reimbursement for travel expenses	300	300	350	350
60370	Staff Training	Seminars & Workshops	300	300	300	300
	Total Mileage & Staff Training		300	600	350	650
70000	Professional Services	Annual audit, attorney fees, unemployment service	1,500	1,500	1,400	1,400
	Total Professional Services		1,500	1,500	1,400	1,400
TOTAL PRESCHOOL & YOUTH EXPENDITURES			333,970	336,920	345,880	357,040

**Pleasant Hill Recreation and Park District
Amended Budget and Final Budget FY 2015-16 and FY 2016-17**

Account Number	Account Title	Account Description	Final Budget	Amended	Final Budget	Amended
			FY 2015-16	FY 2015-16	FY 2016-17	FY 2016-17
12650	Special Events (Con't)					
73320	Insurance	Liability Insurance coverage (CAPRI)	1,350	1,520	1,350	1,520
73340	Administrative Fees	Active, Bank and County fees	3,500	3,500	3,500	3,700
		Total Administrative Expenses	4,850	5,020	4,850	5,220
75150	Special Event Supplies	Supplies and equipment for Special/ Family Events and Special Rec. Dances	26,000	27,000	27,000	30,000
75155	Holiday Festival Supplies	Annual December Festival supplies	4,000	9,950	4,000	9,500
75160	Blues & Brews Festival	Expenses for the Blues & Brews	39,000	32,500	39,000	35,000
75170	WW&S Supplies	Expenses for WW&S	53,000	47,000	55,650	52,500
75350	Postage	Stamps & rental of postage meter	200	200	200	200
75625	Publicity	Promotional and informational materials	3,500	3,500	3,500	3,500
		Total Repairs & Supplies	125,700	120,150	129,350	130,700

Pleasant Hill Recreation and Park District
 Amended Budget and Final Budget FY 2015-16 and FY 2016-17

Account Number	Account Title	Account Description	Final Budget FY 2015-16	Amended FY 2015-16	Final Budget FY 2016-17	Amended FY 2016-17
REVENUE						
12700	Child Care		209,310	189,580	214,560	219,270
47100	Child Care	KIDSTOP Program held at Gregory Gardens Elementary	313,000	375,000	330,000	380,000
Total Child Care Revenue			313,000	375,000	330,000	380,000
EXPENDITURES						
12700	Child Care					
50001	Salary General Manager	Salary divided among all divisions - 3% of allocation	4,450	4,800	4,450	4,450
50002	Salary Office Staff	FT Secretary/Office Manager - 3% of allocation	1,970	2,000	2,010	2,010
50003	Salary Accounting Staff	Accounting Office - salaries divided among all divisions - 3% of allocation	4,500	4,600	4,620	4,620
50100	Director	Director Position	66,000	36,000	67,700	62,000
50110	Childcare Staff FT	Recreation Supervisor I - 50% of salary	26,900	24,000	27,500	27,500
50120	Childcare Staff PT	PT Childcare Staff	74,600	78,000	77,000	77,000
50190	Custodial Part Time	Custodial staff	5,030	5,030	7,000	7,000
Total Salaries			183,450	154,430	190,280	184,580
55150	Employer FICA/Medicare	Social Security & Medicare payments	11,000	9,000	12,000	12,000
55250	PERS - Employer Share	Public Employees Retirement System Program	9,500	7,000	9,800	9,800
55300	Health Coverage	Health Plans	9,800	8,000	10,300	10,300
55310	Delta Dental	Dental Plan	1,600	1,200	1,600	1,600
55320	Life & LTD Insurance	Life Insurance & Long Term Disability Programs	1,400	1,000	1,500	1,500
55370	501 A Plan	FICA Alternative Plan for Part Time Employees - PARS District Share	1,600	1,600	1,700	1,700
55400	Workers Compensation	Staff coverage through CAPRI	4,200	3,300	3,300	3,300
55450	Unemployment	Based on actual unemployment claims	1,200	1,200	1,250	1,250
Total Benefits			40,300	32,300	41,450	41,450
60350	Mileage	Reimbursement for travel expenses	450	400	450	450
60370	Staff Training	Seminars & Workshops	400	400	400	400
Total Staff Training			850	800	850	850
65365	Telephone	Monthly Service	1,400	1,500	1,500	1,600
65700	Combined Utilities	Monthly Service Gas and Electricity billed by MDUSD	1,200	1,200	1,200	1,200

Pleasant Hill Recreation and Park District
 Amended Budget and Final Budget FY 2015-16 and FY 2016-17

Account Number	Account Title	Account Description	Final Budget		Amended		Final Budget		Amended	
			FY 2015-16	FY 2015-16	FY 2015-16	FY 2015-16	FY 2016-17	FY 2016-17	FY 2016-17	FY 2016-17
EXPENDITURES										
Child Care (Cont'd)										
70000	Professional Services	Annual audit, attorney fees, unemployment service	2,400	2,400	7,000	7,000	2,400	2,400	5,000	5,000
Total Professional Services			2,400	2,400	7,000	7,000	2,400	2,400	5,000	5,000
73320	Insurance	Liability Insurance coverage (CAPRI)	2,600	2,600	3,050	3,050	2,600	2,600	3,050	3,050
73335	Memberships	Memberships & subscriptions such as CSAC, CPRS, LERN	400	400	400	400	400	400	400	400
73340	Administrative Fees	Active, Bank and County fees	5,500	5,500	5,500	5,500	5,600	5,600	7,000	7,000
Total Administrative Expenses			8,500	8,500	9,950	9,950	8,600	8,600	10,450	10,450
75515	Services and Supplies	Minor repairs, custodial supplies, alarm	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500
75225	Licensing Fees	Licensing fees, fire inspections, fingerprinting, staff physicals	1,800	1,800	2,100	2,100	1,800	1,800	1,800	1,800
75250	KIDSTOP Supplies	Equipment & Program Supplies	24,000	24,000	24,000	24,000	25,000	25,000	25,000	25,000
75350	Postage	Direct mailing costs for program	450	450	450	450	450	450	450	450
75625	KIDSTOP Publicity	Monthly Enrollment Forms, employment advertisements, & promotional items	1,500	1,500	1,700	1,700	1,500	1,500	1,500	1,500
Total Repairs & Supplies			31,250	31,250	31,750	31,750	32,250	32,250	32,250	32,250
TOTAL CHILD CARE EXPENDITURES			269,350	269,350	238,930	238,930	278,530	278,530	277,380	277,380

**Pleasant Hill Recreation and Park District
Amended Budget and Final Budget FY 2015-16 and FY 2016-17**

Account Number	Account Title	Account Description	Final Budget FY 2015-16	Amended FY 2015-16	Final Budget FY 2016-17	Amended FY 2016-17
REVENUE						
12800	Aquatics					
48000	Aquatic Classes	Diving, Lifeguard, Junior Guard, Water Polo, Synchro, Water Walk Classes, and Zumba	24,000	25,000	26,000	26,500
48100	Water Exercise Classes	Water Aerobics, Water Blast	26,500	28,500	26,000	30,000
48200	Dolphin Swim Team	Recreation Swim Team	80,000	84,000	82,000	85,000
48300	Pool Rental	Rental of pools, including pool picnics	35,000	30,500	32,000	32,000
48400	Recreational Swim	Public swimming, includes swim passes and concessions	32,000	29,000	34,000	32,000
48500	Swim Instruction	Group, semi-private, & private swim instruction	110,000	110,000	115,000	115,000
48600	Family Swim Pass	Seasonal Family Passes	3,500	3,100	3,500	3,500
48700	Swim for Fitness	Adult Swim Program	15,500	15,000	16,000	16,500
48800	PH Swim Club	Fall Swim Program	16,000	15,950	16,000	16,500
48900	Clinics	High School Pre-season, Spring Clinics, Competitive Stroke & Triathlon	35,500	30,000	37,000	35,000
EXPENDITURES						
12800	Aquatics	Total Aquatics Revenue	378,000	371,050	387,500	392,000
50001	Salary General Manager	Salary divided among all divisions - 7% of allocation	10,800	11,130	10,800	10,800
50002	Salary Office Staff	FT Secretary/Office Manager - 7% of allocation	4,730	4,800	4,800	4,800
50003	Salary Accounting Staff	Accounting Office - salaries divided among all divisions - 7% of allocation	10,580	10,840	10,985	11,150
50100	Aquatics Supervisor	Recreation Supervisor II	83,250	84,850	84,000	87,400
50186	Salary Pool Full Time Staff	1 FT Staff - Pool Maintenance	63,500	64,750	64,000	66,700
50187	Salary Custodial-Maint	Locker rooms, general clean-up				
50188	Salary Aquatic Coordinator	Day-to-day Pool Supervision	70,700	75,600	71,400	77,850
50190	Salary Rec. Specialist	Pool Maintenance - Part-Time	4,000	3,250	5,000	5,000
50370	Salary Staff Training	In-House Staff Training	10,500	9,500	12,000	12,000
50481	Salary Water Exercise	Water Aerobics Classes	13,500	14,200	14,000	14,750
50482	Salary Dolphins	Coaching Staff	39,000	39,000	41,000	41,500
50483	Salary Pool Cashier	Cashiers at PH Aquatic Park	4,000	3,500	4,305	4,000
50484	Salary Life Guard	Life Guard and Head Guard Staff	59,000	58,000	62,250	63,220
50485	Salary Instructor	Instructors for Learn to Swim Program	35,000	29,000	39,200	35,000
50486	Salary Pool Manager	Lesson Managers	15,000	13,500	15,750	15,000
50488	Salary PH Swim Club	Fall Swim Program Coaching Staff	7,000	5,000	7,500	7,000
50489	Salary Clinics	High School pre-season, Spring Clinics, & Comp Stroke Clinics	10,500	8,500	11,000	10,000
50490	Salary Aquatic Classes	Diving, Lifeguarding, Junior Guard, Water Polo, Water Walk & Zumba	20,000	24,000	23,000	23,000
Total Salaries			461,060	459,220	480,990	489,170
55150	Employer FICA/Medicare	Social Security & Medicare payments	18,245	23,450	18,285	25,560
55250	PERS - Employer Share	Public Employees Retirement System Program	20,300	22,620	21,270	25,270
55300	Health Coverage	Health Plans	21,900	18,030	22,500	19,500
55310	Delta Dental	Dental Plan	5,310	5,100	5,310	5,700
55320	Life & LTD Insurance	Life Insurance & Long Term Disability Programs	2,115	2,130	2,115	2,170
55370	501 A Plan	FICA Alternative Plan for Part Time Employees - PARS District Share	5,530	5,100	5,875	5,400
55400	Workers Compensation	Staff and volunteer coverage through CAPRI	14,500	15,200	12,550	16,200
55450	Unemployment	Based on actual unemployment claims	500		750	750

Pleasant Hill Recreation and Park District
Amended Budget and Final Budget FY 2015-16 and FY 2016-17

Account Number	Account Title	Account Description	Final Budget FY 2015-16	Amended FY 2015-16	Final Budget FY 2016-17	Amended FY 2016-17
EXPENDITURES						
Aquatics (Cont'd)						
60350	Mileage	Reimbursement for travel expenses	950	800	1,000	950
60370	Staff Training	Seminars, Workshops, Certification Classes, & LG and Jr Guard Competition	3,100	2,500	2,000	3,000
		Total Staff Training	4,050	3,300	3,000	3,950
65365	Telephone	Shared with Administrative Office (10%), Aquatic Park & Ed Center Phones	3,500	3,700	3,700	3,800
65701	Electricity	Electricity for Park Pool (common meter with Admin. Office - 50%)	16,500	15,000	16,500	16,500
65705	Gas	Gas service for Park Pool (common meter with Admin Office - 90%)	8,500	9,000	9,000	9,500
65720	Disposal Fees	Disposal fees for shared dumpster with Teen Center & Admin Office	1,650	1,630	1,725	1,700
		Total Utilities	30,150	29,330	30,925	31,500
70000	Professional Services	Annual audit, attorney fees, unemployment service	7,400	7,400	6,800	6,800
		Total Professional Services	7,400	7,400	6,800	6,800
73320	Insurance	Liability Insurance coverage (CAPRI)	6,500	7,110	6,800	7,110
73335	Memberships	Memberships & subscriptions such as CPRS, LERN, NRPA, ASCA, PPOA	875	750	875	950
73340	Administrative Fees	Active, Bank and County fees	12,000	15,000	12,500	16,000
73410	Use of Premises	Rental of School facilities & custodial fees for use of school pools	1,000	980	1,000	1,000
		Total Administrative Expenses	20,375	23,840	21,175	25,060
75350	Postage	Direct mailing costs & rental of postage meter	500	500	600	600
75380	Uniforms	Staff uniforms	2,500	2,500	3,000	3,000
75515	Services & Supplies	Custodial contract, supplies for custodial needs, alarm & pest control at pools	11,500	11,100	12,000	12,000
75525	Pool Chemicals PH Park	Chemical supplies for PH Aquatic Park	20,000	19,000	21,000	20,500
75527	Pool Chemicals PHEC	Chemical supplies for Pleasant Hill Education Center Pool	15,500	14,000	16,275	15,500
75530	Pool Repairs & Supplies	Repairs & supplies for maintenance of all pools	22,000	22,000	23,000	23,000
75535	Small Tools	Tools related to maintenance tasks	1,500	500	1,500	1,250
75620	Program Supplies	Supplies for Aquatic Programs	13,000	13,000	13,650	13,650
75625	Aquatics Publicity	Direct costs for promotional, information material, & employment ads	2,500	2,500	3,000	3,000
		Total Repairs & Supplies	89,000	85,100	94,025	92,500
		TOTAL AQUATICS EXPENDITURES	700,435	699,820	725,570	749,530

Pleasant Hill Recreation and Park District
Amended Budget and Final Budget FY 2015-16 and FY 2016-17

Account Number	Account Title	Account Description	Final Budget FY 2015-16	Amended FY 2015-16	Final Budget FY 2016-17	Amended FY 2016-17
EXPENDITURES						
12900	Communications					
50001	Salary General Manager	Salary divided among all divisions - 4% of allocation	6,300	6,500	6,300	6,300
50002	Salary Office Staff	FT Secretary/Office Manager - 4% of allocation	2,760	2,760	2,850	2,850
50003	Salary Accounting Staff	Accounting Office - salaries divided among all divisions - 4% of allocation	6,350	6,300	6,500	6,500
50110	Communications FT	Marketing Director	70,000	68,000	71,880	71,880
50120	Communications PT	PT Communication Assistants & E-Marketing Coordinator (20 hours)	27,560	25,000	28,100	28,100
		Total Salaries	112,970	108,560	115,630	115,630
55150	Employer FICA/Medicare	Social Security & Medicare payments	7,900	8,000	7,900	8,300
55250	PERS - Employer Share	Public Employees Retirement System Program	4,500	7,100	4,800	8,200
55300	Health Coverage	Health Plans	9,300	8,800	9,900	9,900
55310	Delta Dental	Dental Plan	300	300	300	300
55320	Life & LTD Insurance	Life Insurance & Long Term Disability Programs	800	800	900	900
55370	501 A Plan	FICA Alternative Plan for Part Time Employees - PARS District Share	150	100	100	100
55400	Workers Compensation	Staff coverage through CAPRI	650	650	680	700
55450	Unemployment	Based on actual unemployment claims				
		Total Benefits	23,600	25,750	24,580	28,400
60350	Mileage	Reimbursement for travel expenses	350	400	350	450
60370	Staff Training	Seminars & Workshops	700	300	700	700
		Total Staff Training	1,050	700	1,050	1,150
70000	Professional Services	Annual audit, attorney fees, unemployment service	3,800	8,500	3,800	6,000
		Total Professional Services	3,800	8,500	3,800	6,000
73320	Insurance	Liability Insurance coverage (CAPRI)	3,600	4,070	3,600	4,070
73335	Memberships	Memberships & subscriptions such as CPRS and LERN	400	200	400	400
73340	Administrative Fees	Active, Bank and County fees	8,800	8,500	8,900	9,000
		Total Administrative Expenses	12,800	12,770	12,900	13,470
75150	Special Event Supplies	Special promotions & special activities (no longer using)				
75350	Postage	Direct costs of mailing & rental of postage meter	320	700	330	400
75500	Office Supplies	Communication Office Supplies	1,000	1,000	1,000	1,000
75510	Equipment Maintenance	Computer repairs, service contracts, software updates	500	500	500	500
75605	Awards	Special recognition awards/certificates/plaques	2,000	1,200	2,000	2,000
75610	Community Outreach	Publicity, fees & supplies for community outreach events and projects	2,000	1,000	2,000	2,000
75612	Website	Web administration, service contract, website updates and improvements	5,000	700	5,000	5,000
75615	Communications Projects	Contracts for various communication projects and tasks (no longer using)				
75624	Spotlight	Production, printing & mailing of Spotlight	98,000	98,000	98,000	98,000
75625	District Publicity	Printing of public information, advertising, & distribution	27,000	26,000	27,000	27,000
75630	Bond Project Publicity	Communication of Project Updates of Bond Projects (no longer using)				
		Total Repairs & Supplies	135,820	129,100	135,830	135,900

**Pleasant Hill Recreation and Park District
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Account Number	Account Title	Account Description	Final Budget		Amended	
			FY 2015-16	FY 2016-17	FY 2015-16	FY 2016-17
		TOTAL COMMUNICATIONS EXPENDITURES	290,040	293,790	285,380	300,550
		TOTAL RECREATION EXPENSES	4,707,105	4,810,232	4,795,470	5,113,145

**Pleasant Hill Recreation and Park District
Amended Budget and Final Budget FY 2015-16 and FY 2016-17**

Account Number	Account Title	Account Description	Final Budget		Amended		Final Budget		Amended	
			FY 2015-16	FY 2016-17						
REVENUE										
	Parks: L & L #6									
41700	Current Assessments	Assessment at \$47 per parcel								
		TOTAL ASSESSMENTS	649,000							
		FUND BALANCE	10,000	10,000	-	10,000	-	10,000	-	-
		TOTAL L & L REVENUE	659,000	659,000	649,000	649,000	659,000	649,000	649,000	649,000
EXPENDITURES										
	13000 Parks/L & L #6									
50001	Salary General Manager	Salary divided among all divisions - 15% of allocation	15,000	15,000	17,000	15,000	15,000	15,000	15,000	15,000
50002	Salary Office Staff	FT Secretary/Office Manager - 15% of allocation	6,580	6,580	6,580	6,700	6,700	6,700	6,700	6,700
50003	Salary Accounting Staff	Accounting Office - salaries divided among all divisions - 15% of allocation	15,450	15,450	15,450	15,750	15,750	15,750	15,750	15,750
50180	Park Superintendent	Park Superintendent	93,000	93,000	93,000	97,500	97,500	97,500	97,500	101,000
50185	FT Park Staff	Park Maintenance Staff	405,600	405,600	411,000	414,000	414,000	414,000	432,000	432,000
50190	Park Part Time Staff	PT/Seasonal Staff	70,000	70,000	62,000	72,000	72,000	72,000	70,000	70,000
		Total Salaries	607,630	607,630	605,030	620,950	620,950	620,950	636,300	636,300
55150	Employer FICA/Medicare	Social Security & Medicare payments	40,200	40,200	42,000	41,700	41,700	41,700	42,000	42,000
55250	PERS - Employer Share	Public Employees Retirement System Program	32,500	32,500	40,000	33,500	33,500	33,500	40,000	40,000
55300	Health Coverage	Health Plans	92,600	92,600	78,000	94,500	94,500	94,500	85,000	85,000
55310	Delta Dental	Dental Plan	8,500	8,500	8,500	8,800	8,800	8,800	8,800	8,800
55320	Life & LTD Insurance	Life Insurance & Long Term Disability Programs	4,500	4,500	4,500	4,700	4,700	4,700	4,700	4,700
55370	501 A Plan	FICA Alternative Plan for Part Time Employees - PARS District Share	1,750	1,750	1,750	1,800	1,800	1,800	1,800	1,800
55380	Uniforms	Staff Uniforms	1,500	1,500	1,500	2,250	2,250	2,250	2,250	2,250
55400	Workers Compensation	Staff coverage through CAPRI	65,000	65,000	60,000	51,500	51,500	51,500	60,000	60,000
55450	Unemployment	Based on actual unemployment claims	2,000	2,000	10,000	2,000	2,000	2,000	2,000	2,000
		Total Benefits	248,550	248,550	246,250	240,750	240,750	240,750	246,550	246,550
60350	Mileage	Reimbursement for individual travel expenses	600	600	600	600	600	600	600	600
60370	Staff Training	Seminars, Trainings, & Continuing Education	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
		Total Staff Training	4,600							
65365	Telephone	Monthly Services - Public Services Center	6,000	6,000	4,700	6,000	6,000	6,000	6,000	6,000
65701	Electricity	Monthly Service - All Park Sites	40,000	40,000	34,000	40,000	40,000	40,000	40,000	40,000
65705	Gas	Monthly Service - PH Park & Public Services Center	6,000	6,000	4,000	6,000	6,000	6,000	6,000	6,000
65710	Water	Monthly Service - All Park Sites, District Office, Aquatic Center	95,000	95,000	90,000	100,000	100,000	100,000	84,700	84,700
65720	Disposal Fees	Misc. Disposal Charges	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
65730	Sewer Charges	Annual Charge	20,000	20,000	18,000	20,000	20,000	20,000	20,000	20,000

Pleasant Hill Recreation and Park District
Amended Budget and Final Budget FY 2015-16 and FY 2016-17

Account Number	Account Title	Account Description	Final Budget FY 2015-16		Amended FY 2015-16		Final Budget FY 2016-17		Amended FY 2016-17	
			168,500	152,200	15,000	173,500	158,200			
EXPENDITURES										
Parks (Cont'd)										
70000	Professional Services	Annual audit, attorney fees, unemployment service	8,000	15,000	8,000	8,000	8,000	8,000	8,000	8,000
Total Utilities			8,000	15,000	8,000	8,000	8,000	8,000	8,000	8,000
73320	Insurance	Liability insurance coverage (CAPRI)	9,000	10,160	9,000	9,000	9,000	10,160	10,160	10,160
73335	Memberships	Memberships, subscriptions, licenses, & registrations	400	400	400	400	400	400	400	400
73340	Administrative Fees	Active, Bank and County fees	36,000	32,000	36,000	37,500	37,500	34,000	34,000	34,000
73345	Assessment Refunds	Senior & Disabled 50% refund	500	500	500	500	500	500	500	500
73730	Public Service Center	District's share of operational expenses and clerical support	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000
Total Professional Services			57,900	55,060	57,900	59,400	57,060	57,060	57,060	57,060
75350	Postage	Stamps & rental of postage meter	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
75370	Safety Equipment	Miscellaneous safety equipment & service for fire extinguishers - new AED Unit	4,650	4,650	4,650	4,000	4,000	4,600	4,600	4,600
75401	Rental Equipment	Rental of tools & equipment	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
75501	Agricultural Supplies	Fertilizers & herbicides	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500
75505	Athletic Facility Maint.	All athletic facilities/features	11,000	11,000	11,000	12,000	12,000	12,000	12,000	12,000
75510	Equipment Maint	Repairs and service to park maintenance equipment and tools	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500
75511	Irrigation Repairs	Repairs to irrigation systems	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
75515	Janitorial Supplies	Supplies Park Restroom Facilities	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000
75520	Park Facility Maint	Repairs and alterations to park facilities and features	22,000	32,000	22,000	22,000	22,000	28,000	28,000	28,000
75535	Tools/Equipment	Purchase of tools/equipment	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
75540	Structure Repairs	Minor repairs to buildings & structures	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
75545	Vehicle Maintenance	Fuel, repairs, & service	34,000	29,000	34,000	36,000	36,000	36,000	36,000	36,000
75550	Contracted Tree Service	Pruning & tree removal	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
75570	Contracted Park Maint.	Electrical, plumbing, sewer repairs, arborist services, and discing	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000
75740	Major Maintenance Projects	Major Repairs & Rehabilitation	500	500	500	500	500	500	500	500
76500	Park Vandalism	Repairs due to vandalism	4,000	2,000	4,000	4,000	4,000	3,000	3,000	3,000
Total Repairs & Supplies			141,150	144,150	141,150	143,500	149,100	149,100	149,100	149,100

Pleasant Hill Recreation and Park District
 Amended Budget and Final Budget FY 2015-16 and FY 2016-17

Account Number	Account Title	Account Description	Final Budget		Amended	
			FY 2015-16	FY 2016-17	FY 2015-16	FY 2016-17
EXPENDITURES			1,236,330	1,250,700	1,222,290	1,259,810
TOTAL PARKS EXPENDITURES						
13500	Building Maintenance					
50010	FT Bldg Maint Superintendent	Bldg Maint Superintendent	95,500	98,900	95,500	103,150
50050	FT Bldg Maint Supervisor	Building Maintenance Supervisor	74,700	75,500	72,100	77,000
50075	FT Maint Craftsman	Maintenance Craftsman	75,450	76,500	74,750	77,000
50080	FT Lead Custodian	Lead Custodian	47,800	49,800	47,800	52,550
		Total Salaries	293,450	300,700	290,150	309,700
55150	Employer FICA/Medicare	Social Security & Medicare payments	21,850	22,000	22,000	24,000
55250	PERS - Employer Share	Public Employees Retirement System Program	14,000	14,800	24,000	27,500
55300	Health Coverage	Health Plans	44,800	46,300	44,800	60,300
55310	Delta Dental	Dental Plan	2,400	2,500	2,400	2,500
55320	Life & LTD Insurance	Life Insurance & Long Term Disability Programs	2,400	2,400	2,300	2,400
55400	Workers Compensation	Staff coverage through CAPRI	30,000	22,900	30,000	30,000
55450	Unemployment	Based on actual unemployment claims				
		Total Benefits	115,450	110,900	125,500	146,700
60350	Mileage	Reimbursement for individual travel expenses	650	650	600	650
65365	Telephone	Radio/telephones for building services	2,100	2,200	1,700	1,750
60370	Training	Seminars, Trainings, & Continuing Education	1,000	1,000	1,000	1,000
		Total Training	3,750	3,850	3,300	3,400
75515	Repairs & Supplies	Maint staff offices & shops - office supplies & small repairs/improvements to those spaces	2,500	2,500	2,500	2,500
75535	Tools/Equipment	Purchase or rental of tools/equipment	1,000	1,000	1,000	1,000
		Total Repairs & Supplies	3,500	3,500	3,500	3,500
		TOTAL BUILDING MAINTENANCE EXPENDITURES	416,150	418,950	422,450	463,300

**Pleasant Hill Recreation and Park District
Amended Budget and Final Budget FY 2015-16 and FY 2016-17**

Account Number	Account Title	Account Description	Final Budget FY 2015-16	Amended FY 2015-16	Final Budget FY 2016-17	Amended FY 2016-17
EXPENDITURES						
14000	Long Term Debt					
95806	CSDA Lease Finance	US Bank Refinance of CSDA COP's	123,000	132,000	123,000	132,000
95807	Interest	Interest payments on Long Term Debt	93,700	87,500	93,700	87,500
95809	CSDA Lease Finance	FF & E loan through CSDA	39,300	40,970	39,300	41,000
95849	Municipal Finance Funding	Community Center Roof/HVAC System - 1997				
		Total Debt Service	256,000	260,470	256,000	260,500
		TOTAL LONG TERM DEBT	256,000	260,470	256,000	260,500
EXPENDITURES						
15000	Capital Expenditures					
80104	Pleasant Hill Park	Repair pathways with pavers FY 15-16 & Court Resurfacing, Parking lot replacement (16-17)	215,000	362,000	240,000	50,000
80105	Pleasant Oaks Park					
80144	Winslow Center					
80159	Pleasant Hill Educ. Center					
80207	Rodgers Smith Park	Restroom Replacement	50,000	8,044		
80230	Rodgers Ranch	New Sign				
80313	Community Center	Curved Bench Tile Replacement & Frank Saifingere Pathways (16-17)	8,000	8,440	40,000	40,000
80330	Teen Center	Shade Structure	7,000	9,500		
80344	Senior Center	HVAC Evaluation		15,600		
80350	College Park HS					
80844	Administrative Office					
80844	Pools	Pool Deck Resurfacing	165,000	48,000		450,000
80847	Parks	Top Dresser & Aerator, Truck (16-17)	19,000	19,800	23,000	
80850	Network Computer System	Website	30,000	12,100		30,000
80851	Building Maintenance	26-Lift				
		TOTAL CAPITAL OUTLAY EXPENDITURES	494,000	503,484	303,000	570,000
81030	Parks & Facilities Fund	Designated monies for Parks & Facilities -ADA & Facility Fees Collected/Transferred to Cap Proj Fund	-	84,000	-	40,000
		TOTAL PARKS & FACILITIES FUND	-	84,000	-	40,000

Pleasant Hill Recreation and Park District
 Amended Budget and Final Budget FY 2015-16 and FY 2016-17

Account Number	Account Title	Account Description	Final Budget FY 2015-16	Amended FY 2015-16	Final Budget FY 2016-17	Amended FY 2016-17
EXPENDITURES						
	Total Administration		535,740	644,960	545,100	726,900
	Total Recreation		4,707,105	4,795,470	4,810,232	5,113,145
	Total Parks		1,236,330	1,222,290	1,250,700	1,259,810
	Total Building Maintenance		416,150	422,450	418,950	463,300
	Total Long Term Debt		256,000	260,470	256,000	260,500
	Total Capital Outlay		494,000	503,484	303,000	570,000
	Total Parks & Facilities Fund		-	84,000	-	40,000
	TOTAL EXPENSES		7,645,325	7,933,124	7,583,982	8,433,655
	Unallocated Funds		95,125	97,086	143,018	16,045



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 OF
AMENDING THE 2015 - 16 BUDGET**

RESOLUTION 2016-06-23N

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

THAT the District will receive the following adjustments in revenue:

TOTAL REVENUE \$7,740,450 to \$8,030,210

THEREFORE, BE IT RESOLVED, THAT the Board of Directors does hereby amend the 2015 – 16 Budget as follows:

Administration	from	\$ 535,740	to	644,960
Recreation	from	4,707,105	to	4,795,470
Parks	from	1,236,330	to	1,222,290
Building Maintenance	from	416,150	to	422,450
Long Term Debt	from	256,000	to	260,470
Parks and Facilities Fund	from	0	to	84,000

TOTAL OPERATING EXPENSES 7,151,325 to 7,429,640

Capital from 494,000 to 503,484

TOTAL EXPENDITURES from \$7,645,325 to 7,933,124

Unallocated Funds \$ 95,125 to 97,086

PASSED AND ADOPTED on June 23, 2016, by the following vote:

**AYES:
NOES:
ABSENT:**

Zachary Shess, Chair

I hereby certify that the foregoing resolution was approved by the vote indicated herein above at the regular meeting of the Board of Directors on June 23, 2016.

Tina Young, Acting Clerk of the Board



Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

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Pleasant Hill, CA 94523
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PLEASANT HILL RECREATION & PARK DISTRICT COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA BOARD OF DIRECTORS

**IN THE MATTER OF
AMENDING THE 2016 - 17 BUDGET**

RESOLUTION 2016-06-230

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

THAT the District will receive the following adjustments in revenue:

TOTAL REVENUE \$7,727,000 to \$8,449,700

THEREFORE, BE IT RESOLVED, THAT the Board of Directors does hereby amend the 2016 – 17 Budget as follows:

Administration	from	\$ 545,100	to	726,900
Recreation	from	4,810,232	to	5,113,145
Parks	from	1,250,700	to	1,259,810
Building Maintenance	from	418,950	to	463,300
Long Term Debt	from	256,000	to	260,500
Parks and Facilities Fund	from	0	to	40,000

TOTAL OPERATING EXPENSES 7,280,982 to 7,863,655

Capital from 303,000 to 570,000

TOTAL EXPENDITURES from \$7,583,982 to 8,433,655

Unallocated Funds \$ 143,018 to 16,045

PASSED AND ADOPTED on June 23, 2016, by the following vote:

**AYES:
NOES:
ABSENT:**

Zachary Shess, Chair

I hereby certify that the foregoing resolution was approved by the vote indicated herein above at the regular meeting of the Board of Directors on June 23, 2016.

Tina Young, Acting Clerk of the Board



MEMORANDUM

TO: Board of Directors

FROM: Interim General Manager

DATE: June 17, 2016

RE: June 23, 2016 Board Meeting

Reports and To Set Board Committee Meeting Dates

- a. Land and Facility Development Committee** – Tuesday, June 28, 2016 – 3pm
- b. Personnel Committee**
- c. Budget & Finance Committee**
- d. Program Committee** - Tuesday, June 21, 2016 – 1:30pm



Board of Directors AGENDA

PLEASANT HILL RECREATION & PARK DISTRICT

147 Gregory Lane
Pleasant Hill, CA 94523
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MISSION STATEMENT

In order to serve the diverse recreational needs of individuals and families and to enrich the quality of life for all residents, the Pleasant Hill Recreation & Park District is committed to providing park facilities, open space, and programs and activities for all ages.

**ADMINISTRATION OFFICE
CONFERENCE ROOM
147 GREGORY LANE, PLEASANT HILL**

Program Committee Meeting

**Tuesday, June 21, 2016
1:30 p.m.**

**Chair: Dennis Donaghu
Member: Sherry Sterrett**

1. Public Comment
Five minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter. The public may speak regarding agenda items at the time the matter is taken up. Non-agenda items can be addressed under Public Comment.

2. Fall Winter 2016 Spotlight Review

Teen Activities and Special Events	Hunn
Seniors and Trips	Luke
Adult Classes	Frates
Preschool Activities	Young
Youth Activities and KIDSTOP	Young/Lischeske
Youth/Adult Sports, Adult Fitness & Dance	Hurtado
Aquatics	Riley
Front and Back Covers	Thoits

3. To Discuss 2017 Facility Rental Fees Herriman

Documents that are disclosable public records required to be made available under California Government Code Section 54957.5 (b) (1) and (2) are available to the public for inspection at no charge during business hours at our administrative office located at 147 Gregory Lane, Pleasant Hill, California.

The Pleasant Hill Recreation & Park District will provide reasonable disability-related modification or accommodations to a person who requires such in order to participate in the meeting of the Board of Directors. Please contact Susie Kubota (925) 682-0896 at least 48 hours before the meeting.

