



Board of Directors AGENDA

PLEASANT HILL RECREATION & PARK DISTRICT

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**

Budget and Finance Committee Meeting

**Wednesday, November 2, 2016
8:00 a.m.**

Chair: Zac Shess

Member: Sandy Bonato

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. Discussion Regarding Potential Implementation Strategies for Planning Future Capital Improvement Projects and Funding Annual Capital Expenditures Identified in the District's Reserve Study (Attachment A)

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.

STAFF REPORT



To: Budget and Finance Committee
From: Michelle Lacy, General Manager
Re: Discussion Regarding Potential Implementation Strategies for Planning Future Capital Improvement Projects and Funding Annual Capital Expenditures Identified in the District's Reserve Study

At its regular meeting on November 18, 2015 the Board of Directors received a presentation from the Browning Reserve Group regarding the commissioned Reserve Study. The Board reviewed the draft study and requested the consultant produce a seven-year expenditure plan (Exhibit 1). Staff received an updated draft of the Reserve Study with the seven-year plan included on December 30, 2015.

The Reserve Study provides the District with an inventory of its assets and infrastructure which includes useful and remaining life, value, scope of work, and replacement cost. In addition, the Reserve Study has estimated the replacement year and costs for each item and has provided the District with estimated total annual costs for the next 30 years.

Ongoing Use of the Study

The information in the report is valuable for staff as we prepare future operating budgets and recommend Capital Projects. It is recommended that the District use the Reserve Study to produce a 5-year Capital Improvement Plan which is updated annually as part of the District's budget process.

Funding Asset and Infrastructure Projects

In order to fully fund the estimated costs in the 30-year Funding Plan the District would need to allocate \$400,000 annually. At this time the District does not have discretionary, unallocated revenues at that level. It is recommended the Budget and Finance Committee members discuss an annual target for funding asset and infrastructure improvements in the District.

Exhibit 1: Section VII-a: Expenditures by Year-Next 7 Years



Section VII-a
 Pleasant Hill Recreation and Park District
Expenditures by Year - Next 7 Years
 Third Draft
 Prepared for the 2016/2017 Fiscal Year

<i>Reserve Component</i>	<i>Life Useful</i>	<i>Current Replacement Cost</i>	<i>Forecast Inflated Cost @ 2.50%</i>
2015/16			
00010 - Pleasant Hill Park			
01000 - Paving			
401 - Asphalt: Major Repairs Major Repairs (2015/2016 Only)[nr:1]	25	215,000	
Total Pleasant Hill Park:		215,000	215,000
00020 - Rodgers-Smith Park			
08000 - Rehab			
231 - Restrooms Restroom Replacement (2016 Only)[nr:1]	30	50,000	
Total Rodgers-Smith Park:		50,000	50,000
00170 - Community Center			
22000 - Office Equipment			
100 - Miscellaneous Website	10	30,000	
26000 - Outdoor Equipment			
306 - Benches Curved Bench Tile Replacement	20	8,000	
Total Community Center:		38,000	38,000
00200 - Park Maintenance			
30000 - Miscellaneous			
720 - Maintenance Equipment Turf Aerator	20	9,000	
722 - Maintenance Equipment Top Dresser	20	10,000	
Total 30000 - Miscellaneous:		19,000	19,000
Total Park Maintenance:		19,000	19,000
00280 - Teen Center			
26000 - Outdoor Equipment			
840 - Shade Structure Teen Center Shade Structure	20	7,000	
Total Teen Center:		7,000	7,000
Total 2015/16:		329,000	
2016/17			
00010 - Pleasant Hill Park			
01000 - Paving			
400 - Asphalt: Major Repairs 41,898 Sq. Ft. Parking Lot	25	240,000	246,000
Total Pleasant Hill Park:		240,000	246,000
00070 - Frank Salingere Park			
02000 - Concrete			
225 - Walkways Park Walkways (2016/2017 Only)[nr:1]	30	40,000	41,000

<i>Reserve Component</i>	<i>Life Useful</i>	<i>Current Replacement Cost</i>	<i>Forecast Inflated Cost @ 2.50%</i>
2016/17			
00070 - Frank Salfingere Park			
Total Frank Salfingere Park:		40,000	41,000
00200 - Park Maintenance			
30000 - Miscellaneous			
776 - Vehicle 1986 Ford	15	23,000	23,575
Total Park Maintenance:		23,000	23,575
Total 2016/17:		303,000	310,575
2017/18			
00010 - Pleasant Hill Park			
01000 - Paving			
100 - Asphalt: Sealing 41,898 Sq. Ft. Parking Lot	5	5,028	5,282
900 - Miscellaneous 8,208 Sq. Ft. [2] Ball Field Asphalted Areas (20%)	5	5,335	5,605
Total 01000 - Paving:		10,363	10,887
04000 - Structural Repairs			
300 - Trellis 1,118 Sq. Ft. [3] Wood Trellises (25%)	5	5,590	5,873
26000 - Outdoor Equipment			
684 - Scoreboard Ball Field Scoreboard	20	7,950	8,352
Total Pleasant Hill Park:		23,903	25,112
00040 - Pleasant Oaks Park			
01000 - Paving			
112 - Asphalt: Sealing 54,066 Sq. Ft. Parking Lots & Street Parking	5	6,488	6,816
08000 - Rehab			
234 - Restrooms 2 Snack Bar Restrooms	10	6,000	6,304
Total Pleasant Oaks Park:		12,488	13,120
00090 - Chilpancingo Park			
18000 - Landscaping			
474 - Pathways & Trails 1,800 Sq. Ft. Gravel Paths	20	9,000	9,456
Total Chilpancingo Park:		9,000	9,456
00120 - Shannon Hills Park			
04000 - Structural Repairs			
660 - Decking: Wood 1,080 Sq. Ft. Wood Walkways (20%)	5	5,400	5,673
Total Shannon Hills Park:		5,400	5,673
00160 - Administration Office			
22000 - Office Equipment			
208 - Computers, Misc. 5 Office PC's	5	6,000	6,304
Total Administration Office:		6,000	6,304

<i>Reserve Component</i>	<i>Life Useful</i>	<i>Current Replacement Cost</i>	<i>Forecast Inflated Cost @ 2.50%</i>
2017/18			
00170 - Community Center			
22000 - Office Equipment			
212 - Computers, Misc. 6 Office PC's	5	7,200	7,565
216 - Computers, Misc. Server	5	45,238	47,528
Total 22000 - Office Equipment:		52,438	55,093
24600 - Safety / Access			
120 - Fire Control Misc Miscellaneous Fire Control Items	5	6,000	6,304
Total Community Center:		58,438	61,397
00180 - Senior Center			
01000 - Paving			
120 - Asphalt: Sealing 51,478 Sq. Ft. Parking Lots	5	6,177	6,490
22000 - Office Equipment			
220 - Computers, Misc. 21 Computer Room Computers	5	23,100	24,269
224 - Computers, Misc. 11 Office PC's	5	13,200	13,868
Total 22000 - Office Equipment:		36,300	38,137
Total Senior Center:		42,477	44,627
00200 - Park Maintenance			
30000 - Miscellaneous			
764 - Maintenance Equipment Agrimental Tuff Vac	20	5,800	6,094
780 - Vehicle 1990 Ford Ranger	15	16,500	17,335
784 - Vehicle 1994 GMC 1 Ton Dump Truck	15	16,271	17,095
788 - Vehicle 1995 Ford Ranger	15	16,500	17,335
792 - Vehicle 2001 3/4 Ton Ford Pickup	15	21,788	22,891
808 - Vehicle 1999 Ford Ranger	15	16,671	17,515
820 - Vehicle 2002 Ford Ranger	15	16,500	17,335
824 - Vehicle Ford Falcon Bus	15	65,000	68,291
828 - Vehicle 2007 Ford F250 Pickup	10	23,694	24,893
832 - Vehicle 2001 Ford F250 Utility Bed	15	26,908	28,270
836 - Vehicle 2008 Ford F250 PK Body	10	26,722	28,075
Total 30000 - Miscellaneous:		252,354	265,129
Total Park Maintenance:		252,354	265,129

<i>Reserve Component</i>	<i>Life Useful</i>	<i>Current Replacement Cost</i>	<i>Forecast Inflated Cost @ 2.50%</i>
2017/18			
00220 - Pleasant Hill Aquatic Park			
12000 - Pool			
400 - ADA Chair Lift 2 Training & Dive Pool ADA Lifts	10	11,809	12,407
Total Pleasant Hill Aquatic Park:		11,809	12,407
00230 - CPHS Lighted Softball Field			
26000 - Outdoor Equipment			
680 - Scoreboard Ball Field Scoreboard	20	7,601	7,986
Total CPHS Lighted Softball Field:		7,601	7,986
00250 - Pleasant Hill Education Center & Pool			
12000 - Pool			
748 - Equipment: Replacement 3 Chemical Feed Systems	10	16,500	17,335
Total Pleasant Hill Education Center & Pool:		16,500	17,335
00280 - Teen Center			
22000 - Office Equipment			
228 - Computers, Misc. 5 Office & Teen Computers	5	6,000	6,304
Total Teen Center:		6,000	6,304
Total 2017/18:		451,970	474,850
2018/19			
00200 - Park Maintenance			
01000 - Paving			
244 - Asphalt: Ongoing Repairs 49,000 Sq. Ft. Park Maintenance Yard (10%)	5	15,925	17,149
30000 - Miscellaneous			
760 - Maintenance Equipment Kubota Riding Mower	20	15,000	16,153
800 - Vehicle 2003 Ford F150	15	16,821	18,114
840 - Golf Cart Powered Personal Carrier	10	10,973	11,817
Total 30000 - Miscellaneous:		42,794	46,084
Total Park Maintenance:		58,719	63,233
00220 - Pleasant Hill Aquatic Park			
02000 - Concrete			
401 - Pool Deck Pool Deck Resurfacing (2018/19Only)[nr:1]	30	165,000	177,687
12000 - Pool			
740 - Pumps 3 Pool Pumps & Motors	10	7,500	8,077
744 - Equipment: Replacement 2 Chemical Feed Systems	10	17,700	19,061
Total 12000 - Pool:		25,200	27,138
Total Pleasant Hill Aquatic Park:		190,200	204,825
Total 2018/19:		248,919	268,058

<i>Reserve Component</i>	<i>Life Useful</i>	<i>Current Replacement Cost</i>	<i>Forecast Inflated Cost @ 2.50%</i>
2019/20			
00010 - Pleasant Hill Park			
26000 - Outdoor Equipment			
100 - Tot Lot: Play Equipment 8 Play Structures (50%)	10	75,000	82,786
452 - Bleachers: Aluminum 4 Ball Field Bleachers	20	12,000	13,246
Total 26000 - Outdoor Equipment:		<u>87,000</u>	<u>96,032</u>
Total Pleasant Hill Park:		<u>87,000</u>	<u>96,032</u>
00020 - Rodgers-Smith Park			
04000 - Structural Repairs			
304 - Trellis 975 Sq. Ft. [3] Wood Trellises	20	19,500	21,521
Total Rodgers-Smith Park:		<u>19,500</u>	<u>21,524</u>
00160 - Administration Office			
05000 - Roofing			
200 - Low Slope: BUR 32 Squares- Admin Office Low Slope Roof	20	14,400	15,895
520 - Pitched: Wood Shake: Heavy 15 Squares- Admin Office Roof	30	11,250	12,418
Total 05000 - Roofing:		<u>25,650</u>	<u>28,313</u>
Total Administration Office:		<u>25,650</u>	<u>28,313</u>
00200 - Park Maintenance			
18000 - Landscaping			
920 - Miscellaneous 3 Landscape Maintenance Items	10	11,153	12,310
30000 - Miscellaneous			
716 - Maintenance Equipment 15 Various Maintenance Items	10	10,408	11,489
744 - Maintenance Equipment Vermeer Brush Chipper	20	23,533	25,976
796 - Vehicle Ford Pickup Truck	10	16,833	18,581
Total 30000 - Miscellaneous:		<u>50,774</u>	<u>56,046</u>
Total Park Maintenance:		<u>61,927</u>	<u>68,356</u>
00220 - Pleasant Hill Aquatic Park			
03000 - Painting: Exterior			
152 - Surface Restoration 4,050 Sq. Ft. Pool Building	10	5,062	5,588
08000 - Rehab			
254 - Bathrooms 2 Locker Rooms	10	10,000	11,038
Total Pleasant Hill Aquatic Park:		<u>15,062</u>	<u>16,626</u>
00250 - Pleasant Hill Education Center & Pool			
12000 - Pool			
998 - Miscellaneous Starting Blocks	20	13,665	15,084
Total Pleasant Hill Education Center & Pool:		<u>13,665</u>	<u>15,084</u>
Total 2019/20:		<u>222,804</u>	<u>245,935</u>

<i>Reserve Component</i>	<i>Life Useful</i>	<i>Current Replacement Cost</i>	<i>Forecast Inflated Cost @ 2.50%</i>
2020/21			
00010 - Pleasant Hill Park			
02000 - Concrete			
200 - Sidewalks, Curbs & Gutters 39,229 Sq. Ft. Parking & Common Areas (2%)	5	12,553	14,203
Total Pleasant Hill Park:		12,553	14,203
00170 - Community Center			
24000 - Furnishings			
334 - Tables 31 Tables- Various Rooms	20	27,613	31,242
Total Community Center:		27,613	31,242
00200 - Park Maintenance			
30000 - Miscellaneous			
812 - Vehicle 2006 Ford Ranger Pickup	15	16,500	18,668
Total Park Maintenance:		16,500	18,668
00220 - Pleasant Hill Aquatic Park			
12000 - Pool			
110 - Resurface 240 Lin. Ft. Dive Pool	12	38,400	43,446
114 - Resurface 180 Lin. Ft. Training Pool	12	28,800	32,585
210 - Tile: Lanes 400 Lin. Ft. Dive Pool	12	12,000	13,577
214 - Tile: Lanes 180 Lin. Ft. Training Pool	12	5,400	6,110
Total 12000 - Pool:		84,600	95,718
Total Pleasant Hill Aquatic Park:		84,600	95,718
00250 - Pleasant Hill Education Center & Pool			
12000 - Pool			
990 - Miscellaneous 2 Timing System Components	10	10,113	11,442
Total Pleasant Hill Education Center & Pool:		10,113	11,442
Total 2020/21:		151,379	171,273
2021/22			
00080 - Pinewood Park			
26000 - Outdoor Equipment			
116 - Tot Lot: Play Equipment Play Area Large Structure	20	30,000	34,791
144 - Tot Lot: Safety Surface 3,200 Sq. Ft. Play Area Safety Surface	10	48,000	55,665
Total 26000 - Outdoor Equipment:		78,000	90,456
Total Pinewood Park:		78,000	90,456
00170 - Community Center			
08000 - Rehab			
238 - Restrooms 5 Community Center Restrooms	10	15,000	17,395
Total Community Center:		15,000	17,395

Reserve Component

Life Useful Current Replacement Cost Forecast Inflated Cost @ 2.50%

2021/22

00180 - Senior Center

03500 - Painting: Interior

112 - Building 10 38,050 44,126
 30,440 Sq. Ft. Senior Center Interiors

08000 - Rehab

246 - Restrooms 10 15,000 17,395
 5 Senior Center Restrooms

24500 - Audio / Visual

124 - Television, Large Screen 10 6,000 6,958
 2 NEC Televisions

908 - Miscellaneous 10 15,000 17,395
 3 NEC Projectors

912 - Miscellaneous 10 14,700 17,047
 22 Senior Center AV Equipment

Total 24500 - Audio / Visual: 35,700 41,400

25000 - Flooring

204 - Carpeting 10 26,496 30,727
 828 Sq. Yds. Senior Center Carpeting

704 - Hardwood Floors 10 36,900 42,793
 6,150 Sq. Ft. Senior Center Wood Floors

Total 25000 - Flooring: 63,396 73,520

30000 - Miscellaneous

708 - Maintenance Equipment 10 5,700 6,610
 3 Floor Cleaning Equipment

Total Senior Center: 157,846 183,051

00200 - Park Maintenance

30000 - Miscellaneous

804 - Vehicle 15 24,861 28,831
 2006 Ford F350 Pickup

Total Park Maintenance: 24,861 28,831

00280 - Teen Center

25000 - Flooring

608 - Vinyl 30 16,224 18,815
 312 Sq. Yds. Main Room Flooring

Total Teen Center: 16,224 18,815

Total 2021/22: 291,931 338,548