



# 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.*

## LOCATION: TELECONFERENCE

Join meeting by PC: <https://zoom.us> Meeting ID: 821 2951 6318

Or by Phone 1 (669) 900-9128 Meeting ID: 821 2951 6318

## Board of Directors Annual Planning Meeting

Thursday, February 18, 2021

9:00 A.M. - SPECIAL MEETING

**ON MARCH 16, 2020, THE CONTRA COSTA COUNTY HEALTH OFFICER ORDERED ALL INDIVIDUALS LIVING IN THE COUNTY TO SHELTER AT THEIR PLACE OF RESIDENCE, WITH CERTAIN EXCEPTIONS. IN ACCORDANCE WITH THE HEALTH OFFICER'S ORDER AND THE GOVERNOR'S EXECUTIVE ORDERS N-29-20 (MARCH 18, 2020) AND N-33-20 (MARCH 19, 2020) ALL BOARD MEMBERS, STAFF, AND MEMBERS OF THE PUBLIC WILL PARTICIPATE IN THIS MEETING BY TELECONFERENCE TO MITIGATE THE SPREAD OF COVID-19**

Members of the public may observe the meeting at the teleconference location above. Members of the public may offer public comment by email to [skubota@pleasanthillrec.com](mailto:skubota@pleasanthillrec.com) prior to the close of the public comment period for the agenda item on which they would like to comment. Staff will share all such comments with the Board at the meeting (subject to the time limits applicable to public comment) and make them part of the record. Alternatively, members of the public may offer public comment orally during the teleconference. Members of the public are requested, but not required, to send an email to [skubota@pleasanthillrec.com](mailto:skubota@pleasanthillrec.com) noting their desire to speak on a given agenda item.

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. Working session with Consultant Brent Ives to develop annual goals and set priorities to provide direction to the 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.*

5. Input and direction to staff regarding the City of Pleasant Hill's draft General Plan Open Space, Parks and Recreation Element (Attachment A)
6. Update regarding status of compliance with established Cost Recovery Policy and discussion regarding potential changes to policy for future consideration (Attachment B)
7. Evaluation of Retreat
8. Adjourn

**Future Board of Directors Meetings:**

Thursday, February 25, 2021, 7:00 p.m.

Thursday, March 11, 2021, 7:00 p.m.

Thursday, March 25, 2021, 7:00 p.m.

# STAFF REPORT



Date: February 18, 2021  
To: Board of Directors  
From: Michelle Lacy, General Manager  
Re: Input and direction to staff regarding the City of Pleasant Hill's draft General Plan Open Space, Parks and Recreation Element

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## **BACKGROUND**

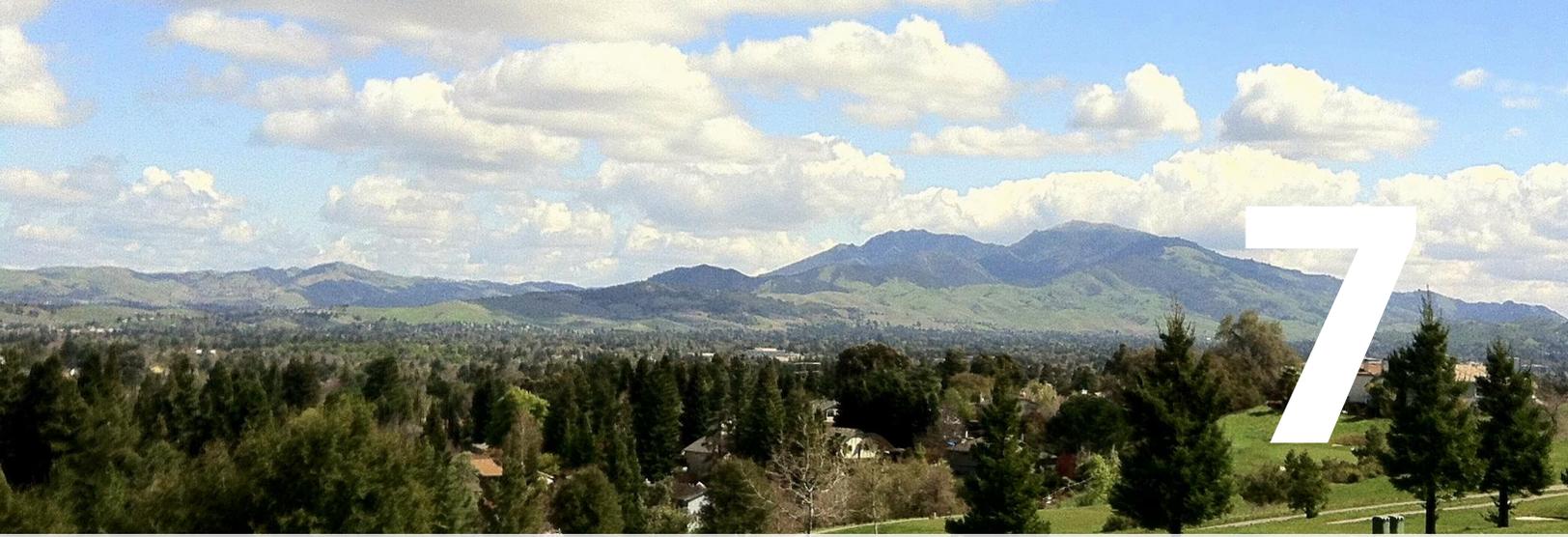
The City of Pleasant Hill is updating its General Plan and has requested the Pleasant Hill Recreation and Park District (District) provide input regarding its draft Open Space, Parks and Recreation Element (Exhibit 1)

## **DISCUSSION**

The City of Pleasant Hill relies upon the District to provide park and recreation services within city limits. The draft General Plan includes many of the goals and objectives from the previous General Plan, but does incorporate some additional new policies specifically around access and inclusion. The City of Pleasant Hill has requested feedback from the District regarding its draft General Plan element.

## **EXHIBIT 1:**

Exhibit 1: Draft General Plan Open Space, Parks and Recreation Element



## 7. Open Space, Parks, and Recreation Element

Parks and recreation provide many benefits to a community and its citizens, including economic, health, environmental, social, and overall quality of life. Similarly, open spaces are important recreational, natural resource, and cultural assets that provide wildlife habitat, wilderness protection, groundwater retention, active recreational uses, historic landscapes, and visual corridors. The Open Space, Parks, and Recreation includes goals, policies, and programs addressing open space, parks, recreation facilities, and access conditions in Pleasant Hill.

The Open Space, Parks, and Recreation Element is divided into the following sections:

### Contents

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7.4	Implementation Programs .....	9

## Key Terms

**Open Space.** A parcel or area of land that is essentially undeveloped for human use and devoted to an open space use, such as the preservation of natural resources, managed production of resources, outdoor recreation, and preservation of public health and safety.

### 7.1 Open Space

The open spaces of Pleasant Hill are in the northern and western parts of the city and total almost 370 acres of land. These areas include a multitude of walking and hiking trails, grass fields, and creeks for residents and visitors to explore. Open space areas in Pleasant Hill include the Contra Costa Country Club, Old Grayson Woods Golf Course, Los Juntas Open Space, and Chilpancingo Park.

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<b>OSP-1</b>	Preserve, enhance, and protect a continuous system of open space areas, hillsides, and natural features. <i>[Source: Existing General Plan, Community Development Goal 20, modified]</i>
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- OSP-1.1      Open Space Preservation**  
 Strive to keep open space and undeveloped hillsides free of future development. *[Source: Community Development Policy 20A, modified]*
- OSP-1.2      Regional Coordination**  
 Continue to encourage and coordinate with Contra Costa County, the Pleasant Hill Recreation and Park District, and organizations like the John Muir Land Trust in the preservation of open space resources within and surrounding the city. *[Source: New Policy]*
- OSP-1.3      Access to Open Space Resources**  
 Ensure that the public has adequate accessibility to experience and appreciate open space resources. *[Source: New Policy]*
- OSP-1.4      Connected Open Space Areas**  
 Integrate, wherever possible, the local open space and parks systems with the open space systems of nearby communities and the region to create and preserve a continuous and connected system of open space areas. *[Source: New Policy]*



## 7.2 Parks and Recreation

The Recreation and Park District of Pleasant Hill (PHRPD), a Special District that operates as an independent government agency, provides and manages parks, facilities, open space, and recreation programs and events throughout the Pleasant Hill community. The PHRPD serves an area about 20 percent larger than the city of Pleasant Hill. Within the city, Pleasant Hill has approximately 180 acres of parkland that offer playgrounds, sports fields, and barbecue and picnic areas for adults and children alike. Several of the parks located in Pleasant Hill as described below also include a diverse range of other amenities including dog parks, historical identifiers, and hiking and biking trails. The following are public parks in Pleasant Hill (Figure OSP-1):

- Pleasant Hill Park and Pleasant Oaks Park host sports games with picnic areas and playgrounds.
- Rodgers-Smith Park is a small neighborhood park that includes a picnic area and playground, basketball courts, and a baseball field.
- Brookwood Park and Rodgers-Smith Park have barbecue grills and other recreational amenities.
- Paso Nogal is an open space area with a 2.5-acre public dog park with 63 acres of hiking trails.
- Dinosaur Hill Park and Shannon Hills Park are maintained open parks with walking paths and trails providing a scenic outdoor setting.
- Sherman Acres Park is a small neighborhood park for pre-school-aged children with a playground and picnic facilities. Shadowood Park and Chilpancingo Park are each 2.5-acre passive turf areas. Shadowood Park has a playground and basketball hoop.
- Rodgers Ranch Heritage Center is a historic site just over two acres in size. The Rodgers farmhouse is the oldest house in Pleasant Hill, built around 1867 and expanded in the early 1900s. The site includes an urban farm that serves as an education center, hosting workshops and events including farm-to-table culinary courses, gardening, and permaculture. The Heritage Center also offers a summer day camp, hosts field trips and a harvest festival, and provides tours to the public.

The PHRPD also has programs to serve all ages and interests. Separated by age groups, programs range from sports leagues and aquatics programs, to urban farming classes. Residents of all ages can explore their passion for theatre or learn computer skills or coding at any of the six community centers. Children as young as two-and-a-half years old can begin attending community programs or participate in preschool offered by the Recreation and Park District. For children three to five years of age, additional recreational opportunities are provided including swim lessons, sports, theater, and daytime summer camps.

Teens can enroll in enhanced recreation activities including summer camps, sports leagues and enrichment classes focusing on performing arts and computer coding. The Aquatics Center also offers teens the opportunity to participate in water sports, fitness classes, lifeguard training, and a swim

team. The local Teen Council has teen representatives directly involved in community recreation programs, allowing them to plan activities, classes, sports, and trips for students grade six through college. There are numerous opportunities for adults and seniors, including advanced art classes, dance, fitness activities, sports leagues, daytrips and excursions, and even international travel tours to Tuscany, Vietnam, and Egypt. Adult enrichment classes are also offered in creative writing, retirement planning, computer skills, and wine tasting. In an effort to provide the best range of courses, the Pleasant Hill Recreation and Park District has partnered with Ed2Go to offer a wide variety of courses in topics such as finance, computer skills, college prep, and personal development.

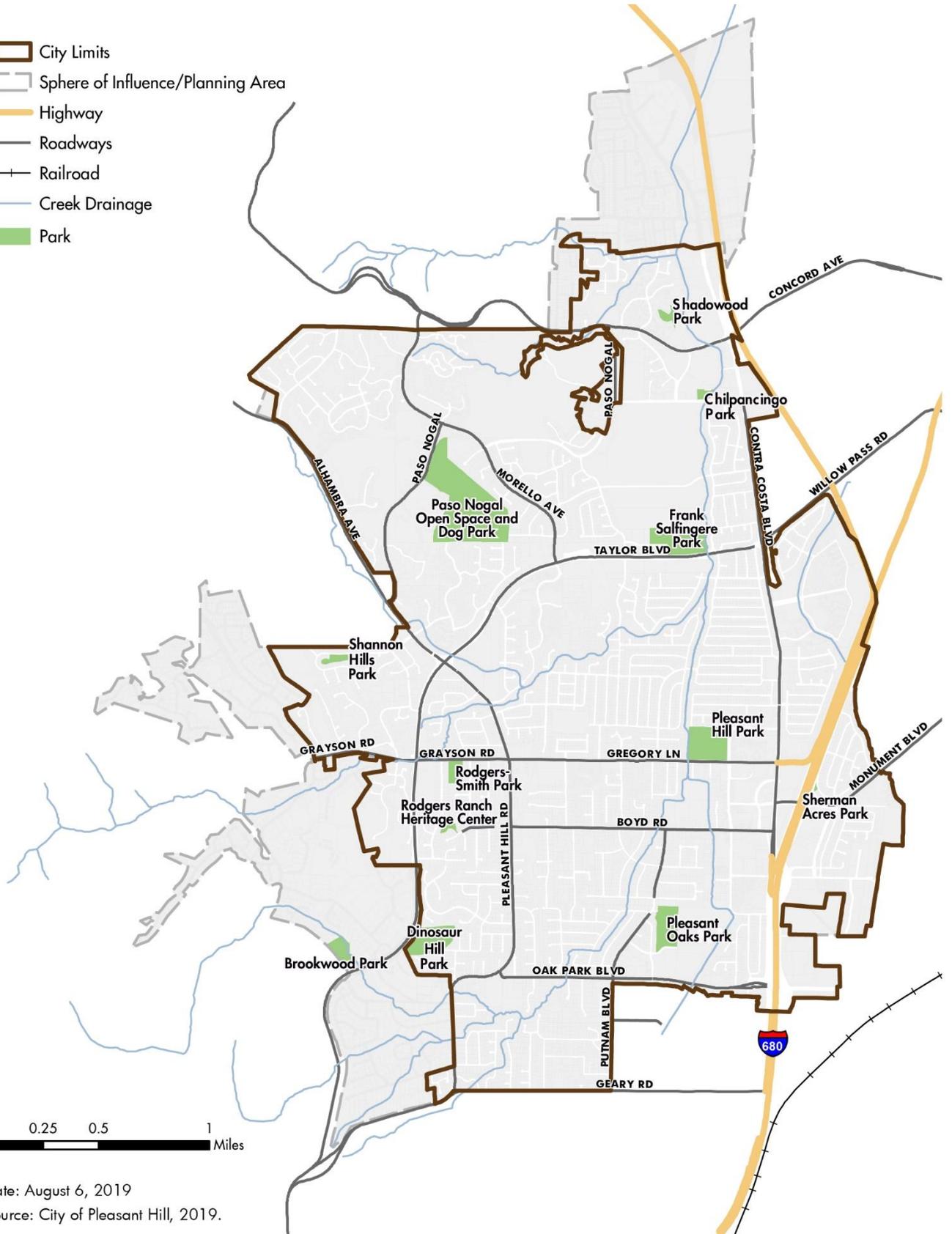
## 7. Open Space, Parks, and Recreation Element

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*Figure OSP-1 Parks*

-  City Limits
-  Sphere of Influence/Planning Area
-  Highway
-  Roadways
-  Railroad
-  Creek Drainage
-  Park



Date: August 6, 2019  
 Source: City of Pleasant Hill, 2019.



**OSP-2**

Support the Pleasant Hill Recreation and Park District’s efforts to offer high-quality park, recreation (e.g., sports fields), and trail facilities for residents and visitors. *[Source: Existing General Plan, Community Development Goals 17 and 18, modified]*

- OSP-2.1      Recreation Facilities Planning**  
Plan for appropriate sites for new recreational facilities, including playing fields, tennis courts, and other facilities. *[Source: Community Development Policy 18A]*
- OSP-2.2      Recreational Programs for All**  
Advocate for and support PHRPD in their efforts to provide a wide range of recreation programs that are appropriate to a wide range of ages (e.g., youths, seniors), interests (e.g., sports, arts), and backgrounds which reflect Pleasant Hill’s cultural diversity. *[Source: Community Development Policy 17A and Goal 19, modified]*
- OSP-2.3      Expand Youth Programs**  
Encourage new and expanded youth recreation and extracurricular educational programs. *[Source: Community Development Policy 19A]*
- OSP-2.4      Accessibility for Persons with Disabilities**  
Advocate for and support PHRPD in their efforts to provide recreation programs accessible to those with disabilities and strive to improve accessibility of existing recreation programs. *[Source: New Policy]*
- OSP-2.5      Accessibility for Persons of All Income Levels**  
Advocate for and support PHRPD in their efforts to make all programs available regardless of participants’ ability to pay, through scholarships, fee waivers, program cost underwriting, and other available methods. *[Source: New Policy]*
- OSP-2.6      Parkland Standard**  
Work with the PHRPD to establish and achieve a standard of 3 acres of developed parkland per 1,000 population. *[Source: Community Development Program 17.2]*
- OSP-2.7      Expand Recreation and Park Facilities**  
Work with the PHRPD to facilitate development and expansion of recreation and park facilities. *[Source: Community Development Program 18.1]*

## 7.3 Community Facilities

Pleasant Hill has six community facilities for events:

- **Pleasant Hill Community Center.** A venue ideal for weddings, parties, business meetings, and events. Includes a reception area, meeting rooms, a dance studio, and an outdoor pavilion.
- **Winslow Center.** A self-service events facility featuring two rooms for rent and a playground. The space includes an assembly room that seats up to 120 people with a stage area.
- **Senior Center.** A facility that is home to programs offered for adults Monday through Friday, and health services such as insurance counseling and blood pressure screening.
- **Teen Center.** A facility that offers programs for Middle School students, including social events, classes, after-school programs, and summer camps. Room rentals are available.
- **Rodgers Ranch Heritage Center.** A historic ranch with a restored house and urban farm. The space hosts educational events and gardening classes while preserving the buildings on site.
- **Aquatic Park.** A facility that features a 25-yard pool with diving boards, a shallow water pool, a sprayground, and picnic areas. Programs include swim lessons and aquatic events. The Community Center, Senior Center, Teen Center, and Winslow Center have rooms available to rent for private events such as weddings, business meetings, or parties. Pleasant Hill residents receive a discounted rate on room rentals, and each community facility offers different amenities.

The Community Center, Senior Center, Teen Center, and Winslow Center have rooms available to rent for private events such as weddings, business meetings, or parties. Pleasant Hill residents receive a discounted rate on room rentals, and each community facility offers different amenities.

### OSP-3

Ensure the provision of a variety community facilities that are well-maintained and accessible to all residents. *[Source: New Goal]*

#### OSP-3.1

##### **Awareness of Facilities**

Work with the PHRPD to provide information about available recreational and community facilities and strive to make all residents aware of these facilities and the programs offered in each. *[Source: New Policy]*

#### OSP-3.2

##### **Support Facility Needs**

Support the community’s needs by working with PHRPD during their assessment of facilities for a variety of uses, including but not limited to meeting spaces, sports fields, and programming (e.g., educational, arts, youths, seniors). *[Source: New Policy]*



## 7.4 Implementation Programs

Programs	Implements Which Policy(ies)	Responsible	2021 – 2025	2026 – 2030	2031 – 2040	Annual	Ongoing
		Supporting Department(s)					
<b>A Maintain Land Coverage Constraints</b> Ensure the Zoning Ordinance continues to require aesthetic and land coverage constraints on new land divisions in open space and undeveloped hillside areas. <i>[Source: Community Development Program 20.2]</i>	OSP-1.1 OSP-1.5	Planning Division					■
		City Council					
<b>B Coordination with the Recreation and Park District</b> Continue to coordinate with the Recreation and Park District on efforts and initiatives taking place in the city. <i>[Source: New Implementation Program]</i>	OSP-2.2 OSP-2.3 OSP-2.4	Planning Division	■				■
	OSP-2.5 OSP-2.6 OSP-2.7 OSP-5.1 OSP-5.2	City Manager					

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# STAFF REPORT



Date: February 18, 2021  
To: Board of Directors  
From: Michelle Lacy, General Manager  
Re: Update regarding status of compliance with established Cost Recovery Policy and discussion regarding potential changes to policy for future consideration

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## **BACKGROUND**

In May 2017 the Pleasant Hill Recreation and Park District Board of Directors adopted Policy 3021: Cost Recovery (Exhibit 1). The purpose of this policy was to establish criteria for an appropriate level of subsidy based upon benefit to the community. Since the District is supported by tax revenue and fees for service a cost recovery policy prioritizes use of tax revenues for the greatest community benefit while programs and services the benefit the individual are supported by fees for service.

Staff will provide an updated status of compliance with the established policy by Department at the annual planning meeting. At that time the Board will have an opportunity to discuss potential changes to the policy for future consideration.

## **EXHIBITS:**

Exhibit 1: Policy 3021: Cost Recovery

**POLICY TITLE: Cost Recovery**  
**POLICY NUMBER: 3021**

The purpose of this policy is to establish a criteria for cost recovery of District Departments and activities by level of benefit.

3021.1 Cost recovery target minimums will be based on total expenses, including but not limited to supplies, services, staffing, facility costs, and indirect administration costs.

3021.2 In recognition of the wide variety of service values and revenue generating potential of various activities, target minimums will be established by Department and program.

<b>Level of Benefit</b>	<b>Target Minimum</b>	<b>Department</b>	<b>Type of Program</b>
Mostly Community Benefit	0% & up	Park Maintenance Building Maintenance Administration Communications	Weed Abatement Playground Maintenance Landscape Maintenance Pool Maintenance Emergency Services Governance of District Volunteer Management
Considerable Community Benefit	30% & up	Special Events	Group Swim Lessons Events Teen Council Recreation Swim Care Management Program Senior Nutrition
Balanced Community/Individual Benefit	60% & up	Seniors Child Care Teens	Senior Center Drop-in Programs Teen Afterschool Senior Classes Senior Events Youth Afterschool
Considerable Individual Benefit	75% & up	Athletics Aquatics Adult Activities Community Center Winslow Center Preschool/Youth	Youth/Teen Sports Leagues Youth/Teen Classes Camps Sports Field Preparation
Mostly Individual Benefit	125% & up		Rentals Adult Classes Priority Preschool Adult Sports Leagues

			Lap Swim Senior Trips Private Swim Lessons
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- 3021.3 Strategies for achieving the target minimum will be established by staff. Strategies may include immediate or gradual action depending on the best interests of maintaining a strong program, achieving the target within a reasonable time period, and current fiscal conditions.
- 3021.4 Departments and activities that have achieved or exceeded their target threshold shall be evaluated to determine if the target can/should be increased.
- 3021.5 Departments and programs unable to meet their target minimums will be reviewed by the Board of Directors for consideration of appropriate action: reduce costs; reduce cost recovery target; eliminate activity.
- 3021.6 As part of the annual budget process the Board of Directors will review the Cost Recovery Policy and the performance of each Department compared to the policy and make changes as necessary.