



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 843-3540-9208
Or by Phone 1 (669) 900-9128 Meeting ID: 843-3540-9208

Budget & Finance Committee Meeting
Tuesday, May 25, 2021- Special Meeting
4:30 P.M.

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 mlacy@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 mlacy@pleasanthillrec.com noting their desire to speak on a given agenda item.

Chair: Sandra Bonato
Member: Zac Shess

1. Call to Order/Roll Call
2. 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.
3. Review and Discussion of Draft 2021-2026 Capital Improvement Program (Attachment A)

Next Meeting: June 1 at 4:30 pm

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



Date: May 25, 2021
To: Budget & Finance Committee
From: Michelle Lacy, General Manager
Re: Review and Discussion of Draft 2021-2026 Capital Improvement Program (CIP)

BACKGROUND:

In July 2017, the Pleasant Hill Recreation and Park District (District) adopted a five-year Capital Improvement Program (CIP). On an annual basis the Board of Directors (Board) shall amend the current fiscal year CIP based upon actual expenditures, adjust the following fiscal year CIP budget and add an additional year onto the CIP document. It is intended the District maintain a five-year CIP document to assist with prudent fiscal management of assets. The budget threshold for the District's CIP is any project over \$5,000.

Attached as Exhibit 1 are the proposed amendments for the Fiscal Year 2021-2026 CIP. Since Capital Projects typically span multiple years it is not unusual for expenditures to be shifted from one year to the next. In order to show the full budget for projects which may span multiple years a column labeled "Project Estimate" is included on the Project Summary sheet. Below is a summary of the status for each of the current and proposed projects and highlights of recommended changes.

DISCUSSION:

The front page of Exhibit 1 is the CIP Fund projected balance based upon the recommended changes. The CIP Fund is comprised of General Fund monies the Board has allocated to the Fund and the Park-in-Lieu Fees received from development within District boundaries. At the beginning of Fiscal Year 2020/21 the balance in the CIP fund was \$2,903,520. The Fund summary page includes the anticipated revenue from Park in-lieu fees and ADA and Facility Fees. It does not include any projected additional transfers from the General Fund due to future anticipated surplus.

The Project Summary page is a listing of all the projects with the funding identified by year. The yellow column is the FY 2021 Estimate and the green column is the funding request for FY 2022.

Projects to be completed by June 30, 2021:

- Community Center Upholstery
- Pavilion Room Shades
- Teen Center Carpet Replacement
- Purchase of Park Maintenance Truck
- Park Monument Signs at Rodgers-Smith, Brookwood Park and Shannon Hills

ATTACHMENT A

The chart below identifies the project, status and any update or recommended changes.

Project	Status	Update/Changes
Technology/Computer Upgrades	New	Replacement and upgrades for computer infrastructure including switches, firewalls, workstations, server upgrades
Community Center Metro Warmers	Not Started	Recommend replacement of two warmers in fiscal year 2023.
Community Center Audio Visual Equip	Not Started	Estimates for major upgrade to Audio Visual System at Community Center
Community Center Carpet Replacement	Not Started	Recommended planning for carpet replacement fiscal year 2023. Reduction in estimate due more accurate measurements of replacement areas
Community Center Painting/Repairs/Upholstery	Completed	FY 2021: Fund for ongoing capital repairs identified by Land and Facilities Committee including painting, re-upholstery, repair/replacement doors, etc. – Projects identified to date completed. FY 2022- rename project to “CC Repair and Replacement” and provide annual funding for maintaining building including replacement of blinds, painting, etc.
Community Center Pavilion Room Shades	Completed	Project completed.
1700 Oak Park	In Progress	Payments to County and City for pre-development expenses expect to be made by June 30, 2021
Vehicle and Equipment Purchase and Replacements	In Progress	FY 2021: Purchase one Park Maintenance Vehicle FY 2022: Replace Riding Mower and purchase one additional Park Maintenance vehicle
Replacement of Picnic Tables	New	Replace picnic tables at Pleasant Hill Park
Resurface Parking Lot at Pleasant Hill Park	Not Started	Tentative funding placed in Fiscal Year 2023
Group Picnic Shade Structure at Pleasant Oaks Park	Not Started	Move to FY 2023
Pool Repair and Equipment Replacement	No Started	FY 2022: Resurface diving boards and replace sprayground pumps FY 2023: Replace dive pool heater and water heater (showers)
Refurbish Restroom at Rodgers-Smith Park	Not Started	Scheduled for FY23
Senior Center Audio/Visual Upgrades	Not Started	Upgrade and refurbishing of audio-visual equipment at Senior Center
Carpet Replacement Senior Center	Not Started	Recommended planning for carpet replacement fiscal year 2023.
Senior Center Front Desk Extension	Not Started	Recommend moving project to Fiscal Year 2024 to evaluate need after re-opening
Gazebo/Arbor at Senior Center	New	Project to finish planned gazebo/arbor from Measure E funding in FY 23

Shade Structure at Bocce Courts in Pleasant Hill Park	Not Started	Identify options for shade a bocce courts. Partial funding provided by Senior Center Club.
Planning for Sound Issues at Senior Center	Not Started	Included in Audio Visual Upgrade Design- Remove standalone project
Senior Center Computer Lab	Not Started	Funding moved to FY23 as staff reimagines the space to updated into a media center.
Replacement of Kitchen Equipment	Not Started	Funding to replace kitchen equipment as necessary including two refrigerators and metro warmers
Senior Center HVAC	In Design	Need peer review of design due to high cost estimate
Carpet Replacement Teen Center	Completed	Completed
Park Monument Signs	Completed	Completed installation at Brookwood, Rodgers-Smith and Shannon Hills Parks. FY2022- Recommend Paso Nogal and Dinosaur Hill
Refurbishment of Plant Materials at Various Park Sites	New	Annual funding for purchasing and replacing plant materials at various park sites.

In addition to the above projects staff would like to discuss repainting the Winslow Center since the building will not be decommissioned in the next few years we feel that it is necessary to ensure the building does not deteriorate further. Staff is working on gathering budget numbers for that potential work.

It is requested the Budget Committee provide input on the proposed projects and discuss any other potential projects that staff may not have included on the list.

EXHIBITS:

Exhibit 1: 2020/21 – 2025/26 Draft Capital Improvement Program

Capital Improvement Program Fund

Fiscal Years Ending June 30, 2021-2026

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	
	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	
1	CIP Fund Balance	(2,903,520)	(2,581,866)	(2,372,366)	(1,671,366)	(1,639,366)	(2,544,814)
2	Park In-Lieu Fees Rec'd		(50,000)	(50,000)	(50,000)	(515,000)	(50,000)
3	State Park Bond Per Capita		(177,000)				
4	ADA Facility + Rec Facilities Fee	0	(40,000)	(60,000)	(63,000)	(66,150)	(59,999)
5	Project Expenses	321,654	476,500	811,000	145,000	75,000	45,000
6	Total Balance	(2,581,866)	(2,372,366)	(1,671,366)	(1,639,366)	(2,145,516)	(2,609,813)

EXHIBIT 1

2020/21- 2025/26 Capital Improvement Program Proposed Projects

	SITE	Project Description	Project Estimate	FY21 Budget	FY 21 YTD Estimate	FY22	FY23	FY24	FY25	FY26
1	Administration	Technology/Computer Upgrades	170,000			120,000	50,000			
2	Community Center	2 Metro Warmers	11,000				11,000			
3	Community Center	Audio Visual Upgrades	50,000	10,000		50,000				
4	Community Center	Carpet Replacement	75,000				75,000			
5	Community Center	Painting/Repairs/Reupholstery	30,000	30,000	14,800	20,000	20,000	20,000	20,000	20,000
6	Community Center	Pavilion Room Shades	26,000	26,000	13,000					
7	Oak Park	1700 Oak Park -Design/Pre-Develop.		153,000	213,000					
8	Operations	Vehicle and Equipment Replacement	152,000		26,000	96,000			30,000	
9	Pleasant Hill Park	Replacement of Picnic Tables	22,000			22,000				
10	Pleasant Hill Park	Resurface Parking Lot	250,000				250,000			
11	Pleasant Oaks Park	Group Picnic Shade Structure	50,000					50,000		
12	Pool	Repairs and Equip. Replacement				22,500	50,000			
14	Rodgers Smith Park	Refurbish Restroom	250,000				250,000			
15	Senior Center	Audio Visual Upgrades	30,000	6,000		45,000				
16	Senior Center	Carpet Replacement	35,000				35,000			
17	Senior Center	Extend Front Reception Area	50,000					50,000		
18	Senior Center	Gazebo/ Arbor-Measure E	0				25,000			
19	Senior Center	Shade Structure in Bocce Courts	30,000	30,000		30,000				
21	Senior Center	Planning for Sound Issues (CR/DS)	15,000	15,000						
22	Senior Center	Replace Equip. Computer Lab	20,000				20,000			
23	Senior Center	Replacement of Kitchen Equipment	21,000			21,000				
24	Senior Center	Senior Center HVAC	76,000	42,100						
26	Teen Center	Carpet Replacement	20,000	20,000	18,135					
27	Various Park Sites	Park Monument Signs	45,000	38,000	36,719	25,000				
28	Various Park Sites	Refurbishment of Plant Materials				25,000	25,000	25,000	25,000	25,000
		Total		370,100	321,654	476,500	811,000	145,000	75,000	45,000