



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 893-4657-7855

Or by Phone 1 (669) 900-9128 Meeting ID: 893-4657-7855

Budget & Finance Committee Meeting
SPECIAL MEETING – Tuesday, June 2, 2020
1:00 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 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 noting their desire to speak on a given agenda item.

Chair: Bobby Glover
Member: Sandra Bonato

1. Call to Order
2. Roll Call

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.

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. Review and Discussion of Draft 2020-2025 Capital Improvement Program (CIP) (Attachment A)
5. Items for future discussion

STAFF REPORT



Date: June 2, 2020
To: Budget & Finance Committee
From: Michelle Lacy, General Manager
Re: Review and Discussion of Draft 2020-2025 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 2020-2025 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" has been added to 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 end of Fiscal Year 2019/20 the balance in the CIP fund is anticipated to be \$1,668,252. 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.

Projects to be completed by June 30, 2020:

- Master Plan
- Frank Salfinger Park (Community Center) Walking Paths
- Pleasant Oaks Park All-Abilities Playground
- Refurbish Bocce Courts at Rodgers Smith
- Community Center lobby ledgestone

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

Project	Status	Update/Changes
Master Plan Update	Completed	Project is complete
Community Center Audio Visual Equip	Not Started	Estimates for replacement of projectors and additional equipment to deal with intermittent audio issues.
Community Center Carpet Replacement	Not Started	Recommended planning for carpet replacement fiscal year 2023.
Community Center Metro Warmers	Not Started	Recommend replacement of two warmers in fiscal year 2023.
Community Center Painting/Repairs/ Upholstery	Ongoing	Fund for ongoing capital repairs identified by Land and Facilities Committee including painting, re-upholstery, repair/replacement doors, etc. Interior Painting Completed- Soroptomist, Republic Services, Lobby. Outstanding- Perera Pavilion (repainting with correct color)
Community Center Pavilion Room Shades	Bids Received	Bids received – low bidder \$26,000
Frank Salfinger Park Walking Paths	Complete	Completed
1700 Oak Park	In Progress	FY20 costs include final payments for landscape and construction documents and initial payment for pre-development costs. FY21 remaining balance for pre-development costs due to City/County
Vehicle Purchase and Replacements	In Progress	FY 2022: Replace one Park Maintenance truck (moved from 2021)
Resurface Parking Lot at Pleasant Hill Park	Not Started	Tentative funding placed in Fiscal Year 2023
All-Abilities Playground Pleasant Oaks Park	Completed	Completed
Group Picnic Shade Structure at Pleasant Oaks Park	Not Started	Move to FY 2022
Pools	In Progress	Emergency replacement of Pleasant Hill Ed Center Pool Heater (Feb 2020). 50% expended is reimbursable by MDUSD per agreement
Refurbish Bocce Courts at Rodgers-Smith Park	In Progress	Staff refurbishing bocce courts including replacement of bumpers.
Refurbish Restroom at Rodgers-Smith Park	Not Started	Moved out to FY24
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 2023 due to potential housing of temporary library.
Senior Center Audio/Visual Equip	Not Started	Purchase of new projector and screen for mounting in classroom.
Senior Center Metro Warmers (2)	Not Started	Recommend replacement of two warmers in Fiscal Year 2022.

Senior Center Computer Lab	Not Started	Funding moved to FY23 as staff reimagines the space to updated into a media center.
Installation of Shade 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	Hire Sound Engineer to address continued issues related to sound in Dance Studio and Chateau Room.
Senior Center HVAC	In Design	Design for Kitchen HVAC complete (\$62,000 of \$76,000 contract). Ready to bid. Design for options for entire building moved to 2021 (\$28,000 contract)
Senior Center Kitchen HVAC Installation	Not Started	Bid in FY21; Engineer's estimate included in budget amount
Carpet Replacement Teen Center	In Design	Recommend replacing carpet in Teen Center in Fiscal Year 2021.Estimates pending.
2-Door Reach-in Refrigerator at Teen Center	Not Started	Recommend replacing refrigerator at Teen Center due to end of useful life in Fiscal Year 2021.
Park Monument Signs	In Progress	Three signs are being manufactured and installation is expected to be finished in 2020/2021. Locations include Brookwood, Rodgers-Smith (installed) and Shannon Hills Parks.

EXHIBITS:

Exhibit 1: 2020/21 – 2024/25 Draft Capital Improvement Program

Capital Improvement Program Fund

Fiscal Years Ending June 30, 2020-2025

		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
		Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
1	CIP Fund Balance	(2,544,814)	(1,668,252)	(1,020,652)	(1,274,152)	(838,377)	(712,563)
2	Park In-Lieu Fees Rec'd			(50,000)	(50,000)	(50,000)	(515,000)
3	State Park Bond Per Capita			(200,000)			
4	ADA Facility + Rec Facilities Fee	(90,000)	(90,000)	(94,500)	(99,225)	(104,186)	(109,396)
5	Project Expenses	966,562	737,600	91,000	585,000	280,000	0
6	Total Balance	(1,668,252)	(1,020,652)	(1,274,152)	(838,377)	(712,563)	(1,336,959)

EXHIBIT 1

2019/20- 2024/25 Capital Improvement Program Proposed Projects

	SITE	Project Description	Project Estimate	FY20 YTD	FY 20 AMEND	FY21	FY22	FY23	FY24	FY25
1	Administration	Master Plan Update	93,240	10,162	10,162					
2	Community Center	Audio Visual Equipment	17,500			10,000		7,500		
3	Community Center	Carpet Replacement	150,000					150,000		
4	Community Center	2 Metro Warmers	11,000					11,000		
5	Community Center	Painting/Repairs/Reupholstery				30,000		50,000		
6	Community Center	Pavilion Room Shades				26,000				
7	Frank Salfinger Park	Replace Walking Paths	134,000	164,000	164,000					
8	Oak Park	1700 Oak Park -Design/Pre-Develop.	403,000	193,856	250,000	153,000				
9	Operations	Vehicle Purchase and Replacements	88,000	28,000	28,000		30,000		30,000	
10	Pleasant Hill Park	Resurface Parking Lot	250,000					250,000		
11	Pleasant Oak Park	All Abilities Playground	320,000	319,545	320,000					
12	Pleasant Oaks Park	Group Picnic Shade Structure	50,000				50,000			
13	Pools	Repairs and Equip. Replacement		65,400	65,400					
14	Rodgers Smith Park	Refurbish Bocce Courts	25,000		5,000					
15	Rodgers Smith Park	Refurbish Restroom	250,000						250,000	
16	Senior Center	Kitchen Assessment & Design	76,000	62,000	62,000	14,000				
17	Senior Center	Carpet Replacement	35,000					35,000		
18	Senior Center	Extend Front Reception Area	50,000					50,000		
19	Senior Center	Audio Visual Equipment	17,500			6,000		11,500		
20	Senior Center	2 Metro Warmers	11,000				11,000			
21	Senior Center	Replacement/Upgrade of Equip. Computer Lab	20,000					20,000		
22	Senior Center	Installation of Shade in Bocce Courts	30,000			30,000				
23	Senior Center	Planning for Sound Issues (CR/DS)	15,000			15,000				
24	Senior Center	Senior Center HVAC Design	104,100		62,000	42,100				
25	Senior Center	Kitchen HVAC Installation	350,000			350,000				
26	Teen Center	Carpet Replacement	20,000			20,000				
27	Teen Center	2 Door Reach-in Refrigerator	3,500			3,500				
28	Various Park Sites	Park Monument Signs	45,000			38,000				
		Total		842,963	966,562	737,600	91,000	585,000	280,000	0