



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 850-6983-9093
Or by Phone 1 (669) 900-9128 Meeting ID: 850-6983-9093

Budget & Finance Committee Meeting
Tuesday, June 15, 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 Revised 2021-2026 Capital Improvement Program Projects (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



Date: June 15, 2021
To: Budget & Finance Committee
From: Michelle Lacy, General Manager
Re: Review and Discussion of Revised 2021-2026 Capital Improvement Program Projects

BACKGROUND:

At its meeting on May 25, 2021 the Budget and Finance Committee reviewed the Draft 2021-2026 Capital Improvement Program (CIP) and provided input on proposed projects. The Committee requested additional information as well as provided input on additional projects for consideration.

DISCUSSION:

Below staff is providing updated information as requested by the Committee.

Replacement of Picnic Tables: Staff has identified the following tables that need to be replaced at the following sites: Pleasant Hill Park (39 picnic tables and 4 BBQ prep tables); Rodgers-Smith Park (2 BBQ prep tables); Shannon Hills (1 picnic table) and Brookwood park (2 picnic tables) for a total of 42 picnic tables and 6 BBQ prep tables. – Project total \$45,000.

It is recommended the District budget \$15,000 annually for replacement of picnic tables, benches and other site furnishings as they fall into disrepair.

Refurbish and Replace Landscaping at Various Sites: Staff has identified areas for replanting and estimated costs for purchase of plant materials and fixing or replacing irrigation at the following sites: Community Center \$12,000; Rodgers-Smith Park \$13,000; Pleasant Hill Park \$4,500; and Pleasant Oaks Park \$6,500. – Project total FY 21/22 \$36,000.

It is recommended the District budget \$25,000 annually as a landscaping and irrigation fund to replace plants and renovate irrigation as necessary.

Brookwood Park Restroom: There was a restroom identified in Measure E Bond for Brookwood Park which is currently serviced by a portable restroom. It is recommended the District design that project and identify utility needs in FY 21/22 and construct in 22/23. Project funding: FY 21/22: \$50,000 for design and construction documents; FY 22/23: \$400,000.

Purchase off-road patrol vehicle for Pleasant Hill Police Department (PHPD): The District is working with the City of Pleasant Hill to purchase an off-road vehicle for PHPD to more effectively patrol areas typically unreachable by police patrol. Prior to purchase of a patrol vehicle the District Board will approve entering a Memorandum of Understanding with

ATTACHMENT A

the City of Pleasant Hill. Negotiations with staff are ongoing but anticipate Board consideration of proposal at a meeting in July. – Project total- \$15,000

Attached as Exhibit 1 is the revised CIP Fund Summary of revenue and expenditures by fiscal year and the list of projects with estimated project budget. Changes from the previous version are in red text.

EXHIBITS:

Exhibit 1: 2020/21 – 2025/26 Revised 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)	(2,273,366)	(1,157,366)	(1,110,366)	(1,601,516)
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)	(69,458)
5	Project Expenses	321,654	575,500	1,226,000	160,000	90,000	60,000
6	Total Balance	(2,581,866)	(2,273,366)	(1,157,366)	(1,110,366)	(1,601,516)	(1,660,974)

2020/21- 2025/26 Capital Improvement Program Proposed Projects (Version 2)

	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			
	Partnership	Purchase of off-road vehicle for patrol	15,000			15,000				
	Brookwood Park	Restroom to replace Portable	450,000			50,000	400,000			
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	Various Park Sites	Replacement of Park Site Furnishings	105,000			45,000	15,000	15,000	15,000	15,000
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	136,000			36,000	25,000	25,000	25,000	25,000
		Total		370,100	321,654	575,500	1,226,000	160,000	90,000	60,000