



# 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: 879 6838 1507

Or by Phone 1 (669) 900-9128 Meeting ID: 879 6838 1507

## SPECIAL MEETING

Budget and Finance Committee

Monday, December 16, 2020

2:00 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 [mlacy@pleasanthillrec.com](mailto: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.**

Chair: Bobby Glover  
Member: Sandra Bonato

1. Call to Order

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.

*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. Review and Discussion Regarding Status and Prioritization of 2020-21 Capital Improvement Projects (Attachment A)
4. Items for future discussion

# STAFF REPORT



Date: December 16, 2020  
To: Budget & Finance Committee  
From: Michelle Lacy, General Manager  
Re: Review and Discussion Regarding Status and Prioritization of 2020-21 Capital Improvement Projects

---

## **BACKGROUND:**

In July 2020, the Board of Directors (Board) adopted its 5-year Capital Improvement Plan (CIP) (Exhibit 1). The District has a CIP Fund which does not rely upon ongoing revenues and approved projects are 100% funded with funds set aside in the CIP fund which is not affected by the current service reduction due to the pandemic.

## **DISCUSSION**

The closure of most programs within the District has afforded the opportunity to tackle several projects without impacting use of the building. Most notably projects at the Community Center which were of high priority are in progress or finished.

Below is a chart listing the projects that are currently in progress or have been completed during this fiscal year.

<b>Project</b>	<b>Status</b>	<b>Cost</b>
Pavilion Shades-CC	Completed	27,225
Reupholstery of CC Lobby furniture	In progress	13,575
Carpet Replacement-TC	Scheduled for 12/21	18,135
Bottle Filler for CC	Ordered; installation anticipated January 2021	6,100
Miscellaneous repairs at CC- doors, ballasts, painting	Painting complete in FY19/20. Outstanding items to be finished in 2021	
Design of HVAC at SC	On hold due to staffing capacity. Anticipate January restart to identify consultant for peer review and/or design/build of entire HVAC system	

While the CIP Projects are 100% funded and those funds are not used for operations expenses it is recommended the remaining projects be moved to FY21/22.

## **EXHIBITS:**

Exhibit 1: Summary Overview of Approved CIP Projects 2020-2025

ATTACHMENT A

## 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	2 Metro Warmers	11,000					11,000		
3	Community Center	Audio Visual Equipment	17,500			10,000		7,500		
4	Community Center	Carpet Replacement	150,000					150,000		
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	2 Metro Warmers	11,000				11,000			
17	Senior Center	Audio Visual Equipment	17,500			6,000		11,500		
18	Senior Center	Building HVAC Design Options	28,100			28,100				
19	Senior Center	Carpet Replacement	35,000					35,000		
20	Senior Center	Extend Front Reception Area	50,000					50,000		
21	Senior Center	Installation of Shade in Bocce Courts	30,000			30,000				
22	Senior Center	Kitchen HVAC Design	76,000	62,000	62,000	14,000				
23	Senior Center	Kitchen HVAC Installation	0							
24	Senior Center	Planning for Sound Issues (CR/DS)	15,000			15,000				
25	Senior Center	replacement/ Upgrade of Equip. Computer Lab	20,000					20,000		
26	Teen Center	2 Door Reach-in Refrigerator	3,500			3,500				
27	Teen Center	Carpet Replacement	20,000			20,000				
28	Various Park Sites	Park Monument Signs	45,000			38,000				
		<b>Total</b>		<b>842,963</b>	<b>904,562</b>	<b>373,600</b>	<b>91,000</b>	<b>585,000</b>	<b>280,000</b>	<b>0</b>