



2017-2019 Operating Budget

PLEASANT HILL RECREATION & PARK DISTRICT

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Summaries

GENERAL FUND PROJECTION

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
	Actual	Estimated	Proposed	Proposed	Estimated	Estimated
Revenue						
Administration	(3,325,269)	(3,556,185)	(3,480,700)	(3,563,500)	(3,634,770)	(3,707,465)
Seniors	(666,392)	(670,000)	(818,500)	(846,000)	(862,920)	(880,178)
Winslow Center	(48,120)	(48,000)	(23,000)	(25,000)	(25,500)	(26,010)
Community Center	(555,020)	(600,000)	(680,000)	(700,000)	(714,000)	(728,280)
School House	0	(3,800)	0	0	0	0
Rodgers Ranch	(752)	(500)	(750)	(750)	(750)	(750)
Adult Services	(190,825)	(110,000)	(111,000)	(114,300)	(116,586)	(118,918)
Athletics	(611,960)	(583,750)	(486,350)	(497,000)	(506,940)	(517,079)
Teens	(345,671)	(337,000)	(385,500)	(387,500)	(395,250)	(403,155)
Preschool/Youth	(542,078)	(671,000)	(713,500)	(725,705)	(740,219)	(755,023)
Special Events	(215,696)	(204,964)	(224,000)	(225,500)	(230,010)	(234,610)
Child Care	(445,413)	(496,000)	(490,000)	(500,000)	(510,000)	(520,200)
Aquatics	(394,756)	(365,568)	(385,800)	(398,300)	(406,266)	(414,391)
Park Maintenance	(652,689)	(649,000)	(790,600)	(807,850)	(824,007)	(840,487)
Total Operating Revenue	(7,994,641)	(8,295,767)	(8,589,700)	(8,791,405)	(8,967,218)	(9,146,547)
Expense						
Administration	1,211,848	1,094,340	547,060	502,325	517,395	532,917
Seniors	944,476	971,349	1,549,658	1,646,755	1,696,157	1,747,042
Winslow Center	57,545	60,031	93,786	99,961	102,959	106,048
Community Center	609,277	676,120	901,384	962,932	991,820	1,021,575
School House	1,811	3,300	3,000	3,000	3,000	3,000
Rodgers Ranch	5,166	6,000	4,000	4,000	4,000	4,000
Adult Services	153,518	94,973	82,635	86,845	89,450	92,134
Athletics	538,871	547,345	580,675	605,185	623,341	642,041
Teens	369,400	382,435	483,049	513,393	528,795	544,659
Preschool/Youth	329,505	378,317	598,457	628,655	647,514	666,940
Special Events	199,374	211,659	265,820	274,875	283,121	291,615
Communications	268,383	291,150	319,988	338,185	348,331	358,780
Child Care	223,688	261,414	363,342	381,900	393,357	405,158
Aquatics	701,338	731,267	813,945	845,749	871,121	897,255
Park Maintenance	1,168,460	1,196,306	1,407,000	1,466,632	1,510,631	1,555,950
Building Maintenance	418,377	461,676	0	0	0	0
Long Term Debt	260,433	260,500	260,500	260,500	440,100	440,100
Total Operating Expenses	7,461,470	7,628,183	8,274,299	8,620,891	9,051,092	9,309,212
Capital Expenses	267,976	313,600				
Net (Surplus) Deficit	(265,195)	(353,984)	(315,401)	(170,514)	83,874	162,665

NET RESULTS BY PROGRAM BUDGET

	FY 2017	Cost	FY 2018	Cost	FY 2019	FY 2020	FY 2021
	Estimated	Recovery	Proposed	Recovery	Proposed	Estimated	Estimated
Net Results							
Administration	(2,461,845)	225%	(2,933,640)	636%	(3,061,175)	(3,117,375)	(3,174,548)
Seniors	301,349	69%	731,158	53%	800,755	833,237	866,864
Winslow Center	12,031	80%	70,786	25%	74,961	77,459	80,038
Community Center	76,120	89%	221,384	75%	262,932	277,820	293,295
School House	(500)	115%	3,000	0%	3,000	3,000	3,000
Rodgers Ranch	5,500	8%	3,250	19%	3,250	3,250	3,250
Adult Services	(15,027)	116%	(28,365)	134%	(27,455)	(27,136)	(26,784)
Athletics	(36,405)	107%	94,325	84%	108,185	116,401	124,962
Teens	45,435	88%	97,549	80%	125,893	133,545	141,504
Preschool/Youth	(292,683)	177%	(115,043)	119%	(97,050)	(92,705)	(88,084)
Special Events	6,695	97%	41,820	84%	49,375	53,111	57,005
Communications	291,150	0%	319,988	0%	338,185	348,331	358,780
Child Care	(234,586)	190%	(126,658)	135%	(118,100)	(116,643)	(115,042)
Aquatics	365,699	50%	428,145	47%	447,449	464,855	482,863
Park Maintenance	547,306	54%	616,400	56%	658,782	686,624	715,463
Building Maintenance	461,676	0%	0	100%	0	0	0
Long Term Debt	260,500	0%	260,500	0%	260,500	440,100	440,100
Capital Expenses	313,600	0%	0	0%	0	0	0
Total	(353,984)	109%	(315,401)	104%	(170,514)	83,874	162,665

WAGE AND BENEFIT COMPARISON

	FY 2016	FY 2017	% Change	FY 2018	% Change	FY 2019	% Change
	Actual	Estimated	from FY16	Proposed	from FY17	Proposed	from FY18
Administration	351,680	619,525	76%	911,475	47%	994,830	9%
Seniors	562,337	564,602	0%	711,346	26%	745,096	5%
Winslow Center	26,005	26,975	4%	34,333	27%	36,137	5%
Community Center	685,462	464,720	-32%	416,652	-10%	453,453	9%
School House	0	0	0%	0	0%	0	0%
Rodgers Ranch	0	0	0%	0	0%	0	0%
Adult Services	108,564	64,523	-41%	42,975	-33%	44,380	3%
Athletics	291,347	294,795	1%	280,155	-5%	290,790	4%
Teens	248,207	255,275	3%	269,679	6%	289,564	7%
Preschool/Youth	249,490	269,447	8%	395,607	47%	413,960	5%
Special Events	63,560	86,254	36%	103,825	20%	107,845	4%
Communications	133,387	140,600	5%	138,368	-2%	147,875	7%
Child Care	180,450	208,789	16%	231,310	11%	245,484	6%
Aquatics	547,465	519,722	-5%	507,790	-2%	526,347	4%
Park Maintenance	840,488	876,003	4%	914,305	4%	955,527	5%
Building Maintenance	412,818	454,297	10%	381,369	-16%	396,485	4%
Long Term Debt	0	0	0%	0	0%	0	0%
Capital Expenses	0	0	0%	0	0%	0	0%
Total	4,701,260	4,845,528	3%	5,339,189	10%	5,647,772	6%

CAPITAL IMPROVEMENT FUND

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
	Estimated	Proposed	Proposed	Estimated	Estimated	Estimated
CIP Fund Balance from Previous Fiscal Year	(603,000)	(765,000)	(482,500)	(558,050)	(655,390)	(533,576)
Park In-Lieu Fees	(54,000)	(50,000)	(154,000)	(50,000)	(50,000)	(250,000)
ADA Facility + Rec Facilities Fee	(108,000)	(113,000)	(118,000)	(121,540)	(125,186)	(128,942)
Project Expenses		445,500	196,450	74,200	297,000	97,300
Total Balance	(765,000)	(482,500)	(558,050)	(655,390)	(533,576)	(815,218)



Administration

ADMINISTRATION

PROGRAM DESCRIPTION

Provides administration and direction for all areas of the District. Through the General Manager, ensures that goals established by the Board of Directors are met, supports the Board of Directors by presenting information and recommendations that facilitate informed policy making, facilitates communication among the Board of Directors, staff, community and coordinates working relationships with external agencies and organizations. Provides administrative support services for the District including payroll, accounts payable, budget oversight, human resources, information technology, manage investments and management of District funds.

HIGHLIGHTS/CHANGES

- Identify full cost of Administration Staff in this budget and not allocate to program budgets. Positions include General Manager, Administrative Services Manager, and Administrative Support Staff.
- Identify full cost of overhead services in budget including professional services, administrative fees, postage and insurance.
- Reallocated revenue to appropriate program budgets including Seniors (City of Pleasant Hill) and Adult Services (On-Line Classes).
- Remove Rental Supervisor from Administration and allocate to appropriate program areas
- Reduction in professional fee expenses due to anticipated reduction in legal fees.
- Reduction in administrative fee expenses due to anticipated savings with change from ActiveNet
- Overhead charged to individual programs on a percentage basis and now shown in Administration as revenue.
- Building Maintenance overhead charged for District Office at 2% of total Building Maintenance expenses.

PERSONNEL

PERMANENT	FTE
General Manager	1.00
Administrative Services Manager	1.00
Executive Secretary	1.00
Administrative Assistant	1.75
Accounting Assistant	<u>1.00</u>
TOTAL PERMANENT FTE:	5.75

	2017	2017	2018	% Change	2019
Description	Budget	Estimated Final Budget	Proposed	From 2017 Estimated Final Budget	Proposed
Revenue					
Rec Admin-On Line Courses	-3,000	-800	0	-100%	0
Current Secured Tax	-3,142,000	-2,999,150	-3,125,400	4%	-3,203,500
Current Unsecured Tax	-115,000	-107,350	-107,300	0%	-108,000
HOPTR	-30,000	-27,060	-27,000	0%	-27,000
City of Pleasant Hill	-15,000	-13,500	0	-100%	0
Redevelopment	-230,000	-200,000	-150,000	-25%	-150,000
Interfund Transfers	-190,000	108,000	113,000	5%	118,000
Project Funding	0	-70,000	0	-100%	0
Interest Earned	-6,000	-2,800	-3,000	7%	-3,500
Misc Revenue	-11,000	-72,000	-3,000	-96%	-3,500
Insurance Dividends	-40,000	-10,000	-10,000	0%	-10,000
Fundraising Activities	-35,000	0	0		0
ADA	-60,000	-80,000	-84,000	5%	-88,000
Registration Surcharge	-22,000	-53,525	-55,000	3%	-58,000
Reg Surcharge-Facilities fee	-27,000	-28,000	-29,000	4%	-30,000
Subtotal	-3,926,000	-3,556,185	-3,480,700	-2%	-3,563,500
Wages and Benefits					
Admin-Salary General Manager	65,510	55,355	166,000	200%	179,500
Admin-Salary Office Staff	28,000	30,300	71,500	136%	73,500
Admin-Salary Accounting Staff	62,500	68,645	170,600	149%	175,500
Rec Admin-Rental Supervisor 2	67,500	67,000	0	-100%	0
Rec-Admin FT Staff	55,000	59,100	60,900	3%	62,730
Rec-Admin PT PERS Staff	55,900	50,100	33,800	-33%	34,800
Rec-Admin PT PARS Staff	0		28,600		29,800
PT Custodial	7,200	4,000	5,000	25%	5,150
Employer FICA/Medicare	24,080	24,705	31,150	26%	32,500
PERS- Employer Share	24,510	25,670	40,900	59%	42,550
PERS Annual Fee	170,000	162,000	222,000	37%	271,000
Kaiser - Employer Share	75,700	60,000	65,400	9%	71,300
Delta Dental - Empr Share	4,900	4,400	4,500	2%	4,600
Life & Ltd Ins - Empr Shr	2,650	2,750	2,900	5%	3,100
PARS District Share	950	550	725	32%	750
Workers Compensation	3,525	4,950	7,500	52%	8,050
Subtotal	384,800	619,525	911,475	47%	994,830
Operating Expenses					
Board Compensation	12,400	12,400	12,400	0%	12,400
Board Conference & Travel	5,000	1,400	5,000	257%	5,000
Staff Conference & Travel	3,000	4,000	4,000	0%	4,000
Mileage	6,100	1,100	1,200	9%	1,300
Staff Training	1,000	2,000	1,500	-25%	1,500
Employee Service	1,500	1,700	2,000	18%	2,300
Telephone	5,700	5,750	4,100	-29%	4,500
Water	400	400	500	25%	550
Disposal Fees at the DO	0	1,300	1,500	15%	1,700
Professional Services	91,000	95,000	85,000	-11%	55,000
Consultant Fees	91,300	13,600	85,000	525%	25,000
Elections	25,000	0	0	0%	25,000
Insurance	41,100	43,400	110,000	153%	115,000
Legal Advertising	500	800	1,000	25%	1,000
Memberships	10,400	12,000	13,000	8%	13,500
Administrative Fees	81,500	75,000	150,000	100%	160,000
Fundraising Expenses	0	1,265	3,640	188%	3,640
Postage	3,200	4,700	5,000	6%	5,250
Office Supplies	6,800	7,000	7,500	7%	8,000
Safety Equipment	1,500	0	0	0%	0
City of PH Server fees	24,000	24,000	24,000	0%	24,000
IT Contracted Service	157,600	158,000	191,000	21%	152,000
Equipment Maintenance	7,500	6,000	6,500	8%	7,000
Janitorial Supplies	4,000	2,500	2,800	12%	3,000
On-Line Class Expenses	2,000	0	0	0%	0
ADA Expenses	0	1,500	2,000	33%	2,000
Subtotal	582,500	474,815	718,640	51%	632,640
Allocated Admin Expenses to	0		-1,091,772		-1,134,196
Allocated Building Maint Exps	0		8,717		9,051
Revenue Total	-3,926,000	-3,556,185	-3,480,700	-11%	-3,563,500
Direct Expense Total	967,300	1,094,340	1,630,115	69%	1,627,470
Overhead Expenses	0		-1,083,055		-1,125,145
Grand Total	-2,958,700	-2,461,845	-2,933,640	-1%	-3,061,175



Senior Services

SENIORS

PROGRAM DESCRIPTION

Provides year-round opportunities for participation in recreational, social and educational activities, classes and programs for adults over 50. Includes daily operation of Pleasant Hill Senior Center, Senior Nutrition program through C.C. Café, and various trips and tours. Provide staff, facilities, and supplies for the Care Management Program which provides resources and services to assist seniors to remain living independently, safely and with dignity for as long as possible. Staff provides support to the Senior Club Board of Directors which provides programs, events, and volunteers for the Senior Center.

HIGHLIGHTS/CHANGES

- Included City of Pleasant Hill grant for Nutrition Program into program budget reallocated from Administration.
- Expenses paid for by Senior Club are now reflected in the budget and offset by Senior Club donations in revenue.
- Allocation of 25% of Recreation Superintendent.
- Increase current .5 FTE to 1 FTE to provide Administrative Support to Senior Center.
- Increase in training budget for professional development of employees.
- Building Maintenance overhead charged for District Office at 42% of total Building Maintenance expenses.

PERSONNEL

PERMANENT	FTE
Recreation Superintendent	0.25
Recreation Supervisor II	1.19
Recreation Supervisor I	1.00
Recreation Coordinator	1.00
Lead Custodian	0.42
Administrative Assistant	0.70
Care Management Coordinator	0.43
Senior Nutrition Chef	1.00
Building Custodians	<u>4.50</u>
TOTAL PERMANENT FTE:	10.49

	2017	2017	2018	% Change	2019
Description	Budget	Estimated Final Budget	Proposed	From 2017 Est Final	Proposed
Revenue					
City of Pleasant Hill	0		-15,000	100%	-15,000
Sen Center Rentals	-195,000	-255,000	-245,000	-4%	-245,000
Senior Classes	-91,000	-93,000	-94,000	1%	-98,000
Senior Center Nutrition Revenue	-29,000	-29,000	-42,000	45%	-42,000
Senior Programs	-52,000	-43,000	-32,500	-24%	-48,000
Senior Care Manager Funds	-30,000	-30,000	-30,500	2%	-31,500
Senior Trip Revenue	-275,000	-220,000	-236,000	7%	-243,000
Sen Club Donation Revenue	0	0	-123,500	100%	-123,500
Subtotal	-672,000	-670,000	-818,500	22%	-846,000
Expenses					
Wages and Benefits					
Salary General Manager	9,830	8,225	0	-100%	0
Salary Office Staff	4,100	4,200	0	-100%	0
SC-Salary Accounting Staff	9,600	10,050	0	-100%	0
Salary- Recreation Superintendent	0	0	26,500	100%	27,300
Salary-Rental Supervisor II	0	0	14,300	100%	15,500
SC-Salary Supervisor	85,000	80,200	90,775	13%	93,500
Senior Center PERS Staff	96,650	98,480	156,025	58%	167,066
Senior Center PARS Staff	49,100	48,500	50,200		51,700
SC- Salary Nutrition	16,120	17,500	0	-100%	0
SC-Salary Classes	22,000	22,000	22,500	2%	23,200
Sr Center Custodial FT/ PT	140,000	174,367	198,306	14%	204,255
Employer FICA/Medicare	28,150	29,500	37,025	26%	36,500
PERS- Employer Share	26,900	27,000	36,900	37%	38,880
Kaiser - Employer Share	9,700	12,250	38,160	212%	41,600
Delta Dental - Employer Share	2,100	1,950	3,120	60%	3,150
Life & Ltd Ins - Employer Share	1,520	1,980	2,980	51%	3,095
PARS District Share	3,100	2,800	2,555	-9%	2,650
Workers Compensation	18,000	25,600	32,000	25%	36,700
Unemployment Insurance	0	0	0	0%	0
Subtotal	521,870	564,602	711,346	26%	745,096
Operating Expenses					
Mileage	400	200	200	0%	300
Staff Training	1,500	1,500	5,230	249%	4,120
Telephone	5,600	5,600	5,240	-6%	5,440
Electricity	51,000	45,000	50,000	11%	66,000
Gas	8,000	11,000	13,000	18%	15,000
Water	3,000	2,500	1,410	-44%	1,450
Disposal Fees	5,500	5,500	6,175	12%	6,360
Professional Services	4,000	14,597	0	-100%	0
Insurance	6,100	6,100	0	-100%	0
Memberships	600	600	600	0%	600
Administrative Fees	13,200	12,000	0	-100%	0
Care Manager Expenses	3,500	3,500	3,200	-9%	3,300
Office Supplies	1,200	1,200	2,400	100%	1,000
Sen Center Services & Supplies	45,500	50,000	54,275	9%	58,070
Senior Club-Repairs and Supplies	0	150	104,300		123,500
Instructor Fees Contract Class	25,000	23,500	25,500	9%	26,000
Senior Program Supplies	4,800	4,800	5,000	4%	5,450
Senior Publicity	1,000	1,000	2,450	145%	2,600
Senior Trip Expenses	210,000	174,000	180,000	3%	190,000
Sen Center Nutrition Expenses	29,000	29,000	29,000	0%	29,000
Major Repairs	6,000	15,000	10,000	-33%	10,000
Subtotal	424,900	406,747	497,980	22%	548,190
Allocated Admin Dept Expenses	0		157,279		163,390
Allocated Building Maint Expenses	0		183,053		190,079
Revenue Total	-672,000	-670,000	-818,500	22%	-846,000
Direct Expense Total	946,770	971,349	1,209,326	24%	1,293,286
Overhead Expense Total	0	0	340,332		353,469
Grand Total	274,770	301,349	731,158	143%	800,755



Winslow Center

WINSLOW CENTER

DESCRIPTION

Operate building for use by recreation programs, non-profit organizations, businesses and private residents. Provide high-quality customer service before, during and after facility use.

HIGHLIGHTS/CHANGES

- Structural changes implemented for all program budgets including elimination of Administrative salaries including General Manager and other support staff.
- Increase in utilities due to anticipated rate increases during upcoming fiscal year.
- Reduction in rental fees due to loss of long-term weekly renter

PERSONNEL

PERMANENT	FTE
Recreation Supervisor II	0.03
Lead Custodian	0.05
Building Custodians	<u>0.53</u>
TOTAL PERMANENT FTE:	0.56

	2017	2017	2018	% Change	2019
Description	Budget	Estimated Final Budget	Proposed	From 2017 Est. Final	Proposed
Revenue					
Winslow Center Rentals	-40,000	-48,000	-23,000	-52%	-25,000
Subtotal	-40,000	-48,000	-23,000	-52%	-25,000
Expenses					
Wages and Benefits					
WC-Salary General Manager	1,700	1,370	0	-100%	0
WC-Salary Office Staff	720	710	0	-100%	0
WC-Salary Accounting Staff	1,600	1,675	0	-100%	0
Salary-Rental Supervisor II	0	0	2,260	100%	2,500
WC-Custodial Part Time Staff	16,000	17,430	23,608	35%	24,316
Employer FICA/Medicare	1,220	1,620	1,890	17%	2,111
PERS- Employer Share	1,600	1,470	1,675	14%	1,785
Kaiser - Employer Share	1,500	650	1,985	205%	2,200
Delta Dental - Empr Share	80	55	0	-100%	0
Life & Ltd Ins - Empr Sha	40	35	25	-29%	25
PARS District Share	1,220	0	90	100%	100
Workers Compensation	960	1,960	2,800	43%	3,100
Unemployment Insurance	0		0		0
Subtotal	26,640	26,975	34,333	27%	36,137
Operating Expenses					
Staff Training	300	300	200	-33%	200
Telephone	3,700	2,300	500	-78%	500
Electricity	11,030	8,506	9,000	6%	11,000
Gas	400	575	700	22%	800
Water	1,400	1,915	2,310	21%	2,380
Disposal Fees	2,900	2,500	2,500	0%	2,575
Professional Services	1,100	3,000	0	-100%	0
Insurance	1,020	1,050	0	-100%	0
Administrative Fees	2,100	2,060	0	-100%	0
Postage	160	100	0	-100%	0
Services and Supplies	9,000	8,500	7,200	-15%	7,600
Center Publicity	600	0	0	0%	0
Major Repairs	4,500	2,250	5,000	122%	5,000
Subtotal	38,210	33,056	27,410	-17%	30,055
Allocated Admin Dept Expenses	0		10,251	100%	11,140
Allocated Building Dept. Expenses	0		21,792	100%	22,628
Revenue Total	-40,000	-48,000	-23,000	-52%	-25,000
Direct Expense Total	64,850	60,031	61,743	3%	66,192
Overhead Total	0	0	32,043	100%	33,768
Grand Total	24,850	12,031	70,786	488%	74,961



Community Center

COMMUNITY CENTER

PROGRAM DESCRIPTION

Facilitate use of Pleasant Hill Community Center for recreation programs, non-profit organizations, businesses and private residents. Provide high-quality customer service before, during and after facility use. Provides administrative support for rentals and registration through staffing front desk.

HIGHLIGHTS/CHANGES

- Increase in rental revenue due to historical averages
- Increase current .5 FTE to .75 FTE to provide additional support for Rentals due to restructuring
- Increase in expenses related to repairs in the building due to high rate of use
- Building Maintenance overhead charged for Community Center at 43% of total Building Maintenance expenses.

PERSONNEL

PERMANENT	FTE
Recreation Supervisor II	0.58
Lead Custodian	0.43
Administrative Assistant	1.60
Building Custodians	<u>4.52</u>
TOTAL PERMANENT FTE:	7.13

	2017	2017	2018	% Change	2019
Description	Budget	Estimated Final Budget	Proposed	From 2017 Est. Final	Proposed
Revenue					
Community Center Rental	-535,000	-600,000	-680,000	13%	-700,000
Subtotal	-535,000	-600,000	-680,000	13%	-700,000
EXPENSES					
Wages and Benefits					
CC-Salary General Manager	10,600	9,600	0	-100%	0
CC-Salary Office Staff	4,700	4,900	0	-100%	0
CC-Salary Accounting Staff	10,800	11,720	0	-100%	0
Salary-Rental Supervisor II	0	0	43,600	100%	59,250
CC- PERS Staff	0	0	46,200	100%	50,000
CC-PARS Staff	0	0	19,500	100%	20,500
CC-Recreation Superintendent	99,100	97,600	0	-100%	0
Community Center Staff FT PT	55,500	59,500	0	-100%	0
CC-Custodial Part Time Staff	145,000	180,000	203,027	13%	209,118
Employer FICA/Medicare	26,500	23,000	23,100	0%	24,810
PERS- Employer Share	24,000	22,000	19,725	-10%	21,100
Kaiser - Employer Share	32,000	32,000	33,375	4%	36,350
Delta Dental - Empr Share	3,300	2,650	0	-100%	0
Life & Ltd Ins - Empr Shr	1,200	1,250	575	-54%	600
PARS District Share	2,600	2,500	1,250	-50%	1,325
Workers Compensation	18,000	18,000	26,300	46%	30,400
Unemployment Insurance	5,500	0	0		0
Subtotal	438,800	464,720	416,652	-10%	453,453
Operating Expenses					
Mileage	800	700	800	14%	800
Staff Training	2,500	2,500	2,500	0%	2,500
Telephone	5,700	8,500	6,500	-24%	7,000
Electricity	54,100	52,000	57,500	11%	59,300
Gas	8,400	9,000	9,700	8%	10,200
Water	3,300	3,300	3,500	6%	3,700
Disposal Fees	9,500	10,800	11,000	2%	11,300
Universal Waste Fees	300	300	500	67%	500
Professional Services	7,100	17,100	0	-100%	0
Insurance	7,110	7,400	0	-100%	0
Memberships	800	800	850	6%	900
Administrative Fees	16,000	16,500	0	-100%	0
Postage	600	500	0	-100%	0
Office Supplies	14,000	10,000	12,000	20%	14,000
Services and Supplies	65,750	63,500	69,000	9%	72,500
Center Publicity	4,400	4,000	4,400	10%	4,400
Major Repairs	4,500	4,500	10,000	122%	10,000
Subtotal	204,860	211,400	188,250	-11%	197,100
Allocated Admin Dept Expenses	0		113,370	100%	117,775
Allocated Bldg Maint. Expenses	0		183,112	100%	194,604
Revenue Total	-535,000	-600,000	-680,000	27%	-700,000
Direct Expense Total	643,660	676,120	604,902	-6%	650,553
Overhead Total	0		296,482		312,379
Grand Total	108,660	76,120	221,384	104%	262,932



School House

SCHOOLHOUSE

DESCRIPTION

The Schoolhouse Property is located on Oak Park Boulevard. The building is currently closed and is not suitable for occupation. The District is in the process of securing a consultant to provide a Cultural Resources Evaluation of the structure. It is anticipated the District will discuss potential future improvements to the property through its upcoming Master Plan process.

HIGHLIGHTS/CHANGES

- No changes are proposed

	2017	2017	2018	% Change	2019
Description	Budget	Estimated Final Budget	Proposed	From 2017 Est. Final	Proposed
Revenue					
School House Rentals	0	-3,800	0	-100%	0
Subtotal	0	-3,800	0	-100%	0
Operating Expenses					
Electricity	650	600	600	0%	600
Gas	600	200	250	25%	250
Services and Supplies	1,100	2,500	2,150	-14%	2,150
Subtotal	2,350	3,300	3,000	-9%	3,000
Revenue Total	0	-3,800	0	-100%	0
Direct Expense Total	2,350	3,300	3,000	-9%	3,000
Grand Total	2,350	-500	3,000	-700%	3,000



Rodgers Ranch

RODGERS RANCH

DESCRIPTION

The property at Rodgers Ranch is the District's only designated historic property. In 2016/17 the District entered into an agreement with the Rodgers Ranch Heritage Center (RRHC) to manage, maintain and operate the property. The RRHC provides community events, classes, and demonstrations related to sustainable living, farming, and gardening.

HIGHLIGHTS/CHANGES

- Work with RRHC to enhance rental opportunities at the property which could provide funding for future capital projects.

	2017	2017	2018	% Change	2019
Description	Budget	Estimated Final Budget	Proposed	From 2017 Est. Final	Proposed
Revenue					
Rodgers Ranch Rentals	-800	0	-750	0%	-750
Subtotal	-800	0	-750	0%	-750
Operating Expenses					
Gas & Electricity	400	400	400	0%	400
Water	3,000	3,100	3,100	0%	3,100
Services and Supplies	2,000	2,500	500	-80%	500
Major Repairs	0		0	0%	0
Subtotal	5,400	6,000	4,000	-33%	4,000
Revenue Total	-800	0	-750	0%	-750
Direct Expense Total	5,400	6,000	4,000	-33%	4,000
Grand Total	4,600	6,000	3,250	-46%	3,250



Adult Services

ADULT ACTIVITIES

PROGRAM DESCRIPTION

Provides year-round opportunities for participation in recreational, social and educational activities, classes and programs for adults.

HIGHLIGHTS/CHANGES

- No significant changes except for the structural changes implemented for all program budgets

PERSONNEL

Part-time/Contract Instructors are utilized to administer this program

	2017	2017	2018	% Change	2019
Description	Budget	Estimated Final Budget	Proposed	From 2017 Est. Final	Proposed
Revenue					
Classes	-122,200	-110,000	-110,000	0.00%	-113,300
On-line Classes	0		-1,000		-1,000
Subtotal	-122,200	-110,000	-111,000	0.91%	-114,300
Expenses					
Salary General Manager	8,000	6,844	0	-100.00%	0
Salary Office Staff	3,850	3,503	0	-100.00%	0
Salary Accounting Staff	7,500	8,370	0	-100.00%	0
Salaries Program	36,000	35,000	39,000	11.43%	40,170
Employer FICA/Medicare	2,400	2,400	0	-100.00%	0
PERS- Employer Share	1,650	1,464	0	-100.00%	0
Kaiser - Employer Share	4,200	3,200	0	-100.00%	0
Delta Dental - Empr Share	400	270	0	-100.00%	0
Life & Ltd Ins - Empr Shr	140	172	0	-100.00%	0
PARS District Share	1,850	1,600	1,925	20.31%	1,985
Workers Compensation	2,000	1,700	2,050	20.59%	2,225
Unemployment Insurance	1,200	0	0		0
Subtotal	103,190	64,523	42,975	-58.35%	44,380
Operating Expenses					
Mileage	200	0	0	-100.00%	0
Staff Training	600	0	200	-66.67%	210
Telephone	200	0	100	-50.00%	105
Professional Services	5,000	12,200	0	-100.00%	0
Insurance	5,080	5,300	0	-100.00%	0
Administrative Fees	11,000	7,200	0	-100.00%	0
Postage	400	150	0	-100.00%	0
Program Supplies	8,500	5,600	5,600	-34.12%	5,750
Publicity	1,000	0	0	-100.00%	0
Subtotal	55,980	30,450	5,900	-89.46%	6,065
Allocated Admin Dept. Expenses	0	0	33,760	100.00%	36,400
Revenue Total	-192,200	-110,000	-111,000	0.91%	-114,300
Direct Expense Total	159,170	94,973	48,875	-48.54%	50,445
Overhead Expense Total	0	0	33,760	100.00%	36,400
Grand Total	-33,030	-15,027	-28,365	88.76%	-27,455



Athletics

ATHLETICS

PROGRAM DESCRIPTION

Promotes healthy and active lifestyles through offering youth and adult sports leagues including softball, bocce ball, flag football, and basketball. Offers a variety of youth sports classes to provide introduction to a variety of sports and improve skills.

HIGHLIGHTS/CHANGES

- Increase in revenue for youth sports due to expansion of age groups to include Kindergarten to 2nd grade.
- Reallocated revenue from picnic rentals and field fees paid by outside user groups to Parks
- Reallocated revenue from bus rental to Teens.
- Increase current Recreation Coordinator .75 FTE to 1 FTE to improve effectiveness and implement K-2 sports program.

PERSONNEL

PERMANENT	FTE
Park & Recreation Manager	1.00
Recreation Coordinator	<u>1.00</u>
TOTAL PERMANENT FTE:	2.00

	2017	2017	2018	% Change	2019
Description	Budget	Estimated Final Budget	Proposed	From 2017 Est. Final	Proposed
Revenue					
Youth Sports	-25,000	-46,450	-50,000	8%	-50,000
Recreation General	-160,000	-165,000	-165,000	0%	-170,000
Adult Softball	-147,000	-113,000	-154,350	37%	-159,000
Adult Basketball	-66,000	-74,000	-74,000	0%	-72,000
Drop-in Sport	-20,000	-23,500	-18,000	-23%	-20,000
Rec Facility Use	-67,000	-67,000	0	-100%	0
Athletics Field Use	-71,000	-71,500	0	-100%	0
Athletics-Athl& Fitness	-22,000	-23,000	-25,000	9%	-26,000
Athletics- Bus rental	-500	-300	0	-100%	0
Subtotal	-578,500	-583,750	-486,350	-17%	-497,000
Expenses					
Wages and Benefits					
Salary General Manager	14,320	12,340	0	-100%	0
Salary Office Staff	6,600	4,760	0	-100%	0
Salary Accounting Sup	14,300	15,066	0	-100%	0
Salary Supervisor	95,000	96,795	98,040	1%	100,985
Recreation Coordinator	42,000	40,220	50,225	25%	51,735
Salary PARS Staff	4,000	3,400	65,000	1812%	66,950
Salaries Adult Sports	35,000	43,000	0	-100%	0
Athletics-Salaries Drop-In	1,200	1,000	0	-100%	0
Salaries Athletics	15,000	10,200	0	-100%	0
Employer FICA/Medicare	13,000	10,050	11,200	11%	11,550
PERS- Employer Share	14,500	14,690	13,050	-11%	13,450
Kaiser - Employer Share	34,000	31,140	30,805	-1%	33,600
Delta Dental - Empr Share	4,000	3,460	3,250	-6%	3,400
Life & Ltd Ins - Empr Shr	1,600	1,874	1,345	-28%	1,385
PARS District Share	1,500	1,400	1,625	16%	1,675
Workers Compensation	5,000	5,300	5,615	6%	6,060
Unemployment Insurance	1,000	100	0	-100%	0
Subtotal	302,020	294,795	280,155	-5%	290,790
Operating Expenses					
Mileage	2,000	700	1,200	71%	1,200
Staff Training	1,200	1,200	1,000	-17%	1,000
Telephone	2,300	2,100	1,000	-52%	1,000
Athletics Electricity Exps	0	17,000	14,600	-14%	14,600
Professional Services	6,800	21,900	0	-100%	0
Insurance	9,150	9,500	0	-100%	0
Memberships	250	150	250	67%	250
Administrative Fees	20,000	13,000	0	-100%	0
Use of Premise	38,000	52,000	52,000	0%	55,000
Youth Sports Supplies	10,000	11,000	8,500	-23%	10,000
Postage	500	400	0	-100%	0
Rec General Supplies	70,000	70,000	70,000	0%	70,000
Contract Officials	42,000	46,000	47,000	2%	48,000
Publicity	300	400	300	-25%	300
Bus Expenses	2,000	1,200	0	-100%	0
Athletic Supplies	4,500	6,000	5,400	-10%	6,000
Subtotal	209,000	252,550	201,250	-20%	207,350
Allocated Admin Dept. Exp	0	0	99,270	100%	107,045
Revenue Total	-578,500	-583,750	-486,350	-17%	-497,000
Direct Expense Total	511,020	547,345	481,405	-12%	498,140
Overhead Expenses	0	0	99,270	100%	107,045
Grand Total	-67,480	-36,405	94,325	-359%	108,185



Teens

TEENS

PROGRAM DESCRIPTION

Provide year-round opportunities for participation in recreational, social and educational activities, classes, camps, and programs for youth in grades 6 – 12. Operate afterschool program which includes transportation for Middle School youth at the Pleasant Hill Teen Center. Manage Teen Council to develop leadership skills among Pleasant Hill teens. Assist Teen Council to produce events for their peers.

HIGHLIGHTS/CHANGES

- Increase in rental revenue
- Increase in afterschool program revenue due to increase in enrollment and rate increase
- Reduction in revenue for snack shack due to historic averages
- Addition of Garden Club program in afterschool program
- Allocation of 15% of Recreation Superintendent
- Increase current .5 FTE to .75 FTE to expand Teen Council activities and other non-afterschool related programs
- Increase in training budget for professional development
- Increase in utilities due to anticipated rate increases during upcoming fiscal year.
- Building Maintenance overhead charged for Teen Center at 6% of total Building Maintenance expenses.

PERSONNEL

PERMANENT	FTE
Recreation Superintendent	0.15
Recreation Supervisor II	0.65
Recreation Coordinator	0.75
Lead Custodian	0.06
Building Custodians	<u>0.63</u>
TOTAL PERMANENT FTE:	2.24

	2017	2017	2018	% Change	2019
Description	Budget	Estimated Final Budget	Proposed	From 2017 Est. Final	Proposed
Revenue					
Teen Center Rentals	-45,000	-66,000	-66,000	0%	-66,000
Teen Activities	-100,000	-108,000	-108,000	0%	-110,000
Teen ASP Revenue	-135,000	-135,000	-182,000	35%	-182,000
Teen Center Snack Shack	-25,000	-20,000	-20,000	0%	-20,000
Teen Special Events	-10,000	-8,000	-9,000	13%	-9,000
Bus Rental	0	0	-500	100%	-500
Subtotal	-315,000	-337,000	-385,500	14%	-387,500
Wages and Benefits					
Salary General Manager	3,280	2,800	0	-100%	0
Salary Office Staff	1,350	1,400	0	-100%	0
Salary Accounting Staff	3,200	3,365	0	-100%	0
Salary Youth Supervisor II	77,500	80,230	54,465	-32%	65,450
Salary Recreation Superintendant	0	0	15,890	100%	16,365
Salary-Rental Supervisor II	0	0	3,760	100%	4,060
Salary Teen Coordinator	24,900	22,700	41,000	81%	42,250
Salary PERS Staff	39,700	40,000	16,000	-60%	16,500
Salary PARS Staff	34,000	34,500	71,700	108%	73,810
Building Attendant & Custodian	27,900	28,900	28,329	-2%	29,179
Employer FICA/Medicare	10,740	10,740	8,530	-21%	9,298
PERS -Employer Share	8,500	9,500	8,590	-10%	9,363
Health Coverage	9,500	8,000	12,750	59%	13,898
Dental Coverage	1,510	1,425	900	-37%	981
Life & LTD Insur	1,020	945	590	-38%	590
FICA Alternative PARS	2,800	2,600	1,755	-33%	1,913
Workers Compensation	7,200	8,170	5,420	-34%	5,908
Unemployment Insurance	0	0	0	0%	0
Subtotal	253,100	255,275	269,679	6%	289,564
Operating Expenses					
Mileage Reimbursement	200	200	200	0%	200
Staff Training	1,500	1,500	3,000	100%	2,500
Telephone expense	1,650	1,550	1,250	-24%	1,300
Electricity	15,000	15,000	16,785	12%	17,290
Gas expense	2,900	3,200	2,975	3%	3,215
Water	2,200	2,200	2,375	8%	2,445
Disposal Fees	1,800	1,900	2,145	19%	2,215
Professional Fees	1,550	6,000	0	-100%	0
Insurance Expense	2,030	2,110	0	-100%	0
Memberships	450	450	450	0%	450
Administrative Expenses	4,800	4,150	0	-100%	0
Postage Expense	200	50	0	-100%	0
Office Supplies	1,300	1,100	1,100	-15%	1,200
Services & Supplies	13,400	13,600	14,600	9%	15,330
Snack Shack Supplies	15,000	15,000	13,000	-13%	13,500
Event & Program Publicity	2,500	1,500	1,800	-28%	2,000
Supplies	45,000	48,000	48,000	7%	49,000
Website Expenses	50	50	0	-100%	0
Bus Expenses	0	0	1,200	100%	2,000
Special Event Expenses	1,500	800	1,200	-20%	1,400
Afterschool Supplies	2,000	1,200	2,000	0%	2,000
Major Repairs	4,500	7,600	5,000	11%	5,000
Subtotal	119,530	127,160	117,080	-2%	121,045
Allocated Admin Dept. Expenses	0	0	70,140	0%	75,630
Allocated Building Maint. Dept.	0	0	26,150	0%	27,154
Revenue Total	-315,000	-337,000	-385,500	14%	-387,500
Direct Expense Total	372,630	382,435	386,759	1%	410,609
Overhead Expense Total	0	0	96,290		102,784
Grand Total	57,630	45,435	97,549	115%	125,893



Preschool / Youth

PRESCHOOL/YOUTH

DESCRIPTION

Operate six nine-month preschool programs for youth ages 2.5 to 6. Provide year-round opportunities for participation in recreational, social and educational activities, classes, camps, and programs for all youth through 5th grade.

HIGHLIGHTS/CHANGES

- Expenses paid for by Priority Preschool Parent Club are reflected in the budget and offset by Priority Preschool Parent Club donations in revenue
- Increase in revenue due to addition of SingOut Youth Musical Theater program in Fall 2017
- Allocation of 20% of Recreation Superintendent
- Reallocation of Recreation Coordinator salary which was previously 50% in Preschool/Youth and 50% in Child Care.
- Allocation of portion of Recreation Supervisor II due to reorganization

PERSONNEL

PERMANENT	FTE
Recreation Superintendent	0.20
Recreation Supervisor II	0.20
Recreation Coordinator	1.00
Preschool Director	0.75
Preschool Staff	<u>2.00</u>
TOTAL PERMANENT FTE:	4.15

	2017	2017	2018	% Change	2019
Description	Budget	Estimated Final Budget	Proposed	From 2017 Est. Final	Proposed
Revenue					
Preschool-Elementary Classes	-44,700	-45,000	-75,000	67%	-77,250
Preschool/Youth Classes	-130,000	-145,000	-155,000	7%	-162,750
Preschool- Priority Preschool	-340,000	-410,000	-410,000	0%	-410,000
Priority Parent Revenue	0		0	0%	0
Summer School	-70,000	-71,000	-73,500	3.52%	-75,705
Subtotal	-584,700	-671,000	-713,500	6%	-725,705
Expenses					
Salary General Manager	5,620	3,687	0	-100%	0
Salary Office Staff	2,460	2,460	0	-100%	0
Salary Accounting Staff	6,000	6,000	0	-100%	0
Salary Rec Superintendant	0	0	21,185	100%	21,820
PreSch-Salary Youth Coordinator	27,500	0	53,052	100%	55,705
Salary Youth Supervisor II		0	18,155	100%	18,700
Preschool Director	0		38,910	100%	42,020
Preschool PERS Staff	183,700	192,600	91,905	-52%	94,665
Preschool PARS Staff	0		85,400	100%	89,500
Salaries Summer School	34,000	31,000	38,000	22.58%	39,140
Employer FICA/Medicare	12,500	12,500	13,900	11%	14,500
PERS- Employer Share	13,000	11,000	13,850	26%	15,100
Kaiser - Employer Share	3,800	2,300	8,400	265%	9,150
Delta Dental - Empr Share	1,250	400	600	50%	500
Life & Ltd Ins - Empr Shr	550	400	610	53%	620
PARS District Share	2,100	2,000	2,140	7%	2,240
Workers Compensation	4,600	5,100	8,500	67%	9,300
Unemployment Insurance	1,000	0	1,000	100%	1,000
Subtotal	264,080	269,447	395,607	47%	413,960
Operating Expenses					
Mileage	350	250	350	40%	350
Staff Training	700	700	1,000	43%	1,000
Professional Services	6,000	9,000	0	-100%	0
Insurance	3,560	3,600	0	-100%	0
Memberships	600	600	600	0%	600
Administrative Fees	8,000	7,800	0	-100%	0
Instructor Payments	24,500	19,500	45,000	131%	46,350
Diablo Valley Directors	0		0	0%	0
License Fees	400	120	400	233%	400
Preschool Supplies	30,000	31,000	30,000	-3%	32,000
Priority Preschool Supplies	13,500	10,000	14,000	40%	14,420
Priority Parent Expenses	0		0	0%	0
Use of Premise-Summer School	12,000	12,000	12,000	0.00%	12,360
Postage	350	300	0	-100%	0
Summer School Supplies	12,000	12,000	12,000	0.00%	12,360
Site Prep	2,000	0	0	0%	0
Publicity	3,000	2,000	3,000	50%	3,100
Subtotal	116,960	108,870	118,350	9%	122,940
Allocated Admin Dept Expenses	0	0	84,500		91,755
Revenue Total	-584,700	-671,000	-713,500	6%	-725,705
Direct Expense Total	381,040	378,317	513,957	36%	536,900
Overhead Expense Total	0		84,500	100%	91,755
Grand Total	-203,660	-292,683	-115,043	-61%	-97,050



Special Events

SPECIAL EVENTS

DESCRIPTION

Produce District-wide Special Events including Holiday Festival, “Egg”citing Egg Hunt, Wine, Women and Shoes, Blues & Brews, Family Campout, Literary Women and Thinkers and Tinkers. Engage in partnerships with local businesses and secure sponsorships to support free and low-cost events.

HIGHLIGHTS/CHANGES

- Increase in projected sponsorships due to targeting of new sponsors
- Addition of Tinkers & Thinkers Event in September 2017
- Allocation of portion of Recreation Supervisor II due to reorganization
- Allocation of 10% of Recreation Superintendent

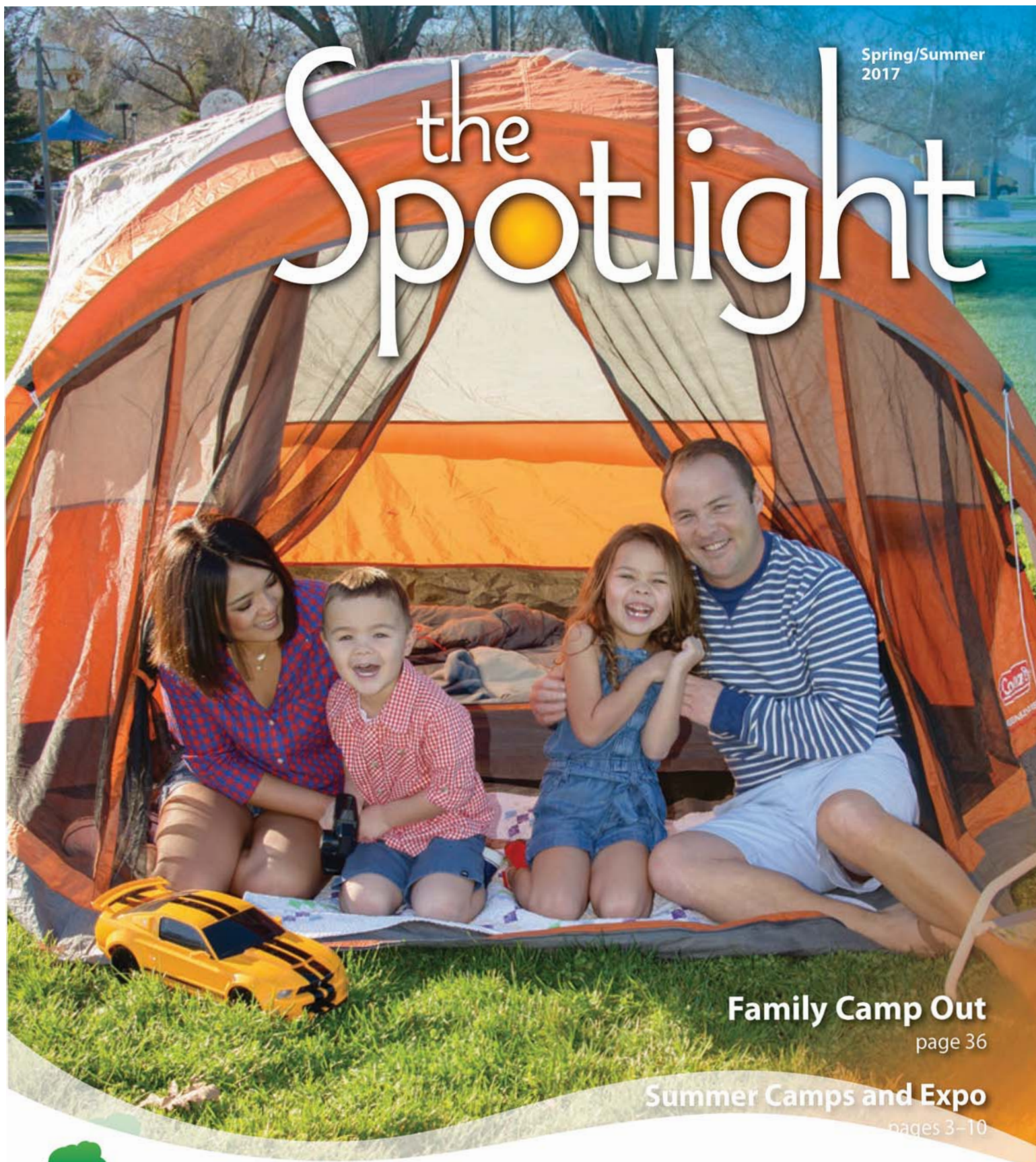
PERSONNEL

PERMANENT	FTE
Recreation Superintendent	0.10
Recreation Supervisor II	0.15
Recreation Coordinator	<u>1.00</u>
TOTAL PERMANENT FTE:	1.25

	2017	2017	2018	% Change	2019
Description	Budget	Estimated Final Budget	Proposed	From 2017 Est. Final	Proposed
Revenue					
Special Events	-51,000	-37,000	-50,000	35%	-51,500
Holiday Festival	-8,500	-8,964	-9,000	0%	-9,000
Blues & Brews	-45,000	-49,000	-50,000	2%	-50,000
Wine, Women & Shoes	-110,000	-110,000	-115,000	5%	-115,000
Subtotal	-214,500	-204,964	-224,000	9%	-225,500
Expenses					
Wages and Benefits					
Salary General Manager	2,500	2,053	0	-100%	0
Salary Office Staff	1,010	1,050	0	-100%	0
Salary Accounting Staff	2,400	2,511	0	-100%	0
Salary Recreation Superintendant	0	0	10,600		10,925
Salary-Supervisor II	8,500	8,900	11,300	27%	12,200
Salary Coordinator	54,000	56,000	61,575	10%	63,420
PARS Special Events Staff	1,500	1,000	1,500	50%	1,550
Employer FICA/Medicare	3,200	5,350	6,215	16%	6,435
PERS -Employer Share	3,550	4,800	6,000	25%	6,250
Health Coverage	2,500	1,800	3,055	70%	3,330
Dental Benefits	260	250	450	80%	465
Life & LTD Insurance	460	820	880	7%	900
PARS Employer share	70	20	40	100%	40
Wokers Comp Insurance	1,350	1,700	2,210	30%	2,330
Unemployment Insurance	0		0		0
Subtotal	81,300	86,254	103,825	20%	107,845
Operating Expenses					
Mileage	350	350	350	0%	350
Staff Training	300	250	450	80%	300
Professional Services	1,400	3,700	0	-100%	0
Insurance	1,520	1,575	0	-100%	0
Admin Fees	3,700	3,100	0	-100%	0
Special Events Supplies	30,000	20,000	20,000	0%	22,000
Holiday Festival Supplies	9,500	6,830	7,000	2%	7,000
Blues & Brews Supplies	35,000	35,000	35,000	0%	35,000
Wine, Women & Shoes Expenses	52,500	52,500	55,000	5%	55,000
Postage	200	100	0	-100%	0
Publicity	3,500	2,000	3,500	75%	3,500
Subtotal	137,970	125,405	121,300	-3%	123,150
Allocated Admin Dept Expenses	0		40,695	100%	43,880
Revenue Total	-214,500	-204,964	-224,000	9%	-225,500
Direct Expense Total	219,270	211,659	225,125	6%	230,995
Overhead Total	0	0	40,695	100%	43,880
Grand Total	4,770	6,695	41,820	525%	49,375

Spring/Summer
2017

the Spotlight



Family Camp Out
page 36

Summer Camps and Expo
pages 3-10



Communications

COMMUNICATIONS

DESCRIPTION

Provides support to District programs and services through efforts to communicate District business to residents, partners, non-profit organizations, and customers. Responsible for the following communication mediums:

- Spotlight- 3x's annually
- Community Focus article and ad – monthly
- Social Media updates
- District website
- Press Releases from District
- Monthly e-News
- Production of high-quality graphics and marketing materials including banners, flyers, ads, etc.
- Implementation of District Strategic Communication Plan

HIGHLIGHTS/CHANGES

- Addition of consultant services to increase digital media and support other project-based efforts to increase District-wide communication efforts
- Implement District-wide Strategic Communications Plan
- Reduction in Spotlight production due to decrease in bid for printing services

PERSONNEL

PERMANENT	FTE
Marketing Director	1.00
Graphic Design/Marketing Assistant	<u>0.60</u>
TOTAL PERMANENT FTE:	1.60

	2017	2017	2018	% Change	2019
Description	Budget	Estimated Final Budget	Proposed	From 2017 Est. Final	Proposed
Expenses					
Salary General Manager	6,300	5,475	0	-100%	0
Salary Office Staff	2,850	2,850	0	-100%	0
Salary Accounting Staff	6,500	6,700	0	-100%	0
Communications Full Time	71,880	74,100	79,625	7%	86,000
Communications Part Time	28,100	25,000	26,925	8%	27,730
Employer FICA/Medicare	8,300	8,525	8,150	-4%	8,700
PERS- Employer Share	8,200	7,600	7,000	-8%	7,400
Kaiser - Employer Share	9,900	8,400	12,050	43%	13,140
Delta Dental - Empr Share	300	250	828	231%	870
Life & Ltd Ins - Empr Shr	900	1,000	840	-16%	860
PARS District Share	100	0	0		0
Workers Compensation	700	700	2,950	321%	3,175
Unemployment Insurance	0		0		0
Subtotal	144,030	140,600	138,368	-2%	147,875
Operating Expenses					
Mileage	450	450	500	-10%	600
Staff Training	700	600	1,400	-57%	1,500
Professional Services	6,000	10,000	0		0
Insurance	4,070	4,200	0		0
Memberships	400	300	400	-25%	500
Administrative Fees	9,000	8,300	0		0
Consultant Services	0		21,000	-100%	24,000
Postage	400	200	0		0
Office Supplies	1,000	500	1,000	-50%	1,000
Equipment Maintenance	500	0	500	-100%	500
Awards	2,000	2,000	2,000	0%	2,200
Major Events	2,000	2,000	3,000	-33%	3,300
Website	5,000	1,000	5,000	-80%	5,000
Spotlight Brochure	98,000	94,000	93,000	1%	95,790
District Publicity	27,000	27,000	27,000	0%	27,000
Subtotal	156,520	150,550	154,800	-3%	161,390
Allocated Admin Dept Expenses	0		26,820		28,920
Direct Expense Total	300,550	291,150	293,168	1%	309,265
Overhead Total	0	0	26,820	100%	28,920
Grand Total	300,550	291,150	319,988	10%	338,185



Child Care

CHILD CARE

DESCRIPTION

Provide year-round Kidstop child care for youth grades K – 5th at Gregory Gardens. Kidstop operates before and after school during the school year and a full-day camp program during summer and school breaks. Program provides youth a safe environment to participate in out-of-school activities. Kidstop is a licensed child care program which focuses on recreation and enrichment activities for youth.

HIGHLIGHTS/CHANGES

- Increase in supply expenses due to increase in enrollment
- Increase in expenses to offer additional enrichment activities for enrolled participants.
- Allocation of 15% of Recreation Superintendent
- Remove 50% Recreation Coordinator due to reorganization.
- Building Maintenance overhead charged for Kidstop Building at 2% of total Building Maintenance expenses.

PERSONNEL

PERMANENT	FTE
Recreation Superintendent	0.15
Recreation Supervisor II	0.20
Kidstop Director	1.00
Child Care Staff	2.00
Lead Custodian	0.02
Building Custodians	<u>0.21</u>
TOTAL PERMANENT FTE:	3.58

	2017	2017	2018	% Change	2019
Description	Budget	Estimated Final Budget	Proposed	From 2017 Est. Final	Proposed
Revenue					
Child Care	-380,000	-496,000	-490,000	-1%	-500,000
Subtotal	-380,000	-496,000	-490,000	-1%	-500,000
Wages and Benefits					
Child-Salary General Manager	4,450	4,200	0	-100%	0
Child-Salary Office Staff	2,010	2,106	0	-100%	0
Child-Salary Accounting Staff	4,620	5,023	0	-100%	0
Salary Recreation Superintendent	0	0	15,900	100%	16,365
Child Care Salary Youth Supervisor II	0	0	18,155	100%	18,700
Child Care Director	62,000	62,850	69,530	11%	75,100
Child Care PT PERS Staff	27,500	15,000	38,370	156%	40,289
Child Care PT PARS Staff	77,000	80,000	36,000	-55%	37,800
Child-Custodial Part Time Staf	7,000	5,660	10,730	90%	11,455
Employer FICA/Medicare	12,000	10,000	10,865	9%	11,555
PERS- Employer Share	9,800	7,900	9,350	18%	9,950
Kaiser - Employer Share	10,300	6,550	12,220	87%	13,320
Delta Dental - Empr Share	1,600	500	360	-28%	360
Life & Ltd Ins - Empr Shr	1,500	1,100	1,240	13%	1,260
PARS District Share	1,700	1,850	1,840	-1%	1,930
Workers Compensation	3,300	4,800	5,750	20%	6,400
Unemployment Insurance	1,250	1,250	1,000	-20%	1,000
Subtotal	226,030	208,789	231,310	11%	245,484
Operating Expenses					
Mileage	450	250	400	60%	450
Staff Training	400	400	1,000	150%	1,000
Telephone	1,600	1,600	1,700	6%	1,800
Combined Utilities	1,200	1,000	1,200	20%	1,200
Professional Services	5,000	7,500	0	-100%	0
Insurance	3,050	3,100	0	-100%	0
Memberships	400	400	400	0%	400
Administrative Fees	7,000	6,200	0	-100%	0
License Fees	1,800	1,950	2,200	13%	2,400
Kidstop Supplies	25,000	25,000	40,000	60%	42,000
Postage	450	200	0	-100%	0
Services & Supplies	3,500	3,325	4,675	41%	3,860
Kidstop Publicity	1,500	1,700	2,000	18%	2,000
Major Repairs	0	0	5,000	100%	5,000
Subtotal	51,350	52,625	58,575	11%	60,110
Allocated Admin Dept. Expenses	0	0	64,740	100%	67,255
Allocated Building Maint. Dept. Expenses	0	0	8,717	100%	9,051
Revenue Total	-380,000	-496,000	-490,000	29%	-500,000
Direct Expense Total	277,380	261,414	289,885	5%	305,594
Overhead Expense Total	0	0	73,457		76,306
Grand Total	-102,620	-234,586	-126,658	23%	-118,100



Aquatics

AQUATICS

DESCRIPTION

Operate a seasonal aquatic program at Pleasant Hill Aquatic Park and a year-round program at Pleasant Hill Education Center. Program includes learn-to-swim lessons, recreational swim, lap swim, fitness classes, and aquatic leagues including water polo and recreation swim team.

HIGHLIGHTS/CHANGES

- Elimination of 1 FTE Maintenance Worker and replace with contract service.
- Allocation of 15% of Recreation Superintendent

PERSONNEL

PERMANENT	FTE
Recreation Superintendent	0.15
Recreation Supervisor II	1.00
Recreation Supervisor I	<u>1.00</u>
TOTAL PERMANENT FTE:	2.15

	2017	2017	2018	% Change	2019
Description	Budget	Estimated Final Budget	Proposed	From 2017 Est Final	Proposed
Revenue					
General Classes	-26,500	-36,000	-35,000	-3%	-36,000
Water Exercise Class	-30,000	-26,000	-31,000	19%	-32,000
Dolphin Swim Team	-85,000	-80,000	-85,000	6%	-87,550
Aquatics-Pool Rental	-32,000	-17,500	-24,000	37%	-26,000
Aquatics-Recreational Swim	-32,000	-30,100	-32,000	6%	-33,000
Aquatics- Swim Instructions	-115,000	-118,000	-118,000	0%	-121,000
Aquatics- Family Swim Pass	-3,500	-2,125	-2,800	32%	-3,000
Aquatics- Swim for Fitness	-16,500	-15,500	-16,500	6%	-17,000
Aquatics-Mt. Diablo Dolphins	-16,500	-13,343	-16,500	24%	-17,000
Aquatics- Clinics	-35,000	-27,000	-25,000	-7%	-25,750
Dolphin Parents Club Revenue	0	0			
Subtotal	-392,000	-365,568	-385,800	6%	-398,300
Wages & Benefits					
Aqua-Salary General Manager	10,800	9,582	0	-100%	0
Aqua-Salary Office Staff	4,800	4,904	0	-100%	0
Aqua-Salary Accounting Staff	11,150	11,719	0	-100%	0
Salary Recreation Superintendant	0	0	15,900	100%	16,365
Aquatics Supervisor	87,400	89,145	91,825	3%	94,576
Aquatics-PARS Staff	225,470	231,500	242,000	5%	249,260
Salary Pool Maintenance	66,700	5,758	0	-100%	0
Salary Aquatics Coordinator	77,850	81,364	83,810	3%	88,001
Salary Pool Maintenance	5,000	6,950	0	-100%	0
Employer FICA/Medicare	25,560	20,000	14,655	-27%	15,095
PERS- Employer Share	25,270	17,500	17,100	-2%	17,600
Kaiser - Employer Share	19,500	15,000	14,275	-5%	15,560
Delta Dental - Empr Share	5,700	4,350	2,760	-37%	2,830
Life & Ltd Ins - Empr Shr	2,170	2,350	2,060	-12%	2,100
PARS District Share	5,400	6,600	6,050	-8%	6,250
Workers Compensation	16,200	13,000	16,605	28%	17,960
Unemployment Insurance	750	0	750		750
Subtotal	589,720	519,722	507,790	-2%	526,347
Operating Expenses					
Mileage	950	950	975	3%	1,000
Staff Training	3,000	2,925	4,600	57%	4,100
Telephone	3,800	3,600	2,500	-31%	2,575
Electricity	16,500	15,700	16,500	5%	17,000
Gas	9,500	7,500	9,500	27%	9,500
Water	0	2,500	2,500	0%	2,575
Disposal fees	1,700	1,850	1,700	-8%	1,750
Professional Services	6,800	6,800	0	-100%	0
Insurance	7,110	7,110	0	-100%	0
Memberships	950	850	1,390	64%	1,425
Administrative Fees	16,000	16,000	0	-100%	0
Use of Premise	1,000	1,400	1,200	-14%	1,250
Postage	600	600	0	-100%	0
Uniforms For Aquatics	3,000	3,000	3,000	0%	3,100
Janitorial Supplies	12,000	65,610	1,000	-98%	1,000
Contracted Services	0	0	72,400	100%	74,572
Pool Chemicals PH Park	20,500	21,000	21,000	0%	21,500
Pool Chemicals Ed Center	15,500	14,500	15,500	7%	16,000
Pool Repairs & Supplies	23,000	23,000	23,000	0%	23,500
Small Tools	1,250	0	0	0%	0
Program Supplies	13,650	13,650	14,000	3%	14,420
Aquatics Publicity	3,000	3,000	3,000	0%	3,100
Subtotal	159,810	211,545	193,765	-8%	198,367
Allocated Admin Dept. Expenses					
	0		108,060		116,520
Allocated Bldg Maint. Dept. Expenses					
	0		4,330		4,515
Revenue Total	-392,000	-365,568	-385,800	5.53%	-398,300
Direct Expense Total	749,530	731,267	701,555	-4.06%	724,714
Overhead Total	0		112,390	100.00%	121,035
Grand Total	357,530	365,699	428,145	17.08%	447,449



Park Maintenance

PARK MAINTENANCE

DESCRIPTION

Responsible for approximately 190 acres of District-owned parks and landscaped areas that enhance residents' quality of life and support recreational activities offered through the District and community organizations. Park Maintenance responds to public requests and supports District-sponsored events and athletic leagues.

HIGHLIGHTS/CHANGES

- Reallocated field and picnic revenue from Athletics
- Reallocated electricity costs for field lights to Athletics
- Reallocated portion of vehicle maintenance to Building Maintenance budget
- Increase in athletic field maintenance expenses to support high-traffic use
- Increase in expenses related to irrigation due to aging infrastructure
- Increase in contracted tree maintenance due to backlog of deferred work
- Reduction in costs related to vandalism abatement due to installation of gate at Dinosaur Hill Park

PERSONNEL

PERMANENT	FTE
Park Maintenance Superintendent	1.00
Park Supervisor	1.00
Maintenance Worker II	2.00
Maintenance Worker I	4.00
Part-Time/Seasonal	<u>3.00</u>
TOTAL PERMANENT FTE:	11.00

	2017	2017	2018	% Change	2019
Description	Budget	Estimated Final Budget	Proposed	From 2017 Est. Final	Proposed
Revenue					
L & L # 6 Assessment Income	-649,000	-649,000	-649,000	0%	-649,000
Field Use Fees	0	0	-72,600	100%	-72,600
Picnic Rentals	0	0	-69,000	100%	-86,250
Subtotal	-649,000	-649,000	-790,600	22%	-807,850
Wages and Benefits					
Park-Salary General Manager	15,000	13,689	0	-100%	0
Park-Salary Office Staff	6,700	7,010	0	-100%	0
Park-Salary Accounting Staff	11,600	16,740	0	-100%	0
Park Superintendent	101,000	102,849	106,400	3%	109,592
Park Supervisor			79,200	100%	85,540
Park Full Time Staff	432,000	407,018	391,390	-4%	403,135
Park Part Time Staff	70,000	78,000	71,500	-8%	71,500
Employer FICA/Medicare	42,000	42,500	44,140	4%	45,900
PERS- Employer Share	40,000	41,534	43,725	5%	45,860
Kaiser - Employer Share	85,000	82,493	85,000	3%	92,750
Delta Dental - Empr Share	8,800	6,133	5,700	-7%	6,000
Life & Ltd Ins - Empr Shr	4,700	6,417	6,000	-6%	6,200
PARS District Share	1,800	1,709	1,800	5%	1,800
Uniforms	2,250	2,291	2,750	20%	3,000
Workers Compensation	60,000	63,746	74,700	17%	82,250
Unemployment Insurance	2,000	3,874	2,000	-48%	2,000
Subtotal	882,850	876,003	914,305	4%	955,527
Operating Expenses					
Mileage	600	905	600	-34%	600
Staff Training	4,000	3,202	4,000	25%	4,000
Telephone	6,000	5,582	7,000	25%	7,000
Electricity	40,000	16,523	20,000	21%	22,000
Gas	6,000	1,000	1,300	30%	1,500
Water	84,700	58,029	86,700	49%	86,700
Disposal Fees	1,500	2,146	1,500	-30%	1,500
Sewer charges	20,000	6,080	0	-100%	0
Professional Services	8,000	26,000	0	-100%	0
Insurance	10,160	10,551	0	-100%	0
Memberships	400	400	600	50%	600
Administrative Fees	34,000	31,629	0	-100%	0
Assessment refunds	500	500	500	0%	500
Public Service Center Exp	12,000	13,000	12,000	-8%	12,000
Postage	1,000	1,000	0	-100%	0
Safety Equipment	4,600	5,856	4,700	-20%	4,800
Rental Equipment	1,000	1,000	1,000	0%	1,000
Office supplies	0	400	800	100%	800
Agricultural Supplies	6,500	6,500	8,500	31%	8,500
Athletic Facility Maint	12,000	12,000	12,000	0%	12,000
Park Equipment Maint	7,500	6,000	7,500	25%	7,500
Irrigation Repairs	6,000	6,000	8,500	42%	8,500
Janitorial Supplies	8,000	8,000	8,000	0%	8,000
Park Facility Maintenance	28,000	28,000	28,000	0%	28,000
Small Tools	5,000	5,000	5,500	10%	5,500
Structure Repairs	1,000	1,000	1,000	0%	1,000
Vehicle Maintenance	36,000	34,000	34,000	0%	34,000
Contracted Tree Services	15,000	15,000	30,000	100%	30,000
Contracted Park Maintenance	14,000	14,000	14,000	0%	14,000
Major Maintenance Project	500	500	500	0%	500
Park Vandalism Expense	3,000	500	1,500	200%	2,500
Subtotal	376,960	320,303	299,700	-6%	303,000
Allocated Admin Dept. Expense	0	0	192,995	100%	208,105
Revenue Total	-649,000	-649,000	-790,600	22%	-807,850
Direct Expense Total	1,259,810	1,196,306	1,214,005	1%	1,258,527
Overhead Total	0	0	192,995	100%	208,105
Grand Total	610,810	547,306	616,400	13%	658,782



Building Maintenance

BUILDING MAINTENANCE

DESCRIPTION

Building Maintenance provides staffing, supplies, materials, and equipment in all facilities where the District schedules programs, events, rentals, and other business activities. Responsible for maintaining the functionality and longevity of the following District buildings: Pleasant Hill Community Center, Senior Center, Teen Center, District Office, Kidstop at Gregory Gardens, District Office, Winslow Center and Pleasant Hill Aquatics Park.

HIGHLIGHTS/CHANGES

- Expenses included are those which cannot be tied to a specific building.
- No significant changes except for allocating the Department expenses to the following program areas at the rates identified below:
 - Administration 2%
 - Seniors 42%
 - Winslow 5%
 - Community Center 43%
 - Teens 6%
 - Child Care 2%

PERSONNEL

PERMANENT	FTE
Building Maintenance Superintendent	1.00
Building Maintenance Supervisor	1.00
Building Maintenance Craftsman	<u>1.00</u>
TOTAL PERMANENT FTE:	3.00

	2017	2017	2018	% Change	2019
Description	Budget	Estimated Final Budget	Proposed	From 2017 Est. Final	Proposed
Expenses					
Wages and Benefits					
Bldg Maint Superintendant	103,150	104,451	107,585	3%	110,812
Bldg Maint Supervisor	77,000	77,893	80,229	3%	82,636
Bldg Maint Craftsman	77,000	77,893	80,230	3%	82,637
Lead Custodian	52,550	50,093	0	-100%	0
Employer FICA/Medicare	24,000	23,740	20,275	-15%	20,900
PERS-Employer Share	27,500	26,053	23,650	-9%	24,300
Health Coverage	60,300	54,380	33,600	-38%	36,600
Delta Dental	2,500	2,278	2,400	5%	2,500
Life and Disability Insurance	2,400	3,412	2,800	-18%	3,000
Workers Compensation	30,000	34,105	30,600	-10%	33,100
Subtotal	456,400	454,297	381,369	-16%	396,485
Operating Expenses					
Mileage	650	610	650	7%	650
Training	1,000	1,000	2,000	100%	2,000
Bldg Maint Phone expense	1,750	2,166	3,360	55%	3,360
Repairs & Supplies	2,500	2,500	2,500	0%	2,500
Tools & Equipment	1,000	1,103	1,000	-9%	1,000
Vehicle Fuel & Maint	0	0	3,500	100%	3,500
Subtotal	6,900	7,379	13,010	76%	13,010
Allocated Admin Expenses	0	0	41,462	100%	43,073
Direct Expense Total	463,300	461,676	394,379	-15%	409,495
Overhead Total	0		41,462	100%	43,073
Allocated Expense Transfer	0	0	-435,841	100%	-452,568
Grand Total	463,300	461,676	0	-100%	0



Long Term Debt

LONG TERM DEBT

DESCRIPTION

The Long Term Debt budget reflects activities on liabilities that exceed a one year repayment term. Principal payments are separated for each individual loan and interest payments are shown in total.

HIGHLIGHTS/CHANGES

- No changes are anticipated during this budget cycle

	2017	2017	2018	% Change	2019
Description	Budget	Estimated Final Budget	Proposed	From 2017 Est. Final	Proposed
Operating Expense					
Interest	87,500	87,500	87,500	0%	87,500
Subtotal	87,500	87,500	87,500	0%	87,500
Debt Service					
US Bank Refi of COP's	132,000	132,000	132,000	0%	132,000
CSDA FF&E Loan	41,000	41,000	41,000	0%	41,000
Subtotal	173,000	173,000	173,000	0%	173,000
Revenue Total	87,500	87,500	87,500	0%	87,500
Direct Expense Total	173,000	173,000	173,000	0%	173,000
Grand Total	260,500	260,500	260,500	0%	260,500



POTENTIAL
PARK
EXPANSION

The map shows an aerial view of Pleasant Hill with three main project areas highlighted. A green-shaded area on the left is labeled 'POTENTIAL PARK EXPANSION'. A yellow-shaded area on the right is labeled 'POTENTIAL TOWNHOMES'. A blue-shaded area at the bottom right is labeled 'FUTURE PLEASANT HILL COMMUNITY LIBRARY'. A red dashed line outlines the boundaries of these areas. A vertical road, 'MONTICELLO AVENUE', runs through the center. A horizontal road, 'OAK PARK BLVD.', runs along the bottom. The background shows existing buildings, parking lots, and a baseball field.

POTENTIAL
TOWNHOMES

FUTURE
PLEASANT HILL
COMMUNITY
LIBRARY

MONTICELLO AVENUE

OAK PARK BLVD.

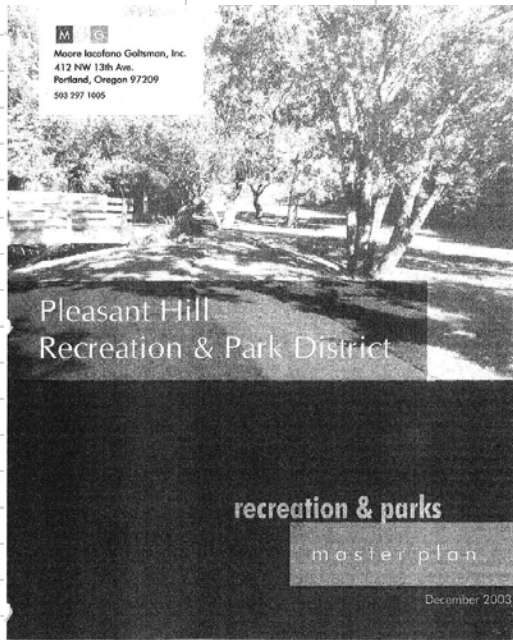


Capital Improvement Program

PROPOSED PROJECTS

		COST ESTIMATE				
SITE	Project Description	FY18	FY19	FY20	FY21	FY22
Administration	Master Plan Update	50,000				
Brookwood Park	Picnic Tables		5,250			
Community Center	3 NEC LCD Projectors					17,500
Community Center	Shade Structure in Preschool Playground	20,000				
Frank Salfinger Park	Replace Walking Paths	30,000				
Kidstop Building	Replace HVAC	20,000				
Kidstop Building	Replace Roof		25,000			
Operations	Vehicle Replacements		32,000	32,000		32,000
Operations	40' Trailing Boom Lift	25,000				
Pleasant Hill Park	Resurface Parking Lot				250,000	
Pleasant Oak Park	Playground Equipment/Picnic Shade	120,000				
Pleasant Oaks Park	Pavement Repair Hawthorne Dr.	38,000				
Pleasant Oaks Park	1750 Oak Park - Consultants	60,000	60,000			
Rodgers Smith Park	Replace Concrete at Bocce Courts		12,000			
Rodgers Smith Park	Refurbish Restroom	50,000				
Rodgers Smith Park	Picnic Tables	6,500				
Senior Center	Carpet Replacement					32,800
Senior Center	Extend Front Reception Area	5,000	25,000			
Senior Center	3 NEC LCD Projectors				17,500	
Senior Center	2 Metro Warmers				11,000	
Senior Center	Replacement/Upgrade of Equipment in Computer Lab		7,200	7,200		
Senior Center	Installation of Shade in Bocce Courts		15,000			
Teen Center	Carpet Replacement			20,000		
Teen Center	2 Door Reach-in Refrigerator				3,500	
Teen Center	Replace blinds w/ shades	6,000				
Various Park Sites	Park Monument Signs	15,000	15,000	15,000	15,000	15,000
	Total	445,500	196,450	74,200	297,000	97,300

Master Plan Update



Location:

Parks and Facilities within District boundaries

Project Description:

Update the 2003 Recreation and Parks Master Plan to identify future community needs and potential development opportunities at current and future park sites

Project Costs	Prior Years Spent	FY18	FY19	FY20	FY21	FY22	Total 2018-2022
Construction	0	0	0	0	0	0	0
Design Costs	0	50,000	0	0	0	0	50,000
Construction Management	0	0	0	0	0	0	0
Permit Fees	0	0	0	0	0	0	0
Project Contingency	0	0	0	0	0	0	0
Misc. Project Costs	0	0	0	0	0	0	0
Total	0	50000	0	0	0	0	50,000
Funding Sources							
CIP Fund	0	50,000	0	0	0	0	50,000

Replace Picnic Tables



Location:

2018: Rodgers-Smith Park (8 tables)

2019: Brookwood Park (6 tables)

Project Description:

Replace aging picnic tables with new standard park picnic table

Project Costs	Prior Years Spent	FY18	FY19	FY20	FY21	FY22	Total 2018-2022
Construction	0	0	0	0	0	0	0
Design Costs	0	0	0	0	0	0	0
Construction Management	0	0	0	0	0	0	0
Permit Fees	0	0	0	0	0	0	0
Project Contingency	0	0	0	0	0	0	0
Misc. Project Costs	0	6,500	5,250	0	0	0	11,750
Total	0	6,500	5,250	0	0	0	11,750
Funding Sources							
CIP Fund	0	6,500	5,250	0	0	0	11,750

Pleasant Hill Community Center



Location:

320 Civic Drive

Project Description:

Replacement or refurbishing of various items within the PH Community Center including:
2022 Replace three LCD Projectors

Project Costs	Prior Years Spent	FY18	FY19	FY20	FY21	FY22	Total 2018-2022
Construction	0	0	0	0	0	0	0
Design Costs	0	0	0	0	0	0	0
Construction Management	0	0	0	0	0	0	0
Permit Fees	0	0	0	0	0	0	0
Project Contingency	0	0	0	0	0	0	0
Misc. Project Costs	0	0	0	0	0	17,500	17,500
Total	0	0	0	0	0	17,500	17,500
Funding Sources							
CIP Fund	0	0	0	0	0	17,500	17,500

Shade Structure at Preschool Playground



Location:

Pleasant Hill Community Center, 320 Civic Drive

Project Description:

Add a shade structure to increase areas for respite from sun for children and staff. Recommend a cantilever shade structure which is approximately 20' x 30'. The Parent Club has been fundraising and will contribute 50% of the total cost.

Project Costs	Prior Years Spent	FY18	FY19	FY20	FY21	FY22	Total 2018-2022
Construction	0	20,000	0	0	0	0	20,000
Design Costs	0	0	0	0	0	0	0
Construction Management	0	0	0	0	0	0	0
Permit Fees	0	0	0	0	0	0	0
Project Contingency	0	0	0	0	0	0	0
Misc. Project Costs	0	0	0	0	0	0	0
Total	0	20000	0	0	0	0	20,000
Funding Sources							
CIP Fund	0	10,000	0	0	0	0	10,000
Donations	0	10,000	0	0	0	0	10,000

Replace Walking Paths at Frank Salfinger Park



Location:

Frank Salfinger Park at 320 Civic Drive

Project Description:

Replace approximately 2,225 square feet of pathways within park. Upgrade in material from asphalt to concrete recommended.

Project Costs	Prior Years Spent	FY18	FY19	FY20	FY21	FY22	Total 2018-2022
Construction	0	25,000	0	0	0	0	25,000
Design Costs	0	5,000	0	0	0	0	5,000
Construction Management	0	0	0	0	0	0	0
Permit Fees	0	0	0	0	0	0	0
Project Contingency	0	0	0	0	0	0	0
Misc. Project Costs	0	0	0	0	0	0	0
Total	0	30,000	0	0	0	0	30,000
Funding Sources							
CIP Fund	0	30,000	0	0	0	0	30,000

Kidstop at Gregory Gardens



Location:

Kidstop Building at Gregory Gardens

Project Description:

Replace HVAC (2018) and replace roof (2019) in Kidstop Child Care Building

Project Costs	Prior Years Spent	FY18	FY19	FY20	FY21	FY22	Total 2018-2022
Construction	0	20,000	25,000	0	0	0	45,000
Design Costs	0	0	0	0	0	0	0
Construction Management	0	0	0	0	0	0	0
Permit Fees	0	0	0	0	0	0	0
Project Contingency	0	0	0	0	0	0	0
Misc. Project Costs	0	0	0	0	0	0	0
Total	0	20,000	25,000	0	0	0	45,000
Funding Sources							
CIP Fund	0	20,000	25,000	0	0	0	45,000

Vehicle Replacement



Location:

Building and Park Maintenance Departments

Project Description:

Replace one truck in each of the following years
2019 (Parks), 2020, 2022 (Buildings)

Project Costs	Prior Years Spent	FY18	FY19	FY20	FY21	FY22	Total 2018-2022
Construction	0	0	0	0	0	0	0
Design Costs	0	0	0	0	0	0	0
Construction Management	0	0	0	0	0	0	0
Permit Fees	0	0	0	0	0	0	0
Project Contingency	0	0	0	0	0	0	0
Misc. Project Costs	0	0	32,000	32,000	0	32,000	96,000
Total	0	0	32,000	32,000	0	32,000	96,000
Funding Sources							
CIP Fund	0	0	32,000	32,000	0	32,000	96,000

Equipment Purchase



Location:

Building and Park Maintenance Departments

Project Description:

Purchase a 40' Trailing Boom Lift to use for basic functions in Building and Park Maintenance. Will eliminate need to rent or contract out basic/minor repair work.

Project Costs	Prior Years Spent	FY18	FY19	FY20	FY21	FY22	Total 2018-2022
Construction	0	0	0	0	0	0	0
Design Costs	0	0	0	0	0	0	0
Construction Management	0	0	0	0	0	0	0
Permit Fees	0	0	0	0	0	0	0
Project Contingency	0	0	0	0	0	0	0
Misc. Project Costs	0	25,000	0	0	0	0	25,000
Total	0	25,000	0	0	0	0	25,000
Funding Sources							
CIP Fund	0	25,000	0	0	0	0	25,000

Resurface Parking Lot at Pleasant Hill Park

Location:

Pleasant Hill Park

Project Description:

Rehabilitation and resurfacing of Pleasant Hill Park Parking Lot



Project Costs	Prior Years Spent	FY18	FY19	FY20	FY21	FY22	Total 2018-2022
Construction	0	0	0	0	250,000	0	250,000
Design Costs	0	0	0	0	0	0	0
Construction Management	0	0	0	0	0	0	0
Permit Fees	0	0	0	0	0	0	0
Project Contingency	0	0	0	0	0	0	0
Misc. Project Costs	0	0	0	0	0	0	0
Total		0	0	0	250,000	0	250,000
Funding Sources							
CIP Fund	0	0	0	0	250,000	0	250,000

Playground Equipment and Group Picnic Shade at Pleasant Oaks Park



Location:

Pleasant Oaks Park

Project Description:

Purchase and install playground equipment and shade at Group Picnic Area which was eliminated from refurbishment of Pleasant Oaks Park in 2014.

Project Costs	Prior Years Spent	FY18	FY19	FY20	FY21	FY22	Total 2018-2022
Construction	0	120,000	0	0	0	0	120,000
Design Costs	0	0	0	0	0	0	0
Construction Management	0	0	0	0	0	0	0
Permit Fees	0	0	0	0	0	0	0
Project Contingency	0	0	0	0	0	0	0
Misc. Project Costs	0	0	0	0	0	0	0
Total	0	120,000	0	0	0	0	120,000
Funding Sources							
CIP Fund	0	40,000	0	0	0	0	40,000
Park In-Lieu Fees	0	50,000	0	0	0	0	50,000
Donations	0	30,000	0	0	0	0	30,000

Rehabilitation of Hawthorne Drive

Location:

Pleasant Oaks Park

Project Description:

Rehabilitation of pavement on Hawthorne Dr. Includes removing up to a depth of 6-inches 6,145 square feet of asphalt.



Project Costs	Prior Years Spent	FY18	FY19	FY20	FY21	FY22	Total 2018-2022
Construction	0	38,000	0	0	0	0	38,000
Design Costs	0	0	0	0	0	0	0
Construction Management	0	0	0	0	0	0	0
Permit Fees	0	0	0	0	0	0	0
Project Contingency	0	0	0	0	0	0	0
Misc. Project Costs	0	0	0	0	0	0	0
Total		38,000	0	0	0	0	38,000
Funding Sources							
CIP Fund	0	38,000	0	0	0	0	38,000

1750 Oak Park Boulevard

Location:

1750 Oak Park Boulevard

Project Description:

Prior to the District's December 2019 deadline to exercise its option to purchase 1750 Oak Park Boulevard the District will need to hire consultants for design, CEQA assessments, and other environmental reviews.



Project Costs	Prior Years Spent	FY18	FY19	FY20	FY21	FY22	Total 2018-2022
Construction	0	0	0	0	0	0	0
Design Costs	0	60,000	60,000	0	0	0	120,000
Construction Management	0	0	0	0	0	0	0
Permit Fees	0	0	0	0	0	0	0
Project Contingency	0	0	0	0	0	0	0
Misc. Project Costs	0	0	0	0	0	0	0
Total	0	60,000	60,000	0	0	0	120,000
Funding Sources							
CIP Fund	0	60,000	60,000	0	0	0	120,000

Rodgers-Smith Park



Location:

Rodgers-Smith Park

Project Description:

Replacement, refurbishing or reconstruction of various amenities at Rodgers-Smith Park including: replacing some of the concrete around bocce ball courts and refurbishing the restroom

Project Costs	Prior Years Spent	FY18	FY19	FY20	FY21	FY22	Total 2018-2022
Construction	0	50,000	12,000	0	0	0	62,000
Design Costs	0	0	0	0	0	0	0
Construction Management	0	0	0	0	0	0	0
Permit Fees	0	0	0	0	0	0	0
Project Contingency	0	0	0	0	0	0	0
Misc. Project Costs	0	0	0	0	0	0	0
Total	0	50,000	12,000	0	0	0	62,000
Funding Sources							
CIP Fund	0	50,000	12,000	0	0	0	62,000

Senior Center



Location:

Senior Center 233 Gregory Lane

Project Description:

Replacement or refurbishing of various items within the Senior Center including:
 Replace/Upgrade Equipment in computer lab;
 Redesign front counter area, Replace 3 LCD Projectors, Replace 2 Metro Warmers;
 installation of shade at Bocce Courts and Replace large display screen

Project Costs	Prior Years Spent	FY18	FY19	FY20	FY21	FY22	Total 2018-2022
Construction	0	0	40,000	0	0	32,800	72,800
Design Costs	0	5,000	0	0	0	0	5,000
Construction Management	0	0	0	0	0	0	0
Permit Fees	0	0	0	0	0	0	0
Project Contingency	0	0	0	0	0	0	0
Misc. Project Costs	0	0	7,200	7,200	28,500	0	42,900
Total	0	5,000	47,200	7,200	28,500	32,800	120,700
Funding Sources							
CIP Fund	0	5,000	39,700	7,200	28,500	32,800	113,200
Senior Club	0	0	7,500	0	0	0	7,500

Teen Center



Location:

Teen Center at 147 Gregory Lane

Project Description:

Replacement or refurbishing of various items within the Teen Center including:
2018 Replace blinds with shades; 2020 Replace carpet; 2021 Replace 2-door Refrigerator

Project Costs	Prior Years Spent	FY18	FY19	FY20	FY21	FY22	Total 2018-2022
Construction	0	0	0	20,000	0	0	20,000
Design Costs	0	0	0	0	0	0	0
Construction Management	0	0	0	0	0	0	0
Permit Fees	0	0	0	0	0	0	0
Project Contingency	0	0	0	0	0	0	0
Misc. Project Costs	0	6,000	0	0	3,500	0	9,500
Total	0	6,000	0	20,000	3,500	0	29,500
Funding Sources							
CIP Fund	0	6,000	0	20,000	3,500	0	29,500

Park Monument Signs



Location:

Various Park Sites Proposed:

2018: Rodgers-Smith Park

2019: Paso Nogal

2020: Brookwood Park

2021: Shannon Hills

2022: Dinosaur Hill

Project Description:

Replace old wooden park monument signs with new District standard monument sign at a rate of one sign annually

Project Costs	Prior Years Spent	FY18	FY19	FY20	FY21	FY22	Total 2018-2022
Construction	0	0	0	0	0	0	0
Design Costs	0	15,000	15,000	15,000	15,000	15,000	75,000
Construction Management	0	0	0	0	0	0	0
Permit Fees	0	0	0	0	0	0	0
Project Contingency	0	0	0	0	0	0	0
Misc. Project Costs	0	0	0	0	0	0	0
Total	0	15,000	15,000	15,000	15,000	15,000	75,000
Funding Sources							
CIP Fund	0	15,000	15,000	15,000	15,000	15,000	75,000