



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.

**ADMINISTRATION OFFICE
CONFERENCE ROOM
147 GREGORY LANE, PLEASANT HILL**

**Board of Directors Meeting
Thursday, April 26, 2018
6:30 P.M. – CLOSED SESSION
7:00 P.M. – REGULAR MEETING**

1. Call to Order - **CLOSED SESSION- 6:30 P.M.**
 - a. Open Session Identification of Closed Session Matters
 - b. Public Comments of Closed Session Matters
 - c. Closed Session

CONFERENCE WITH LEGAL COUNSEL – Anticipated litigation. Conference with Legal Counsel pursuant to Government Code Section 54956.9(d)(2) regarding significant exposure to litigation relating to creek erosion in the vicinity of the District's Brookwood Park located at 3250 Withers Avenue, Lafayette, CA 94549. The litigation threat was made by attorney Mark Mosley on behalf of his clients (David Mariampolski, Megan Franz and Brian & Emily Shenson). Legal Counsel for the District made a contemporaneous record of the statement threatening litigation, which record will be made available for public inspection pursuant to Section 54957.5. (One potential case).

CONFERENCE WITH LEGAL COUNSEL – Potential initiation of litigation. Conference with Legal Counsel pursuant to Government Code Section 54956.9(d)(4) regarding potential initiation of litigation (one potential case).

2. Call to Order - **REGULAR MEETING – 7:00 P.M.**
3. Roll Call and Pledge of Allegiance
4. 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.

5. Report from Ex-Officio Katelyn Downing, College Park High School
6. Report from the General Manager (Attachment A)
7. Consent Calendar (Attachment B)
 - a. Approve Bills to be Paid Warrants #25303 – 25361 (Exhibit 1)
8. Review and Discussion Regarding Contracting with Granicus for Video Streaming of District Board Meetings, Agenda Management, and Digital Packets for Board Members (Attachment C)
9. Information Regarding February 6, 2018 Report from Alan R. Horeis, Structural Engineers, Inc. Regarding the Curved Glued-Laminated Roof Beams at the Winslow Center Located at 2590 Pleasant Hill Road (Attachment D)
10. Verbal Report from Committee Chair and Opportunity to Set Meeting Dates
 - a. Land and Facilities Development Committee – May 9, 2018 at 8:00 am
 - b. Personnel Committee – TBD
 - c. Budget & Finance Committee- May 1, 2018 at 5:00 pm
 - d. Program Committee – TBD
 - e. District/City Liaison Committee – TBD
11. Board Announcements and Requests to Staff
12. Adjourn

Future Board of Directors Meetings:

Thursday, May 10, 2018, 7:00 p.m.

Thursday, May 24, 2018, 7:00 p.m.

Thursday, June 14, 2018, 7:00 p.m.

MEMORANDUM



Date: April 26, 2018
To: Board of Directors
From: Michelle Lacy, General Manager
Re: General Manager's Report for April 26, 2018

Below is a list of items which would be of interest to the Board of Directors:

Aquatics: The Dolphins Swim Team started practice on April 23rd. There are currently 162 swimmers enrolled (including Mini's), and registration is still being accepted. The team is holding a Family Bingo, Nachos and Social Night on April 29, 4-7pm at the Senior Center.

Bike to Work Day Reminder: Bike to Work Day is Thursday, May 10. The District is hosting an energizer station at the Canal Trail on Gregory Lane, if any Board Members are interested in volunteering at the station from 7 am – 9 am or 4 pm – 6 pm, please let me know.

Candidate Workshop: The Contra Costa County Elections' Division is excited to host a workshop at the Pacheco Community Center on May 12, 2018 from 9:00am to 12:30pm for anyone interested in becoming a candidate for office in the upcoming November Election. As a part of its ongoing efforts to encourage civic education and participation, they are bringing together panelists to provide information on the nuts and bolts of filing for office including; what are the filing requirements for office, where do you file, how much does it cost, and much more. There will be experts to discuss handling campaign finance requirements, how to work with the media, as well as how to best use social media throughout a campaign. If attending, RSVP to 925-335-7805 or email Outreach@vote.cccounty.us.

2018 Diablo Valley Mayors' Summit: Join the Mayors of the City of Concord, Lafayette, Martinez, Pleasant Hill and Walnut Creek for the 2018 Diablo Valley Mayors' Summit with Special Guests Assemblymember Tim Grayson (*pending assembly calendar*), & Contra Costa County Supervisor Karen Mitchoff. The event will be on Wednesday, May 9, 11:30 a.m. – 1:30 p.m. at the Contra Costa Country Club, 801 Golf Club Road. Please RSVP to me by May 4 if you will be attending.

Pleasant Hill Community Foundation: The Foundation is hosting its 4th Annual Celebrate Your Community event on Thursday, May 3 from 5 – 7:00 pm at the Pleasant Hill Community Center. The District was awarded three grants by the Foundation and will be recognized at this event. If you are interested in attending please RSVP directly

ATTACHMENT A

to the Foundation at info@phcommunityfoundation.org.

Senior Center: We received two grants from the Pleasant Hill Community Foundation. One for \$1,000 to have the Vagabond Players perform at the Senior Center plus \$740 for the Special Recreation Halloween Dance.

Special Events: Literary Women was held at the Chateau Room and had 225 participants. Staff received several compliments on the lunch and the 4 authors. The Pleasant Hill Community Foundation awarded a \$1,000 grant for the Tinkers and Thinkers Event.

Teens: Open mic night was held on April 13 with a mix of talented musicians, singers and dancers. Approximately 11 teens performed. The first Teen Job Fair was held on April 14 and we received many applications for our summer camp programs. Staff is in the process of scheduling interviews for the teen applicants.

STAFF REPORT



Date: April 26, 2018
To: Board of Directors
From: Michelle Lacy, General Manager
Re: Consent Calendar

Consent Calendar items are considered to be routine by the Board of Directors and will be enacted by one motion. By approval of the Consent Calendar the staff recommendation will be adopted. There will be no separate discussion on these items unless a Board Member or a member of the public request removal of the item from the Consent Calendar.

CONSENT CALENDAR FOR APRIL 26, 2018

- a. Approve Bills to be Paid, Warrants #24303-25361 (Exhibit 1)
- b. Approve Minutes of January 25, 2018 (Exhibit 2)

Board of Directors Special Meeting Minutes

January 25, 2018

DRAFT



The January 25, 2018 Special Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Glover at 5:33 p.m. in the Conference Room at the Administration Office.

CLOSED SESSION – 5:30 P.M.

Open Session Identification of Closed Session Matters

CONFERENCE WITH LEGAL COUNSEL – CURRENT LITIGATION - Pursuant to California Government Code Section 54956.9 (d)(1) Pleasant Hill Recreation & Park District v. Stephen E. Harriman, a natural person doing business as Stephen E. Harriman AIA & Associates; Harriman Kinyon Architects, Inc., a California Corporation Contra Costa County Superior Court Case No. CIVMSC13-01865

Board Chair Glover reported direction was given to staff and legal counsel, and no final decisions were made.

Board Chair Glover called to order the January 25, 2018 Regular Board Meeting of the Pleasant Hill Recreation & Park District Board of Directors at 7:15 p.m.

ROLL CALL

BOARD PRESENT: Bonato, Glover, Ortega, Pierce, Shess

STAFF PRESENT: Lacy

PLEDGE OF ALLEGIANCE

Board Chair Glover led the Pledge of Allegiance.

PUBLIC COMMENT

There was no public comment.

REPORT FROM EX-OFFICIO KATELYN DOWNING, COLLEGE PARK HIGH SCHOOL

Ex-Officio Downing gave the following report:

Teen Council news:

- They are looking for bands for the Battle of the Bands event.

College Park High School news:

- She did well on the Poetry Slam Contest and qualified for County, which will be held on Feb. 7.
- Spirit Week is this week with themes each day of the week.
- Winter Rally is on January 26, with "Purple Out" that day.
- The school talent show is on January 26 from 7:00 – 9:30 p.m.
- Winter dance is on January 27 from 7:00 – 10:00 p.m.
- Honor Band Concert is tonight, January 25 at DVC from 7:30 – 10:00 p.m.
- Drama has auditions for Legally Blonde January 30 – February 21
- The Athletic Boosters Crab Feed is on February 3
- Ryan Joseph has improved and can move his right bicep.

REPORT FROM THE GENERAL MANAGER (ATTACHMENT A)

General Manager Lacy reviewed the report enclosed in the board packet. She added the following announcements verbally:

- Lacy remarked that Marketing Director Jen Thoits, may or may not be able to attend the California Park and Recreation Society Conference in Long Beach to accept the Award of Excellence for the Marketing Campaign for the Tinkers and Thinkers event. Lacy will be at the Conference, so she will be able to accept the award.
- Board Member Ortega asked how the YAY Friday! events are going. Recreation Superintendent Nicole Watson stated there were 10 attendees at the last event and attendance is primarily driven by the popularity of the activity. The majority of the participants are middle school age.
- Board Member Bonato applauds the attendance at the Special Recreation Dances and is glad we support this event and are doing something special for the community.

CONSENT CALENDAR (ATTACHMENT B)

- a. Approve Bills to be Paid, warrants #24942-24998 (Exhibit 1)

Upon motion of Shess and seconded by Ortega, the Board approved the consent calendar as presented.

CONSIDER REQUEST FROM COLLEGE PARK HIGH SCHOOL TO SPONSOR THE "EVERY 15 MINUTES" PROGRAM THROUGH A FEE WAIVER FOR USE OF THE MCHALE ROOM ON MARCH 20 AND 21, 2018 (ATTACHMENT C)

General Manager Lacy stated that College Park High School sponsors the Every 15 Minutes program every other year and has requested use of the McHale Room from 6:00 a.m. on March 20 to 9:00 a.m. March 21 for no charge. The District has previously sponsored this program through a waiver of fees.

Representative from the Every 15 Minute Committee, JoAnne Sherep, reviewed details of the program, which is in cooperation with the California Highway Patrol and community. It involves high school students (Sophomores, Juniors and Seniors this year) and encourages them to think about personal safety when alcohol is involved. This challenges them to make mature decisions and recognize how their actions affect others. She mentioned there are 8 adult chaperones along with administrators and about 40 kids that were selected by teachers and counselors to be a part of the program. She appreciates all the years of support that Pleasant Hill Recreation and Park District has given to this program.

Board Chair Glover appreciates all their efforts to make this event successful and available to College Park High School.

Upon motion of Bonato and seconded by Ortega, the Board unanimously approved to waive fees in support of the College Park High School "Every 15 Minutes" program for use of the McHale Room at the Community Center on March 20 6:00 a.m. to 9:00 a.m. March 21.

DISCUSSION REGARDING POTENTIAL DISTRICT SPONSORSHIP OF FUNDRAISING OPPORTUNITIES FOR THE FAMILY OF RYAN JOSEPH (ATTACHMENT D)

In light of the wrestling accident involving College Park High School student Ryan Joseph, the General Manager has received inquiries regarding potential opportunities for the District to support the Joseph family in raising funds for his long-term care. General Manager Lacy stated there are no specific requests at this time, but inquiries have been made by the public and Board Members. There are numerous fundraising events including a Spaghetti Feed scheduled for February 5 and

donation drives at local restaurants including Zachary's Pizza and WiseGirl. Lacy presented the options outlined in the written report.

Board Member Ortega said it struck a chord with her and thanked Glover and Lacy for getting this on the agenda. She felt strongly that the District should help in any way it can. Board Member Shess agreed to help out and the first option of a fee waiver resonated with him. The second option is a new fundraising event which would take a lot of staff time and the third option is not as good as the first option. Board Member Bonato said that she does not want to set a precedent and wants to do what is most legally sound and the most value to the family. She was thinking that the District can donate an item for a silent auction item to raise funds to donate to the family. Board Chair Glover likes the first option of donating a facility by waiving the fee, but feels that there should be a time limit of extending the offer maybe for a year. Board Member Pierce agrees he likes the first option. Board Member Ortega is most comfortable with the first option and to have the offer good for a calendar year. General Manager Lacy will let the College Park High School Athletic Director know the District's intention and he can contact her if they want to book a facility for a future fundraising event specific for raising funds for the Joseph family.

REVIEW AND FEEDBACK REGARDING THE BUS WRAP CONCEPTUAL DESIGN OPTIONS (ATTACHMENT E)

General Manager Michelle Lacy branding the new District bus has been more challenging than she originally thought it would be. They have worked with a designer and the goal is to brand the bus with a design that will last and is similar in style to the new website, which is the latest branding project. The estimated total cost is about \$4,000 and the Pleasant Hill Community Foundation donated \$1,000.

Board Member Jennifer Ortega stated her favorite was S3 and B3, she doesn't like the grass on the front, but she likes the "Parks Make Life Better" logo. Board Member Andrew Pierce commented that he likes S2, which is the cleanest design, he struggled with this decision, but chose F1 and B2. Overall, he said this is fantastic to have this done. Board Member Zac Shess likes S3 or S1 and if it is S2, he wants the blue swath to be green. He stated for the back F2, but shouldn't it be in reverse for when you view it from the rearview mirror. Lacy commented that it will be if it is the chosen design. Board Member Sandy Bonato said for S2 and S3 needs to have .com, it is currently missing the c. She asked if the stripe can be brighter on S3 design, she likes F2 and commented the grass may too busy and B3 is fun and lively. Board Member Glover chose S1 and B1 and thought the grass may be a bit too much, so use the grass on S2, colors in S3 are okay and either B1 or B3. Ortega had a concern on the blue swath on the windows and if it is see through. General Manager Lacy said that it is vehicle code compliant. Lacy received feedback from the Board and will return at a future meeting for a final design decision.

Hal Jeffrey, Pleasant Hill resident and Pleasant Hill Foundation Member, stated the Pleasant Hill Community Foundation logo should be their original color of maroon with a white background. He will send Marketing Director Jen Thoits the Foundation logo.

DISCUSSION REGARDING POTENTIAL TOPICS FOR THE BOARD/STAFF RETREAT SCHEDULED FOR FEBRUARY 9, 2018

General Manager Lacy stated there will be a lot of time spent on cost recovery, but there will be time for other items. She said to plan on the whole day for the retreat. Board Member Bonato said she is intrigued about the Challenge announcement made at the luncheon yesterday. Board Member Ortega mentioned the media training from a conference. Lacy said that can be covered maybe in a future meeting. Ortega asked if we need to re-visit and discuss the Communications Plan that was completed by Cliff Glickman. Board Member Pierce asked if the retreat is the

appropriate place to discuss the homelessness issue as there have been several articles in response to this issue. Board Member Shess asked if the Police Chief can come by and speak about this issue. Board Member Glover asked to go through the list from last year and what didn't get accomplished to maybe carry over to this year. Shess also asked to talk about the co-sponsored groups and what is the District going to do. He asked if the Aquatic Summit is going to be part of the cost recovery. Lacy asked if anyone thinks of any more potential topics please let her know.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Shess made the following announcements/questions:

- He thanked staff and Board Chair Glover and gave kudos for the Mayor's luncheon presentation.
- He said that Senate Bill 5 is going on the ballot in June and asked if the Communications Plan will cover and handle this and the per capita is not a lot, but if this passes, can we match the funds. This will be good to discuss or include in our Communications Plan.

Pierce made the following announcements/questions:

- He is sorry he was not able to attend the Mayor's Luncheon.
- He asked if there is any feedback or analytics for the new website.
- He asked if the Budget and Finance Committee looked at salary comps and will they come back to the Board on where our target should be.

Ortega made the following announcements/questions:

- She attended the Library Town Hall Meeting on Tuesday and was impressed by the presentation from the consultants. She said we are headed in the right direction and it is great to see the community involvement.
- She asked about the minutes of November 16. Lacy said they are coming, but are still being reviewed.

Bonato made the following announcements/questions:

- She echoed the comments of Shess on the Mayor's Luncheon. The District presentation was good and content was good, positive momentum. She thanked Chair Glover.
- Bonato commented on Pierce's questions on the Budget and Finance Committee and salary comps. She stated that they will come back to the Board and they are still gathering some data. The Auditor contract will also be brought back.

Glover made the following announcements/questions:

- He thanked everyone for the presentation staff worked hard on for the Mayor's Luncheon. It is nice to be able to go through struggles and see how the State of the District is now.
- He said it was difficult to speak in front of people you admire and respect. We are a great team. He thanked everyone for their support.

General Manager Lacy said the District's presentation for the Mayor's Luncheon will be on the website. She also stated she will contact the Chair of the Budget and Finance Committee since we need to schedule a meeting.

ADJOURNMENT

Board Chair Glover adjourned the meeting at 8:48 p.m.

Michelle Lacy, Clerk of the Board

STAFF REPORT



Date: April 26, 2018
To: Board of Directors
From: Michelle Lacy,
Re: Review and Discussion Regarding Contracting with Granicus for Video Streaming of District Board Meetings, Agenda Management, and Digital Packets for Board Members

BACKGROUND:

At its February 9, 2018 Retreat, the Board of Directors (Board) discussed options for improving transparency in governance of the District. At that time it was requested that staff investigate options for video streaming of Board Meetings and digital packets for Board Members. At that time two companies, Granicus and Accela, were providing video streaming and legislative management technology options. Recently, Granicus purchased Accela's Legislative Management division which leaves Granicus as the only option for providing a solution for video streaming and packet and minute management.

DISCUSSION:

Granicus offers software to address transparency, digital packets, agenda and packet creation, and meeting management (Exhibit 1). After meeting with the Granicus sales representative we would need to purchase four modules including Peak Agenda Management, VoteCast, Meeting Efficiency Suite, and the Government Transparency Suite (Exhibit 2). The products are priced as an annual subscription and the District would enter into a 3-year agreement with an initial year cost of \$12,732.00; 2nd year cost of \$13,632.24; and 3rd year cost of \$14,576.87. Granicus is currently running a promotion to include the Meeting Efficiency Suite for free with the purchase of the other four modules. This represents an approximately \$4,000 annual savings or \$12,000 over the three year period. The promotion is valid until June 30, 2018.

In addition to the annual costs the following one-time costs would be incurred for purchase of equipment, set-up and training.

Granicus Equipment, Set-up and Training: \$7,790

Ipads (6) for Board of Directors + General Manager: \$5,874

Audio/Visual Upgrades (Boardroom + McHale): Awaiting Quote from Ontai/AV contractor. Information was expected by noon on Monday, April 23, but was not received prior to posting of the agenda and packet.

If the Board is interested in implementation of the Granicus solution for video streaming, agenda management, and digital packets it is recommended the Budget Committee review the final estimate of costs which will include one-time and annual costs, at its

ATTACHMENT C

upcoming May 1, 2018 meeting to determine if the purchase should be made in the current fiscal year or fiscal year 2018/19.

EXHIBITS:

- Exhibit 1: Granicus Product Information for Peak Agenda Management, iLegislate and Granicus Video
- Exhibit 2: Quote from Granicus

Peak Agenda Management

Meeting and Agenda Suite



The burden of the legislative workflow can weigh down smaller clerk office staffs, tasked with doing the same amount of work with less manpower than their counterparts in large urban hubs. The typical highly manual, paper-dependent legislative process, with many inputs and approvers, often experiences frustrating bottlenecks and information inconsistencies. Using a completely automated legislative workflow solution can free up significant staff time, maintain legislative accuracy, and create a better citizen experience.

Granicus' Peak Agenda Management solution allows staff to easily manage the legislative process from start to finish without the paper shuffling. Peak Agenda Management is the fastest, most usable browser-based agenda management software in the industry, used by thousands of cities around the country.

BENEFITS

FAST AND EASY

Intuitiveness of the application allows clerks to quickly get up to speed but also ramp up new staff with ease

BEST-IN-CLASS USABILITY DASHBOARD

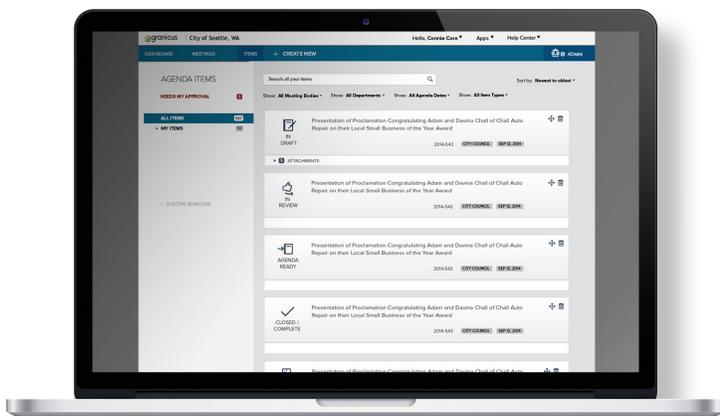
Quickly access information tailored to your responsibilities and view latest comments via the timeline on agenda information

AGENDA ITEM CREATION AND WORKFLOW

Easily create agenda items and route through sequential or concurrent approval phases

DIVE INTO THE DETAILS

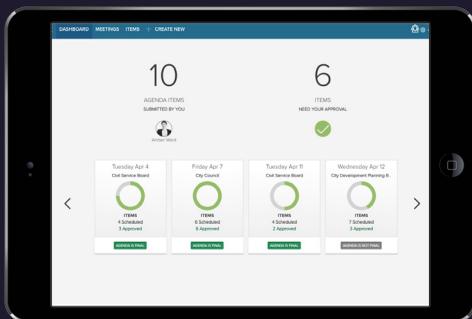
Easily view scheduled agendas, progress of those agendas and access the details of any meeting – all from a user-friendly calendar view



Manage agenda workflows easily from one simple dashboard

FEATURES

- Draft agenda items using configurable templates in one system
- Submit agenda items electronically for review
- Review and collaborate on agenda items
- Use sequential or concurrent approval phases
- Automatically scheduled agenda items
- Easily edit, add and remove agenda items at any time
- One-click publishing of agenda packets to web portal and iLegislate
- Automatic publishing of agenda items and attachments



DASHBOARD Quickly access information tailored to your responsibilities and view latest comments via the timeline on agenda information



Borough of Emmaus, Pennsylvania

In late 2015, staff at the Borough of Emmaus (population of 11,296), introduced Peak Agenda Management, paired with iLegislate tools, to overhaul council meeting agenda preparation. "It's just so much easier and less time-consuming to create an agenda," Borough Manager Shane Pepe said. "In all honesty, the software has made the job easier. The logistical improvements are fantastic." In addition to saving time and minimizing frustration, the borough is saving \$30,000 annually in printing costs.

About Granicus

Granicus provides technology that empowers government organizations to create better lives for the people they serve. By offering the industry's leading cloud-based solutions for communications, meeting and agenda management, and digital services to more than 3,000 public sector organizations, Granicus helps turn government missions into quantifiable realities. Granicus products connect more than 150 million people, creating a powerful network to enhance government transparency and citizen engagement. By optimizing decision-making processes, Granicus strives to help government realize better outcomes and have a greater impact for the citizens they serve.

For more information about Peak Agenda Management and the Meeting and Agenda Suite visit us at www.granicus.com/solutions/meeting-agenda-suite



iLegislate

View and annotate meeting agendas and attachments on the go

iLegislate enables government officials to modernize their day-to-day agenda management by digitally reviewing meeting agendas, supporting documents and even archived meeting recordings via an app on their tablet. Instead of printing a thick agenda packet for each meeting attendee, iLegislate helps agencies go green with a paperless system to review agendas, reducing the cost of distributing materials.

Elected members and staff can save hours in their pre-meeting workflow by digitally annotating and bookmarking agendas, PDF attachments and items of interest while

on- or offline. All annotations are synced to the Granicus cloud when an internet connection is established.

iLegislate can also integrate with other Granicus products to further streamline the meeting process. Import agendas directly from agenda management systems, view citizen feedback from eComment and SpeakUp, digitally record votes with Votecast, and connect with Granicus Video archives to access meeting recordings. iLegislate allows decision makers to take their meeting efficiency tools and citizen participation materials anywhere.



Digitally review meeting agendas and supporting documents



Take notes and bookmark specific agenda items



Available on- and offline



Reduces time and cost of paper agendas



Tablet access on iOS, Android, and Windows



Integrates with other meeting and agenda products

Granicus Video

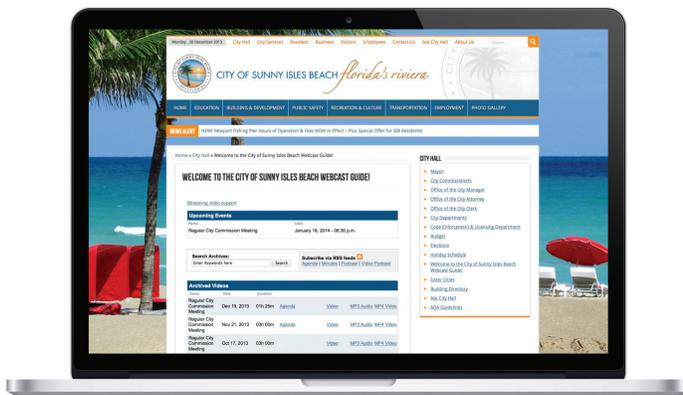
Meeting and Agenda Suite



Transparency of public meetings is more important than ever. Citizens want to learn about policy decisions that affect their lives and see how their tax dollars are being spent. Oftentimes, the burden and expense of managing this information is time consuming for government staff and can be cumbersome for citizens to find and access.

What if you could automate this process and make it incredibly convenient for staff and citizens alike?

Granicus' Video software helps agencies give access to all public meetings and important records online and creates an unprecedented level of openness. Leveraging a powerful media management solution, organizations can easily publish live and on-demand video content on their website, link related documents, and provide keyword searching for citizens. Using reports on visitor trends, agencies can quickly gauge interest in the most important issues.



Maximize transparency with searchable and indexed online meeting videos and records

BENEFITS

MANAGE AND BROADCAST GOVERNMENT MEDIA ONLINE

Give citizens convenient access to live and archived streaming through your website, and promote it through communications channels

BUILD TRUST AND TRANSPARENCY WITHOUT EXTRA STAFF

Reduce public inquiries with searchable, self-service access online

REACH A BROADER AUDIENCE

Import agendas and index video live to eliminate hours of work and improve ability for citizens to find footage about issues of interest

TRACK METRICS

Understand and measure public participation with in-depth video analytics

FEATURES

- Live event streaming
- Index video live
- Encoding appliance
- Intelligent media routing
- Proactive systems monitoring
- Import and parse agendas
- Link relevant documents
- Create text transcripts
- Reports and analytics
- Closed captioning
- Advanced search of video content
- Downloadable media



The City of Santa Rosa has been broadcasting council meetings online since 2004, but has continued to modernize their technology to meet the expectations of citizens. They have successfully introduced an end-to-end automated environment for managing their streaming production and live meeting workflows. These tools help the city stay innovative while cutting costs. To date, they are saving approximately \$1,000 per month in staff time all while increasing video traffic, enabling broader access to public meetings with live and on-demand mobile streaming and making content easy to find with indexed and searchable video.

About Granicus

Granicus provides technology that empowers government organizations to create better lives for the people they serve. By offering the industry's leading cloud-based solutions for communications, meeting and agenda management, and digital services to more than 3,000 public sector organizations, Granicus helps turn government missions into quantifiable realities. Granicus products connect more than 150 million people, creating a powerful network to enhance government transparency and citizen engagement. By optimizing decision-making processes, Granicus strives to help government realize better outcomes and have a greater impact for the citizens they serve.

For more information about Granicus Video and the Meeting and Agenda Suite, visit us at www.granicus.com/solutions/meeting-agenda-suite



Quote Number: Q-26490
Quote Prepared On: 4/6/2018
Quote Valid Through: 5/3/2018
Payment Terms: Net 30

Granicus Contact:
 Name: Drew Baker
 Phone: +1 3234229710
 Email: drew.baker@granicus.com

Start Date: 6/15/2018
End Date: 6/14/2019

ONE-TIME FEE

Product Name	Invoice Schedule	Quantity	One-Time Total
Peak Agenda Management Standard Agenda Report	Milestones	1 Each	\$0.00
Peak Agenda Management Standard Cover Page Report	Milestones	1 Each	\$0.00
Peak Agenda Management - Online Training	Milestones	6 Hours	\$0.00
VoteCast Display Design and Configuration Services	Milestones	4 Hours	\$0.00
VoteCast Tablet Configuration Services (ME)	Milestones	4 Hours	\$0.00
Votecast - Onsite Training	Milestones	2 Days	\$0.00
VoteCast Display CPU (Dell) (ME)	50% Up Front 50% Upon Delivery	1 Each	\$980.00
US Shipping Charge B - Medium Item	50% Up Front 50% Upon Delivery	1 Each	\$60.00
Meeting Server Configuration (ME)	Milestones	4 Hours	\$900.00
Minutes Template Configuration (ME)	Milestones	1 Each	\$0.00
Minutes - Online Training	Milestones	6 Hours	\$1,350.00
Granicus Encoding Appliance Hardware - SDI (AMAX) (GT)	50% Up Front 50% Upon Delivery	1 Each	\$3,500.00
Granicus Encoding Appliance Hardware Configuration (GT)	Milestones	1 Each	\$875.00
US Shipping Charge C - Large Item	Up Front	1 Each	\$125.00
View Template Configuration (GT)	Milestones	1 Hours	\$0.00
Player Template Configuration (GT)	Milestones	1 Hours	\$0.00
Standard Agenda Template Creation/Configuration	Milestones	1 Each	\$0.00
Live Manager Installation (GT)	Milestones	1 Hours	\$0.00
Granicus Video - Online Training	Milestones	1 Hours	\$0.00
		TOTAL	\$7,790.00



ANNUAL SUBSCRIPTION FEE

Product Name	Invoice Schedule	Quantity	Annual Total
Peak Agenda Management	Annual	1 Each	\$5,280.00
VoteCast Standard Package (Tablet) (ME)	Annual	1 Each	\$2,400.00
Meeting Efficiency Suite	Annual	1 Each	\$0.00
Government Transparency Suite	Annual	1 Each	\$3,852.00
Granicus Encoding Appliance Software (GT)	Annual	1 Each	\$1,200.00
		TOTAL	\$12,732.00

FUTURE YEAR PRICING

Product Name	06/15/19 to 06/14/20	06/15/20 to 06/14/21
Peak Agenda Management	\$ 5,649.60	\$ 6,045.07
VoteCast Standard Package (Tablet) (ME)	\$ 2,568.00	\$ 2,747.76
Meeting Efficiency Suite	\$ 0.00	\$ 0.00
Government Transparency Suite	\$ 4,121.64	\$ 4,410.15
Granicus Encoding Appliance Software (GT)	\$ 1,284.00	\$ 1,373.88
TOTAL:	\$ 13,623.24	\$ 14,576.87

PRODUCT DESCRIPTIONS

Product Name	Product Description
Peak Agenda Management	<p>Peak Agenda Management is a Software-as-a-Service (SaaS) solution that enables government organizations to simplify the agenda management process of the clerk's office. Peak Agenda Management allows clerks to streamline the way they compile and produce agendas for public meetings and includes:</p> <ul style="list-style-type: none"> • Unlimited user accounts • Unlimited meeting bodies and meeting types • Access to one Granicus platform site • Access to one Peak Agenda Management site • Design services for one public view page portal • Design services for one Agenda report template • Design services for one Cover Page report template
Peak Agenda Management Standard Agenda Report	Peak Agenda Management Standard Agenda Report is professional service for designing an additional Peak agenda report.
Peak Agenda Management Standard Cover Page Report	Peak Agenda Management Standard Cover Page Report is professional service for designing an additional Peak cover page report.
Peak Agenda Management - Online Training	Peak Agenda Management - Online Training is for online training for Peak Agenda Management, which allows clients to have online sessions with a Granicus trainer to learn how to use the system.

Product Name	Product Description
VoteCast Standard Package (Tablet) (ME)	<p>VoteCast is a hybrid Software-as-a-Service (SaaS) and Hardware-as-a-Service (HaaS) solution that enables government organizations to streamline the meeting process for both the clerk's office as well as elected officials. By leveraging this solution, the client will be able to automate meeting data capture and display – improving accuracy and keeping all attendees informed of meeting proceedings. Available on a variety of hardware as well as the iLegislate platform, elected officials can use their touchscreens or tablets to motion, second, vote, and request to speak. This data automatically populates to the clerk software (LiveManager) ensuring accuracy and reducing workload. As action items occur during the meeting, TVs or projectors hooked up to VoteCast Display will automatically show the current agenda item, motion on the floor, vote result, and speaker timer as well as speaker name. VoteCast includes:</p> <ul style="list-style-type: none"> • Unlimited user accounts • Unlimited meeting bodies • Access to one Granicus platform site • Access to the VoteCast software application for elected officials • Access to the VoteCast Display software application to output meeting proceedings to TVs or projectors in the meeting room
VoteCast Display Design and Configuration Services	<p>Implementation includes:</p> <ul style="list-style-type: none"> • Access to an implementation consultant until project acceptance • VoteCast installation on one of the following hardware setups: Dell CPU and ELO Touchscreens, Microsoft Surface tablets, or iLegislate-enabled devices • Design service for VoteCast Display template updates • Access to video-based trainings around standard account functions and capabilities • One day of onsite training (additional online or onsite training can be purchased if desired) <p><i>The implementation process takes four to six weeks, on average, depending on the availability of stakeholders.</i></p>
VoteCast Tablet Configuration Services (ME)	<p>Implementation includes:</p> <ul style="list-style-type: none"> • Access to an implementation consultant until project acceptance • VoteCast installation on one of the following hardware setups: Dell CPU and ELO Touchscreens, Microsoft Surface tablets, or iLegislate-enabled devices • Design service for VoteCast Display template updates • Access to video-based trainings around standard account functions and capabilities • One day of onsite training (additional online or onsite training can be purchased if desired) <p><i>The implementation process takes four to six weeks, on average, depending on the availability of stakeholders.</i></p>
Votecast - OnsiteTraining	<p>onsite training for VoteCast, which allows clients to have a Granicus trainer onsite to show both clerks and elected officials how to use the voting system during a meeting.</p>
VoteCast Display CPU (Dell) (ME)	<p>Dell CPU hardware for VoteCast Display that outputs meeting information like current agenda item or vote results to displays in the meeting room such as TVs or projectors.</p>
US Shipping Charge B - Medium Item	<p>US shipping of a medium item</p>



Product Name	Product Description
Meeting Efficiency Suite	<p>Meeting Efficiency is a hybrid Software-as-a-Service (SaaS) and Hardware-as-a-Service (HaaS) solution that enables government organizations to simplify the in-meeting management and post-meeting minutes creation processes of the clerk's office. By leveraging this solution, the client will be able to streamline meeting data capture and minutes production, reducing staff efforts and decreasing time to get minutes published. During a meeting, record roll calls, motions, votes, notes, and speakers, all indexed with video. Use the index points to quickly edit minutes, templates to format in Microsoft Word or HTML, and publish online with the click of a button. Meeting Efficiency includes:</p> <ul style="list-style-type: none"> • Unlimited user accounts • Unlimited meeting bodies • Unlimited storage of minutes documents • Access to one Granicus platform site • Access to the LiveManager software application for recording information during meetings • Access to the Word Add-in software component for minutes formatting in MS Word if desired • One MS Word or HTML minutes template (additional templates can be purchased if needed)
Meeting Server Configuration (ME)	<p>installing and configuring minutes functionality on the encoder so that the user can take minutes during a meeting.</p>
Minutes Template Configuration (ME)	<p>the one-time cost for creating a minutes template so that a user has a way to output minutes data into a preformatted document.</p>
Minutes - Online Training	<p>online training for Minutes, which allows clients to have online sessions with a Granicus trainer to show clerks how to take minutes during a meeting and how to edit and publish them after a meeting.</p>
Government Transparency Suite	<p>Government Transparency are the live in-meeting functions. Streaming of an event, pushing of documents, indexing of event, creation of minutes.</p>
Granicus Encoding Appliance Hardware - SDI (AMAX) (GT)	<p>AMAX Encoder with Osprey SDI Card. Used to pass commands and data from LiveManager that include Start/Stop of webcast, indexing, and document display. Also serves to distribute video and captions to be distributed to the CDN or Performance Accelerator.</p>
Granicus Encoding Appliance Software (GT)	<p>Granicus Encoding Appliance Software (GT) This includes the LiveManager Software solution where webcasts are started/stopped, agendas amended and indexed, votes and attendance recorded, and minutes created.</p>
Granicus Encoding Appliance Hardware Configuration (GT)	<p>Remote configuration and deployment of an encoding appliance.</p>
US Shipping Charge C - Large Item	<p>US shipping of a large item</p>
View Template Configuration (GT)	<p>the one-time cost for creating a view page template</p>
Player Template Configuration (GT)	<p>player template configuration</p>
Standard Agenda Template Creation/ Configuration	<p>creation of a standard agenda template</p>
Live Manager Installation (GT)	<p>the installation of LiveManager on a user's computer so they can timestamp agenda items during a meeting.</p>
Granicus Video - Online Training	<p>Granicus Video - Online Training</p>



TERMS AND CONDITIONS

- Link to State & Local Terms: https://granicus.com/pdfs/Master_Subscription_Agreement.pdf
- Payment terms: net 30
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of **Pleasant Hill Recreation and Park District** to provide applicable exemption certificate(s).
- Discount is valid through end date **6/14/2019** - pricing will be reassessed prior to renewal.
- If submitting a Purchase Order instead of signing the quote, please include the following language: All pricing, terms and conditions of quote Q-26490 are incorporated into this Purchase Order by reference.

AGREEMENT AND ACCEPTANCE

**Pleasant Hill Recreation
and Park District**

Billing Information

Signature: _____

Name: _____

Name: _____

Phone: _____

Title: _____

Email: _____

Date: _____

Address: _____

STAFF REPORT



Date: April 26, 2018
To: Board of Directors
From: Michelle Lacy, General Manager
Re: Information Regarding February 6, 2018 Report from Alan R. Horeis, Structural Engineers, Inc. Regarding the Curved Glued-Laminated Roof Beams at the Winslow Center Located at 2590 Pleasant Hill Road

BACKGROUND:

The Pleasant Hill Recreation and Park District (District) has received periodic updates from Structural Engineer Alan R. Horeis regarding the curved glued-laminated roof beams at the Winslow Center. Mr. Horeis previously inspected the structure on November 9, 2011, March 24, 2014, March 11, 2015 and February 26, 2016.

DISCUSSION:

Mr. Horeis visually inspected the status of the curved glued-laminated roof beams at the Winslow Center on February 6, 2018. His report regarding his findings is attached as Exhibit 1. At this time Mr. Horeis has no additional recommendations and suggests District staff continue to view the condition of the roof arches on a 6-month basis and major seasonal changes. He recommends further inspection by his firm in another two-years.

The attached report is to inform the Board of Directors of the current state of the Winslow Center as observed by the District's contracted structural engineer. There is no recommended action to be taken at this time. Staff will continue to monitor the roof arches on a regular basis.

EXHIBITS:

Exhibit 1: Letter Dated February 6, 2018 from Alan R. Horeis, Structural Engineers, Inc. Regarding Curved Glued-Laminated Roof Beams at the Winslow Center Located at 2590 Pleasant Hill Road

ALAN R. HOREIS

Structural Engineers, Inc.

February 6, 2018

Proj. No. 11030

Pleasant Hill Recreation & Park District
320 Civic Drive
Pleasant Hill, CA 94523

VIA Email

Attention: Carrie Miller
Building Maintenance Superintendent

Subject: **Curved Glued-Laminated Roof Beams
Winslow Center
2590 Pleasant Hill Road
Pleasant Hill, California**

Dear Ms. Miller:

It accordance with your request we viewed the curved glued-laminated roof beams at the subject structure on February 6, 2018. We previously issued letters dated November 9, 2011, March 24, 2014, March 11, 2015 and February 26, 2016 regarding the curved roof beams.

The November 2011 letter recommended two (2) repair options. The first was epoxy injecting the splits in the glued-laminated roof beams (short term repair). The second, was a more permanent mechanical repair. The District epoxied the splits in the roof beams.

Upon a visual review during the February 6, 2018 site visit of the epoxied splits from the second story floor it appeared that only minor splitting of the some of epoxied glue-lines was obvious.

We again measured the out-of-plumbness of the exterior walls below the arch ends. The out-of-plumbness was approximately the same, but with variations from that measured during our November 2011, March 2015 and February 2016 site visits. We believe the minor variations are a result of the winter season to date affecting the site soil shrinkage/heave and not the result of any obvious movement of the arches. In general there is no trend for the curved glued-laminated roof beams to cause greater out-of-plumbness of the top of the walls outboard. If we had observed increased outward movement at the top of the walls one would expect possible epoxy relaxation of the epoxied splits.

We did notice some gypsum wall board soffit and wall cracking at some of the arch ends. Again this is believed to be the result ongoing minor differential foundation movements..

The lack of significant out-of-plumbness, or increased out-of-plumbness, at of the top of the exterior walls indicates that the epoxy injection has most probably stabilized the movement of the arches downward to date. Any variations of out-of-plumbness and the gypsum wallboard cracking at this time are believed to be the result of minor foundation movements as a result of the seasonal moisture changes in the site soils.

EXHIBIT 1

As stated in our prior letters a more permanent repair of the arches as suggested in our November 9, 2011 letter is economic. This mechanical repair is relatively expensive when compared to the epoxy injection. We are not estimators, but, it is possible the mechanical repair could approach, or exceed, six figures. When one considers that the building was constructed sometime in late 1985 or early 1986, the building does not meet current codes, one must seriously consider spending more monies on a building that is considered not essential to the Districts needs.

We suggest District staff should view the condition of the roof arches on a 6 month basis. The canopy shoring should be viewed after major seasonal changes. We can again view the arches above, if you desire, in another two (2) years.

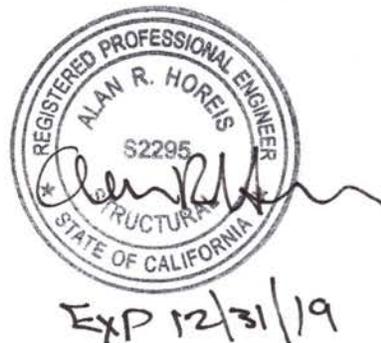
Our observations, conclusions and summaries have been performed using that degree of care and skill ordinarily exercised, under similar circumstances, by reputable structural engineers practicing in this area. No other warranty, expressed or implied, is made.

If you have further questions or need clarification please do not hesitate in contacting me.

Very truly yours,
ALAN R. HOREIS
STRUCTURAL ENGINEERS, INC.



Alan R. Horeis
S.E. #2295
C.E. #25604
(Expires 12/31/19)



Attachment, SK-1 with readings of 3/10/15, 2/22/16 and 2/6/18..



2/6/18 READINGS

3/10/15 & 2/22/16 READINGS

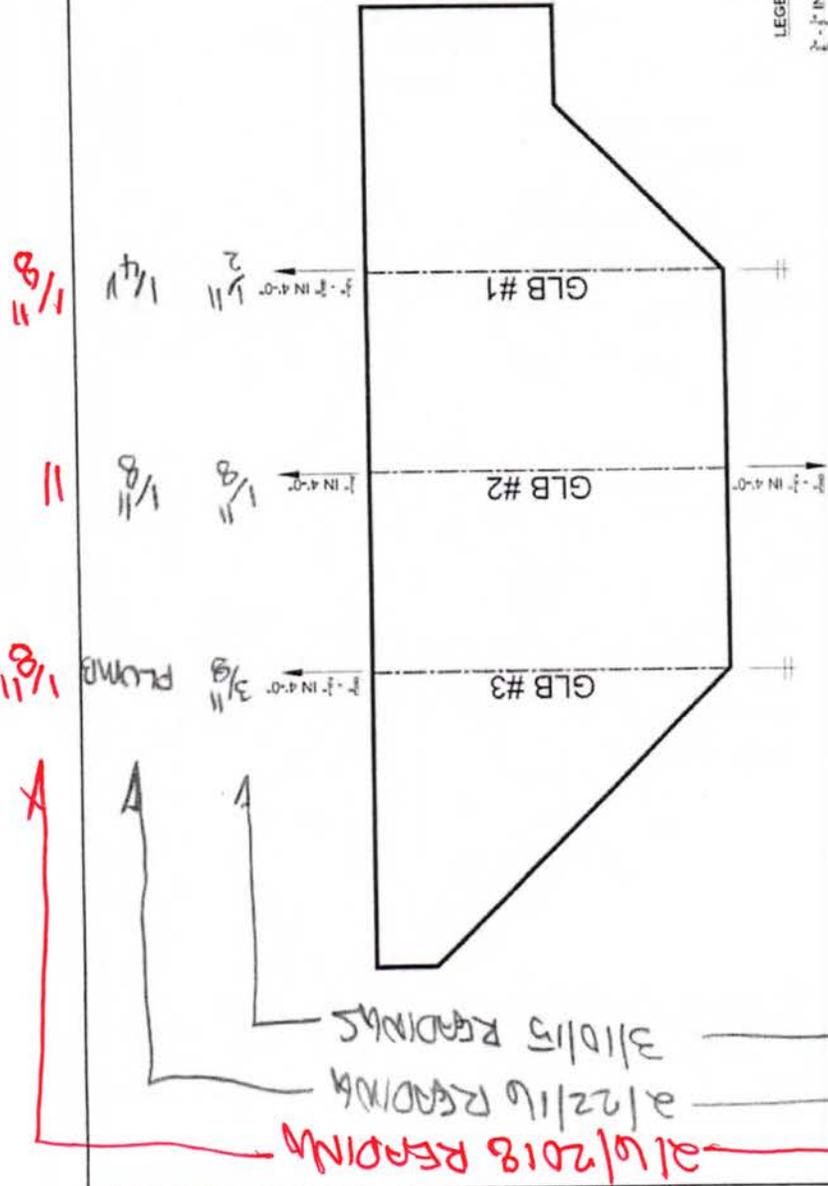
APPROXIMATE PLAN AND PLUMB READINGS

WINSLOW CENTER
PLEASANT HILL, CALIFORNIA

DRAWN BY:	DATE:	DRAWING NUMBER:
SCALE:	1" = 1'-0"	SK-1

ALAN R. HOREIS
STRUCTURAL ENGINEERS, INC.

LEGEND:
 INDICATES AMOUNT AND DIRECTION OF "OUT OF PLUMB" IN 4'-0"
 INDICATES ACCEPTABLY PLUMB



APPROXIMATE PLAN
NOT TO SCALE

PLUMB

GLB #1

1/8" ←

GLB #2

3/8" ←

GLB #3

1/4" ←

2/6/18 READINGS

3/10/15 READINGS

2/22/16 READINGS

1/8" ←

1/8" ←

1/8" ←

1/4"

1/8"

3/8"

2/8"

1/8"

3/8"

1/2" IN 4'-0"

1/2" IN 4'-0"

1/2" IN 4'-0"

GLB #1

GLB #2

GLB #3

||

↑

||

1/8" ←

1/8" ←

1/4"

SAME

SAME

1/4" ←