



Board of Directors AGENDA

PLEASANT HILL RECREATION & PARK DISTRICT

MISSION STATEMENT

In order to serve the diverse recreational needs of individuals and families and to enrich the quality of life for all residents, the Pleasant Hill Recreation & Park District is committed to providing park facilities, open space, and programs and activities for all ages.

**LOCATION: Community Center McHale Room
320 Civic Dr. – Pleasant Hill**

Public may join meeting in person at this location

Or by PC: <https://zoom.us> Meeting ID: 857 2521 6526

Or by Phone 1 (669) 900-9128 Meeting ID: 857 2521 6526

**Thursday, February 9, 2023
Regular Meeting- 7:00 PM**

MEMBERS OF THE PUBLIC MAY PARTICIPATE IN THIS MEETING IN PERSON OR BY TELECONFERENCE TO MITIGATE THE SPREAD OF COVID-19

Public comments can be submitted to the District prior to the meeting by emailing skubota@pleasanthillrec.com. Public comments will also be taken on each agenda item during the meeting. Comments received by email prior to 3 pm on the day of the meeting will be forwarded to the Board prior to the meeting, made a part of the public record, and be available for public review at this link: <https://www.pleasanthillrec.com/DocumentCenter/Index/201>.

To comment orally in real time during the meeting, you may fill out a speaker slip to comment in person, use the Zoom “raise hand” function on your computer screen, or the *9 function on your phone.

Public records that relate to any item on the open session agenda for a regular board meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the office of the District, located at 147 Gregory Lane, for the purpose of making those public records available for inspection. The agenda and packet are available at <https://www.pleasanthillrec.com/AgendaCenter>. Other writings distributed to the Board in connection with this meeting are available for public review at this link: <https://www.pleasanthillrec.com/DocumentCenter/Index/201>

The Board will take public comment on each listed agenda item when the item is taken up. Each speaker will be allotted five minutes for comment per item unless a shorter comment period is specified by the Board at the meeting (e.g., if there is an unusually large number of speakers).

1. Call to Order
2. Pledge of Allegiance

Documents that are disclosable public records required to be made available under California Government Code Section 54957.5 (b) (1) and (2) are available to the public for inspection at no charge during business hours at our administrative office located at 147 Gregory Lane, Pleasant Hill, California.

The Pleasant Hill Recreation & Park District will provide reasonable disability-related modification or accommodations to a person who requires such in order to participate in the meeting of the Board of Directors. Please contact Susie Kubota (925) 682-0896 at least 48 hours before the meeting.

3. Roll Call
4. Public Comment

This item on the agenda provides an opportunity for members of the public to comment on any item within the jurisdiction of the Board that is not on the agenda. When an item is not listed on the agenda, State law prohibits Board discussion or action. Board members may only “briefly respond” to statements made and questions posed. For example, State law allows Board members to ask questions for clarification and provide a reference to staff or other resources for factual information. Additionally, the Board may direct staff to report back and/or place a matter on a future agenda for discussion.

5. Report from General Manager (Attachment A)
6. Consent Calendar (Attachment B)
 - a. Approve Bills to be Paid Warrants #16804 – #16872 (Exhibit 1)
 - b. Approve Minutes of December 15, 2022 (Exhibit 2)
7. Authorize General Manager to Enter into a Professional Services Contract with Tramutola LLC to Provide Consulting Services to Determine the Feasibility of Placing a Tax Measure on a Future Ballot and Pre-Electoral Planning and Public Information Services and Authorize Transfer of \$150,000 from the General Fund to Capital Improvement Project Fund (Attachment C)
8. Verbal Report from Committee Chair and Opportunity to Set Meeting Dates
 - a. Land and Facilities Development Committee - TBD
 - b. Personnel Committee – TBD
 - c. Budget & Finance Committee – TBD
 - d. Program Committee – TBD
 - e. District/City Liaison Committee – TBD
 - f. Ad Hoc Committee for Board Policies – January 30, 2023 at 1:00 p.m.
9. Board Announcements and Requests to Staff
10. Adjourn

Future Board of Directors Meetings:

Thursday, February 23, 2023, 7:00 p.m.- McHale Room

Thursday, March 9, 2023, 7:00 p.m. – McHale Room

Thursday, March 23, 2023, 7:00 p.m.- McHale Room

MEMORANDUM



Date: February 9, 2023
To: Board of Directors
From: Michelle Lacy, General Manager
Re: General Manager's Report for February 9, 2023

GENERAL MANAGER SCHEDULE – I will be out of the office the afternoon of February 7 to attend a CAPRI Board Meeting and then February 8 and 9 to attend the Public Agency Risk Management Association (PARMA) Conference. I will return for the Board Meeting.

MAYOR'S BREAKFAST – The Mayor's Breakfast is confirmed for February 18 from 7:30 am - 9:00 am at the Contra Costa Country Club. Please RSVP to me if you would like to attend. The District will register all Board Members that are able to attend. Chair Bonato will be providing a State of the District at the breakfast meeting.

NEW STAFF MEMBER- Sports Coordinator Victoria Davis started her tenure with the District on Monday, February 6. We are excited for Victoria to get started in her new role.

PARK MAINTENANCE - The playground surface at Pleasant Oaks Park was repaired and sealed on Saturday, January 28th. Park Staff had their annual Pesticide training on Monday, January 30th. Park staff continues to repair trails that suffered storm damage during heavy rains. Tom Bradley has been working with PHPD to identify taggers at Pleasant Oaks Park and other sites.

STAFF REPORT



Date: February 9, 2023
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 FEBRUARY 9, 2023

- a. Approve Bills to be Paid Warrants #16804 – #16872 (Exhibit 1)
- b. Approve Minutes of December 15, 2022 (Exhibit 2)

Accounts Payable

Check Register Totals Only



User: Jsmith
 Printed: 2/6/2023 - 9:49 AM
 Batch: 00010.01.2023 - WARRANTS020923

Check	Date	Vendor No	Vendor Name	Amount	Voucher
16804	02/09/2023	AmFid	AMERICAN FIDELITY	3,170.13	0
16805	02/09/2023	AmFidAs	AMERICAN FIDELITY ASSURANC	595.12	0
16806	02/09/2023	AMERSTA	AMERICAN STAGE TOURS	1,350.00	0
16807	02/09/2023	ASCAP	ASCAP	411.59	0
16808	02/09/2023	BayAlar	BAY ALARM COMPANY	1,799.55	0
16809	02/09/2023	BONASAN	SANDRA BONATO	300.00	0
16810	02/09/2023	BRADYIND	BRADY INDUSTRIES, LLC	821.56	0
16811	02/09/2023	BIOT	BUILDINGS IOT	10,150.55	0
16812	02/09/2023	CACHAM	CALIFORNA CHAMBER OF COMM	329.88	0
16813	02/09/2023	CaSt	CALIFORNIA STATE DISBURSEMI	200.00	0
16814	02/09/2023	CCSNP	CC SENIOR NUTRITION PROGRAI	2,066.00	0
16815	02/09/2023	CENCON	CENTRAL CONTRA COSTA SANIT	1,496.49	0
16816	02/09/2023	CINTAS	CINTAS	442.68	0
16817	02/09/2023	CCHSFMC	CONTRA COSTA HEALTH SERVIC	500.00	0
16818	02/09/2023	CCWD	CONTRA COSTA WATER DISTRIC	387.91	0
16819	02/09/2023	Copyst	COPY STATION	141.67	0
16820	02/09/2023	COCLERK	COUNTY CLERK	300.00	0
16821	02/09/2023	DICCOL	COLIN DICKIE	131.00	0
16822	02/09/2023	EBMUD	EAST BAY MUD	973.75	0
16823	02/09/2023	Ewing	EWING IRRIGATION	294.67	0
16824	02/09/2023	FranTx	FRANCHISE TAX BOARD	40.00	0
16825	02/09/2023	FRANKGRO	FRANK & GROSSMAN	16,206.00	0
16826	02/09/2023	FRAHOL	HOLLIS FRATES	39.30	0
16827	02/09/2023	FUEWIL	WILLIAM FUENTES	1,872.00	0
16828	02/09/2023	GARTONTR	GARTON TRACTOR	214.03	0
16829	02/09/2023	GLOVBOB	BOBBY GLOVER	200.00	0
16830	02/09/2023	GOMMICH	MICHELLE GOMEZ	500.00	0
16831	02/09/2023	Guardian	GUARDIAN SECURITY AGENCY	1,419.40	0
16832	02/09/2023	HOANDIA	DIANA HOANG	750.00	0
16833	02/09/2023	HONEYBUC	HONEY BUCKET	183.63	0
16834	02/09/2023	HurLan	LANCE HURTADO	158.43	0
16835	02/09/2023	KAISWAL	KAISER - WALNUT CREEK -AFM	750.00	0
16836	02/09/2023	KaisFou	KAISER FOUNDATION HEALTH P	38,424.46	0
16837	02/09/2023	KUBSUS	SUSIE KUBOTA	49.09	0
16838	02/09/2023	LANERN	ERNIE LANZARIN	1,000.00	0
16839	02/09/2023	LEONKARE	KAREN LEONG	900.00	0
16840	02/09/2023	macAlv	MAC ALVEY'S NURSERY	1,897.90	0
16841	02/09/2023	MACICLA	Claudia Maciel	750.00	0
16842	02/09/2023	MAROSAR	SARAH MAROOF	750.00	0
16843	02/09/2023	MURDDEB	DEBBIE MURDOCK	500.50	0
16844	02/09/2023	Concerta	OCCUPATIONAL HEALTH CENTE	58.00	0
16845	02/09/2023	OCONNOR	O'CONNOR & COMPANY	8,926.10	0
16846	02/09/2023	P&DApp	P&D APPLIANCE	875.00	0
16847	02/09/2023	PG&E	PG&E	50,913.27	0
16848	02/09/2023	PLANTDE	PLANT DECOR	12.01	0
16849	02/09/2023	QualTre	QUALITY TREE CARE/JOSEPH M/	19,500.00	0
16850	02/09/2023	RAYMORG	RAY MORGAN COMPANY	242.45	0
16851	02/09/2023	R-Comput	R-Computer	698.01	0
16852	02/09/2023	Rhythm	RHYTHM MASTERS	375.00	0
16853	02/09/2023	RECROB	ROBERTSON RECREATIONAL SEF	8,205.00	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
16854	02/09/2023	ROGAJ	AJ ROGERS	259.20	0
16855	02/09/2023	SHUTEMI	SHUTE, MIHALY & WEINBERGER	5,464.00	0
16856	02/09/2023	SITEONE	SITEONE LANDSCAPE	147.68	0
16857	02/09/2023	SPINITAR	SPINITAR	15,682.92	0
16858	02/09/2023	FUNEXPER	THE FUN & GAMES EXPERTS	4,250.00	0
16859	02/09/2023	THIEELIZ	ELIZABETH THIEL	900.00	0
16860	02/09/2023	TCP	TIMECLOCK PLUS, LLC	1,296.00	0
16861	02/09/2023	RTMOBILE	T-MOBILE - REFUND	750.00	0
16862	02/09/2023	TRANQU	QUY TRAN	200.00	0
16863	02/09/2023	TRAVEL	TRAVEL CENTER TRUST ACCOUN	2,996.11	0
16864	02/09/2023	USBank	U.S. BANK	1,716.88	0
16865	02/09/2023	USBANKP	US BANK CORPORATE PAYMENT	46,863.38	0
16866	02/09/2023	USBANKEQ	US BANK EQUIPMENT FINANCE	408.27	0
16867	02/09/2023	USPOSTAL	US Postal Service BMEU	12,000.00	0
16868	02/09/2023	Valic	VALIC	5,469.20	0
16869	02/09/2023	VINSSAN	SANDY VINSON	300.00	0
16870	02/09/2023	WELLSFAR	WELLS FARGO FINANCIAL LEAS	207.65	0
16871	02/09/2023	WHITCAS	CASEY WHITE	672.00	0
16872	02/09/2023	WURSDER	DEREK WURST	200.00	0
				<hr/> <hr/>	
Check Total:				282,055.42	
				<hr/> <hr/>	

Accounts Payable

Computer Check Proof List by Vendor

User: Jsmith
 Printed: 02/03/2023 - 3:50PM
 Batch: 00010.01.2023 - WARRANTS020923



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: AmFid	AMERICAN FIDELITY			Check Sequence: 1	ACH Enabled: False
01/2023	AF FLEX/DAYCARE #65883	668.75	01/17/2023	100-0000-21345	PR Batch 00092.01.2023 American Fidelit
01/2023	AF 125 FLEX/DAYCARE #65883	916.32	02/01/2023	100-0000-21345	PR Batch 00093.01.2023 American Fidelit
01/2023	AF 125 FLEX/DAYCARE #65883	577.08	02/01/2023	100-0000-21345	PR Batch 00093.01.2023 American Fidelit
01/2023	AF FLEX/DAYCARE #65883	916.32	01/17/2023	100-0000-21345	PR Batch 00092.01.2023 American Fidelit
01/2023	AF 125 FLEX/DAYCARE #65883	91.66	02/01/2023	100-0000-21345	PR Batch 00093.01.2023 American Fidelit
	Check Total:	3,170.13			
Vendor: AmFidAs	AMERICAN FIDELITY ASSURANCE			Check Sequence: 2	ACH Enabled: False
01/2023	AF LIFE/DIS/ACC/CANCER #65883	12.00	02/01/2023	100-0000-21360	PR Batch 00093.01.2023 AF Can at
01/2023	AF LIFE/DIS/ACC/CANCER #65883	55.37	01/17/2023	100-0000-21360	PR Batch 00092.01.2023 AF Can pt
01/2023	AF LIFE/DIS/ACC/CANCER #65883	96.32	01/17/2023	100-0000-21360	PR Batch 00092.01.2023 AF Life at
01/2023	AF LIFE/DIS/ACC/CANCER #65883	55.37	02/01/2023	100-0000-21360	PR Batch 00093.01.2023 AF Can pt
01/2023	AF LIFE/DIS/ACC/CANCER #65883	133.87	02/01/2023	100-0000-21360	PR Batch 00093.01.2023 AF Disability at
01/2023	AF LIFE/DIS/ACC/CANCER #65883	133.87	01/17/2023	100-0000-21360	PR Batch 00092.01.2023 AF Disability at
01/2023	AF LIFE/DIS/ACC/CANCER #65883	12.00	01/17/2023	100-0000-21360	PR Batch 00092.01.2023 AF Can at
01/2023	AF LIFE/DIS/ACC/CANCER #65883	96.32	02/01/2023	100-0000-21360	PR Batch 00093.01.2023 AF Life at
	Check Total:	595.12			
Vendor: AMERSTA	AMERICAN STAGE TOURS			Check Sequence: 3	ACH Enabled: False
2012023	American Stage Tours 30097 2-13 GSW Game	1,350.00	02/09/2023	100-1220-75630	
	Check Total:	1,350.00			
Vendor: ASCAP	ASCAP			Check Sequence: 4	ACH Enabled: False
2.00E+11	MUSIC LIC FEE	411.59	02/09/2023	100-1100-73335	
	Check Total:	411.59			
Vendor: BayAlar	BAY ALARM COMPANY			Check Sequence: 5	ACH Enabled: False
3882824230115M	Monthly Billing	752.84	02/09/2023	100-1255-75515	
3941424230115M	Master Billing Cycle Fees	806.91	02/09/2023	100-1220-75515	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
4.06E+13	Battery Replacement.horn check	239.80	02/09/2023	100-1231-75515	
	Check Total:	1,799.55			
Vendor: 12023	BONASAT SANDRA BONATO MEETING COMPENSATION	300.00	02/09/2023	100-1100-60100	Check Sequence: 6 ACH Enabled: False
	Check Total:	300.00			
Vendor: 7761419 7806199 7811502	BRADYIN BRADY INDUSTRIES, LLC Toilet Paper/Towels/seat Covers Soap Dispencer toilet paper dispencer	630.02 36.64 154.90	02/09/2023 02/09/2023 02/09/2023	100-1300-75515 100-1300-76500 100-1300-76500	Check Sequence: 7 ACH Enabled: False
	Check Total:	821.56			
Vendor: 88348 88348	BIOT BUILDINGS IOT IT SUPPORT NEW WORKSTATION	8,324.00 1,826.55	02/09/2023 02/09/2023	100-1100-75505 100-1100-75505	Check Sequence: 8 ACH Enabled: False
	Check Total:	10,150.55			
Vendor: 11686670	CACHAM CALIFORNIA CHAMBER OF COMMERCE 2023 CA LABOR LAW POSTERS	329.88	02/09/2023	100-1100-73340	Check Sequence: 9 ACH Enabled: False
	Check Total:	329.88			
Vendor: 020623	CaSt CALIFORNIA STATE DISBURSEMENT ALAN SABINE #0139010539-01 #0600099	200.00	02/01/2023	100-0000-21390	Check Sequence: 10 ACH Enabled: False PR Batch 00093.01.2023 Garn Child Supp
	Check Total:	200.00			
Vendor: 2012023	CCSNP CC SENIOR NUTRITION PROGRAM Senior Nutrition January Contribution	2,066.00	02/09/2023	100-1220-45000	Check Sequence: 11 ACH Enabled: False
	Check Total:	2,066.00			
Vendor: 449004	CENCON CENTRAL CONTRA COSTA SANITARY DISTRICT RECYCLED WATER FOR TURF IRRIGATION	1,496.49	02/09/2023	100-1300-65710	Check Sequence: 12 ACH Enabled: False
	Check Total:	1,496.49			
Vendor: 4142870499 4142870499	CINTAS CINTAS Towels & linens Towels & linens	20.00 64.24	02/09/2023 02/09/2023	100-1230-75515 100-1231-75515	Check Sequence: 13 ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
4142873956	Towels & linens	57.19	02/09/2023	100-1220-75515	
4142873956	Towels & linens	20.00	02/09/2023	100-1255-75515	
4143564078	Towels & linens	20.00	02/09/2023	100-1270-75515	
4143564078	Towels & linens	64.24	02/09/2023	100-1231-75515	
4143567043	Towels & linens	57.19	02/09/2023	100-1220-75515	
4143567043	Towels & linens	20.00	02/09/2023	100-1280-75515	
4144270445	Uniform Service	59.91	02/09/2023	100-1300-55380	
4144974737	Uniform Service	59.91	02/09/2023	100-1300-55380	
	Check Total:	442.68			
Vendor: CCHSFCM	CONTRA COSTA HEALTH SERVICES/ FMCH			Check Sequence: 14	ACH Enabled: False
48587463	Deposit Refund	500.00	02/09/2023	100-0000-20225	
	Check Total:	500.00			
Vendor: CCWD	CONTRA COSTA WATER DISTRICT			Check Sequence: 15	ACH Enabled: False
3017463	PINEWOOD/508 MONTI CIR	134.91	02/09/2023	100-1300-65710	
3027290	SHERMAN ACRES/SHERMAN DR	253.00	02/09/2023	100-1300-65710	
	Check Total:	387.91			
Vendor: Copyst	COPY STATION			Check Sequence: 16	ACH Enabled: False
259782	Spring Bocce Packets	141.67	02/09/2023	100-1250-75620	
	Check Total:	141.67			
Vendor: COCLERK	COUNTY CLERK			Check Sequence: 17	ACH Enabled: False
2044	11/2022 GENERAL ELECTION SETUP COST!	300.00	02/09/2023	100-1100-73310	
	Check Total:	300.00			
Vendor: DICCOL	COLIN DICKIE			Check Sequence: 18	ACH Enabled: False
	JANUARY TEA DANCE	131.00	02/09/2023	100-1220-75540	
	Check Total:	131.00			
Vendor: EBMUD	EAST BAY MUD			Check Sequence: 19	ACH Enabled: False
24133700001	RODGERS SMITH PARK	435.03	02/09/2023	100-1300-65710	
52030700001	SHANNON HILLS PARK	244.90	02/09/2023	100-1300-65710	
52201200001	RODGERS RANCH	293.82	02/09/2023	100-1233-65710	
	Check Total:	973.75			
Vendor: Ewing	EWING IRRIGATION			Check Sequence: 20	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
18538795	Straw Waddles for Erosion Controll	294.67	02/09/2023	100-1300-75520	
	Check Total:	294.67			
Vendor: 020623	FranTx FRANCHISE TAX BOARD REBECCA SEIDENSPINNER	40.00	02/01/2023	100-0000-21390	ACH Enabled: False PR Batch 00093.01.2023 Garn Franchise T
	Check Total:	40.00			
Vendor: 21113	FRANKGF FRANK & GROSSMAN Planting/POP	16,206.00	02/09/2023	970-0000-14007	ACH Enabled: False
	Check Total:	16,206.00			
Vendor: FRAHOL	HOLLIS FRATES MILEAGE	39.30	02/09/2023	100-1220-60350	ACH Enabled: False
	Check Total:	39.30			
Vendor: 6095.2	FUEnwIL WILLIAM FUENTES Instructor Payment	1,872.00	02/09/2023	100-1260-75645	ACH Enabled: False
	Check Total:	1,872.00			
Vendor: P0091108	GARTONI GARTON TRACTOR Tractor Parts	214.03	02/09/2023	100-1300-75510	ACH Enabled: False
	Check Total:	214.03			
Vendor: 12023	GLOVBOI BOBBY GLOVER MEETING COMPENSATION	200.00	02/09/2023	100-1100-60100	ACH Enabled: False
	Check Total:	200.00			
Vendor: 48620325	GOMMICI MICHELLE GOMEZ Deposit Refund	500.00	02/09/2023	100-0000-20225	ACH Enabled: False
	Check Total:	500.00			
Vendor: 63641 64147	GUARDIA GUARDIAN SECURITY AGENCY SECURITY Security Service POP	132.00 1,287.40	02/09/2023 02/09/2023	100-1300-75520 100-1300-76500	ACH Enabled: False
	Check Total:	1,419.40			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: HOANDIA 48842924	DIANA HOANG Deposit Refund	750.00	02/09/2023	Check Sequence: 29 100-0000-20225	ACH Enabled: False
	Check Total:	750.00			
Vendor: HONEYBU 553269217	HONEY BUCKET Porta Potty Valley View	183.63	02/09/2023	Check Sequence: 30 100-1250-75620	ACH Enabled: False
	Check Total:	183.63			
Vendor: HurLan 12023 12023	LANCE HURTADO Milage Dec & Jan Phone Reimbursement Dec & jan	88.43 70.00	02/09/2023 02/09/2023	Check Sequence: 31 100-1350-60350 100-1350-65365	ACH Enabled: False
	Check Total:	158.43			
Vendor: KAISWAL 48624659	KAISER - WALNUT CREEK -AFM Deposit Refund	750.00	02/09/2023	Check Sequence: 32 100-0000-20225	ACH Enabled: False
	Check Total:	750.00			
Vendor: KaisFou 03/2023 03/2023 03/2023 03/2023	KAISER FOUNDATION HEALTH PLAN KAISER #7671 KAISER #7671 KAISER #7671 KAISER #7671	1,156.87 1,156.87 34,918.90 1,191.82	01/17/2023 02/01/2023 02/01/2023 02/01/2023	Check Sequence: 33 100-0000-21300 100-0000-21300 100-0000-21300 100-0000-21300	ACH Enabled: False PR Batch 00092.01.2023 AF Kaiser PR Batch 00093.01.2023 AF Kaiser PR Batch 00093.01.2023 Kaiser Employer PR Batch 00093.01.2023 Kaiser Employer
	Check Total:	38,424.46			
Vendor: KUBSUS 12023 12023	SUSIE KUBOTA MILEAGE CELL PHONE REIMBURSED	14.09 35.00	02/09/2023 02/09/2023	Check Sequence: 34 100-1100-60350 100-1100-65365	ACH Enabled: False
	Check Total:	49.09			
Vendor: LANERN 22023	ERNIE LANZARIN SERP EXPENSE	1,000.00	02/09/2023	Check Sequence: 35 100-1100-70000	ACH Enabled: False
	Check Total:	1,000.00			
Vendor: LEONKAF 48867485	KAREN LEONG Deposit Refund	900.00	02/09/2023	Check Sequence: 36 100-0000-20225	ACH Enabled: False
	Check Total:	900.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: macAlv	MAC ALVEY'S NURSERY			Check Sequence: 37	ACH Enabled: False
12333	Drain Rock	223.89	02/09/2023	100-1300-75520	
12338	Drain Rock	298.52	02/09/2023	100-1300-75520	
12339	Drain Rock	460.95	02/09/2023	100-1300-75520	
12340	Drain Rock	447.78	02/09/2023	100-1300-75520	
12343	Fill Dirt/PNG	62.26	02/09/2023	100-1300-75520	
12351	Drain Rock	404.50	02/09/2023	100-1300-75520	
	Check Total:	1,897.90			
Vendor: MACICLA	Claudia Maciel			Check Sequence: 38	ACH Enabled: False
49110337	Deposit Refund	750.00	02/09/2023	100-0000-20225	
	Check Total:	750.00			
Vendor: MAROSAI	SARAH MAROOF			Check Sequence: 39	ACH Enabled: False
48836296	Deposit Refund	750.00	02/09/2023	100-0000-20225	
	Check Total:	750.00			
Vendor: MURDDEI	DEBBIE MURDOCK			Check Sequence: 40	ACH Enabled: False
	Instructor Payment Jan 23 Weight & Strength	500.50	02/09/2023	100-1220-75640	
	Check Total:	500.50			
Vendor: Concerta	OCCUPATIONAL HEALTH CENTERS			Check Sequence: 41	ACH Enabled: False
77636428	Random Drug Test	58.00	02/09/2023	100-1255-60370	
	Check Total:	58.00			
Vendor: OCONNOI	O'CONNOR & COMPANY			Check Sequence: 42	ACH Enabled: False
0123-24	2021-22 AUDIT	4,526.10	02/09/2023	100-1100-70000	
0123-26	2021-22 AUDIT	4,400.00	02/09/2023	100-1100-70000	
	Check Total:	8,926.10			
Vendor: P&DApp	P&D APPLIANCE			Check Sequence: 43	ACH Enabled: False
221002	Ice machine PM	291.66	02/09/2023	100-1231-75515	
221002	Ice machine PM	291.67	02/09/2023	100-1255-75515	
221002	Ice machine PM	291.67	02/09/2023	100-1220-75515	
	Check Total:	875.00			
Vendor: PG&E	PG&E			Check Sequence: 44	ACH Enabled: False
122022	UTILITIES	5,894.33	02/09/2023	100-1220-65701	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
1699234071	VFW-1919 WENDELL LN	90.22	02/09/2023	100-1300-65701	
1699664015	PLEASANT OAKS PARK-SPAR CT- IRRIGAT	23.49	02/09/2023	100-1300-65701	
1699664025	SHANNON HILLS-201 DEVON AVE SPRINK	8.63	02/09/2023	100-1300-65701	
1699664045	LAS JUNTAS-1694 LUCILLE LANE	42.82	02/09/2023	100-1300-65701	
1699664176	BROOKWOOD-TAYLOR BLVD & WITHERS	20.89	02/09/2023	100-1300-65701	
1699664371	BALL PARK-147 GREGORY LN	41.49	02/09/2023	100-1300-65701	
1699664412	RODGERS SMITH PARK-736 GRAYSON	115.71	02/09/2023	100-1230-65701	
1699664439	HOSPICE TREE-147 GREGORY LN	116.94	02/09/2023	340-3400-65701	
1699664596	COMMUNITY CENTER- 320 CIVIC	9,801.46	02/09/2023	100-1300-65701	
1699664748	SCHOOL HOUSE-2050 OAK PARL BLVD	110.70	02/09/2023	100-1232-65701	
1699664755	TENNIS COURTS-201 VIKING DRIVE #161	775.47	02/09/2023	100-1250-65701	
1699664771	POOL 50%-147 GREGORY LN	3,510.67	02/09/2023	100-1280-65701	
1699664771	POOL 50%-147 GREGORY LN	3,510.67	02/09/2023	100-1300-65701	
1699664775	WINSLOW CENTER-2590 PLEASANT HILL	1,172.09	02/09/2023	100-1230-65701	
1699664824	PLEASANT OAKS PARK-MONTECELLO & I	59.18	02/09/2023	100-1300-65701	
1699664854	RODGERS RANCH-315 CORTSEN RD	94.78	02/09/2023	100-1300-65701	
4366335025	PARK 10%-147 GREGORY LN	1,017.17	02/09/2023	100-1300-65701	
4366335025	PARK 90%-147 GREGORY LN	9,154.50	02/09/2023	100-1250-65701	
4366335040	CC REC BLDG G-320 CIVIC DR	5,313.14	02/09/2023	100-1231-65701	
8088892951	SENIOR CENTER- 233 GREGORY LANE	9,912.36	02/09/2023	100-1220-65701	
8241332025	VALLEY HIGH 2-804 CLIFFSIDE DR	28.74	02/09/2023	300-3000-65701	
8241332035	VALLEY HIGH 2-704 FALLS CT	28.74	02/09/2023	300-3000-65701	
8241332065	WOODSIDE HILLS 3-504 HERITAGE RD	34.54	02/09/2023	100-1233-65701	
8241332070	WOODSIDE HILLS 3-27 DRIFTWOOD CT	34.54	02/09/2023	100-1233-65701	
	Check Total:	50,913.27			
Vendor: PLANTDE	PLANT DECOR			Check Sequence: 45	ACH Enabled: False
	plant service	12.01	02/09/2023	100-1220-75540	
	Check Total:	12.01			
Vendor: QualTre	QUALITY TREE CARE/JOSEPH MATTOS			Check Sequence: 46	ACH Enabled: False
1548264	Tree Pruning/PHP	5,000.00	02/09/2023	100-1300-75550	
1548277	Hazard Pruning/BP	4,500.00	02/09/2023	100-1300-75550	
1548358	Tree Removal/RR	5,000.00	02/09/2023	100-1300-75550	
1548414	Tree Pruning/RR	5,000.00	02/09/2023	100-1300-75550	
	Check Total:	19,500.00			
Vendor: RAYMOR	RAY MORGAN COMPANY			Check Sequence: 47	ACH Enabled: False
3984638	COPIER	242.45	02/09/2023	100-1220-75540	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	242.45			
Vendor: R-Comput 527986	R-Computer BATTERY REPLACEMENT	698.01	02/09/2023	Check Sequence: 48 100-1255-75515	ACH Enabled: False
	Check Total:	698.01			
Vendor: Rhythm 02102023PH	RHYTHM MASTERS DJ Inclusive Rec Dance Feb	375.00	02/09/2023	Check Sequence: 49 100-1265-75150	ACH Enabled: False
	Check Total:	375.00			
Vendor: RECROB PJI-013969	ROBERTSON RECREATIONAL SERVICES Play Ground Surfacing	8,205.00	02/09/2023	Check Sequence: 50 970-0000-14007	ACH Enabled: False
	Check Total:	8,205.00			
Vendor: ROGAJ 6061.201	AJ ROGERS Instructor Payment	259.20	02/09/2023	Check Sequence: 51 100-1260-75645	ACH Enabled: False
	Check Total:	259.20			
Vendor: SHUTEMI 280117	SHUTE, MIHALY & WEINBERGER LLP DISTRICT COUNSEL	5,464.00	02/09/2023	Check Sequence: 52 100-1100-70000	ACH Enabled: False
	Check Total:	5,464.00			
Vendor: SITEONE 126479390-001	SITEONE LANDSCAPE Irrigation/POP	147.68	02/09/2023	Check Sequence: 53 100-1300-75511	ACH Enabled: False
	Check Total:	147.68			
Vendor: SPINITAR 936483-R 936592	SPINITAR CIP- AV Completion Speaker Replacement	12,624.38 3,058.54	02/09/2023 02/09/2023	Check Sequence: 54 970-0000-14003 100-1231-75515	ACH Enabled: False
	Check Total:	15,682.92			
Vendor: FUNEXPE 7969	THE FUN & GAMES EXPERTS TRAINS	4,250.00	02/09/2023	Check Sequence: 55 100-1265-75155	ACH Enabled: False
	Check Total:	4,250.00			
Vendor: THIEELIZ	ELIZABETH THIEL			Check Sequence: 56	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
48843187	Deposit Refund	900.00	02/09/2023	100-0000-20225	
	Check Total:	900.00			
Vendor: TCP 242029	TIMECLOCK PLUS, LLC TIMECLOCKS	1,296.00	02/09/2023	100-1100-75506	Check Sequence: 57 ACH Enabled: False
	Check Total:	1,296.00			
Vendor: RTMOBIL 47886986	T-MOBILE - REFUND DEPOSIT REFUND	750.00	02/09/2023	100-0000-20000	Check Sequence: 58 ACH Enabled: False
	Check Total:	750.00			
Vendor: TRANQU 12023	QUY TRAN MEETING COMPENSATION	200.00	02/09/2023	100-1100-60100	Check Sequence: 59 ACH Enabled: False
	Check Total:	200.00			
Vendor: TRAVEL 2012023 2012023	TRAVEL CENTER TRUST ACCOUNT Mystery Trip Extra Passenger Charge SF 49 Mile Drive Day Trip	184.00 2,812.11	02/09/2023 02/09/2023	100-1220-75630 100-1220-75630	Check Sequence: 60 ACH Enabled: False
	Check Total:	2,996.11			
Vendor: USBank 013123 013123	U.S. BANK PARS #6746022400 PARS #6746022400	1,144.58 572.30	02/01/2023 02/01/2023	100-0000-21330 100-0000-21335	Check Sequence: 61 ACH Enabled: False PR Batch 00093.01.2023 Pars Employee PR Batch 00093.01.2023 Pars Employer
	Check Total:	1,716.88			
Vendor: USBANKF 1232023	US BANK CORPORATE PAYMENT CALCARD SUMMARY STATEMENT	46,863.38	02/09/2023	100-0000-20000	Check Sequence: 62 ACH Enabled: False
	Check Total:	46,863.38			
Vendor: USBANKF 492893953	US BANK EQUIPMENT FINANCE COPIER LEASE	408.27	02/09/2023	100-1100-75500	Check Sequence: 63 ACH Enabled: False
	Check Total:	408.27			
Vendor: USPOSTAL 1272023	US Postal Service BMEU BULK MAIL POSTAGE FOR SPRING/SUMM	12,000.00	02/09/2023	100-1290-75624	Check Sequence: 64 ACH Enabled: False
	Check Total:	12,000.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: Valic	VALIC			Check Sequence: 65	ACH Enabled: False
01/2023	VALIC #43476	2,485.00	02/01/2023	100-0000-21340	PR Batch 00093.01.2023 Valic Deferred C
01/2023	VALIC #43476	249.60	01/17/2023	100-0000-21340	PR Batch 00092.01.2023 Valic Deferred C
01/2023	VALIC #43476	249.60	02/01/2023	100-0000-21340	PR Batch 00093.01.2023 Valic Deferred C
01/2023	VALIC #43476	2,485.00	01/17/2023	100-0000-21340	PR Batch 00092.01.2023 Valic Deferred C
	Check Total:	5,469.20			
Vendor: VINSSAN	SANDY VINSON			Check Sequence: 66	ACH Enabled: False
12023	MEETING COMPENSATION	300.00	02/09/2023	100-1100-60100	
	Check Total:	300.00			
Vendor: WELLSFA	WELLS FARGO FINANCIAL LEASING			Check Sequence: 67	ACH Enabled: False
502365171	COPIER	207.65	02/09/2023	100-1220-75540	
	Check Total:	207.65			
Vendor: WHITCAS	CASEY WHITE			Check Sequence: 68	ACH Enabled: False
	Instructor Payment 2231.201 Exp. Watercolor	672.00	02/09/2023	100-1220-75640	
	Check Total:	672.00			
Vendor: WURSDEI	DEREK WURST			Check Sequence: 69	ACH Enabled: False
12023	MEETING COMPENSATION	200.00	02/09/2023	100-1100-60100	
	Check Total:	200.00			
	Total for Check Run:	282,055.42			
	Total of Number of Checks:	69			

Board of Directors Regular Meeting Minutes
December 15, 2022
DRAFT



The December 15, 2022 Regular Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Bonato at 7:00 p.m. at the Community Center, McHale Room.

PLEDGE OF ALLEGIANCE

Board Member Wurst led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Sandra Bonato, Quy Tran, Sandy Vinson, Derek Wurst

BOARD ABSENT: Bobby Glover

PUBLIC COMMENT

There was no public comment.

ADMINISTRATION OF THE OATH OF OFFICE TO RE-ELECTED DIRECTOR SANDRA BONATO

General Manager/Clerk of the Board Michelle Lacy conducted the Oath of Office to Board Chair Bonato.

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 stated she ordered iPad keyboards for the Board to use. Let her know if you need one.
- She said the Employee Appreciation Party is tomorrow night at WiseGirl 5pm – 8pm. They will also be honoring Employees for Years of Service for last year and this year. She has put together a sourdough bread making basket for the Board raffle prize. She thanked the Board for their donations.
- She said they are still waiting to get electricity to the lightpole for the security camera at Pleasant Oaks Park.
- She said there will be a meeting with the City next week on the 21st to discuss continued efforts to curb graffiti and vandalism at Pleasant Oaks Park.

Board asked about more details about the meeting with the City. General Manager Lacy commented the meeting is from the Liaison Committee Meeting regarding issues with graffiti and the undertaking of each agency. She stated the City Manager, Chief of Police, herself, and Park Superintendent will be in attendance.

Board Member Tran commented that the preschool picture in the GM report showed some kids wearing masks and he felt that was good for safety reasons. He said it's important to be protected with the RSV and other various strains of Covid. Chair Bonato said CDC is recommending that people indoors wear masks. She asked staff to notify the Board when things change and if the County changes the requirements. General Manager Lacy said there have not been any changes so far, but it is currently a recommendation to wear masks when indoors.

CONSENT CALENDAR (Attachment B)

- a. Approve Bills to be Paid Warrants #16569 -16631 (Exhibit 1)
- b. Approve Resolution 2022-12-15, Declaring Certain Equipment as Surplus (Exhibit 2)

General Manager Lacy explained declaring certain equipment as surplus and when equipment needs to be surplus, a resolution listing the equipment is required to be approved by the Board.

Motion: to approve consent calendar as presented, **Action:** Approve, **Moved by** Sandy Vinson, **Seconded by** Quy Tran.

Vote: Motion carried by unanimous roll call vote (**summary:** Ayes = 4).

Ayes: Sandra Bonato, Quy Tran, Sandy Vinson, Derek Wurst. **Absent:** Bobby Glover

APPROVE CONCEPTUAL DESIGN OF RESTROOM BUILDING AT RODGERS-SMITH PARK (Attachment C)

General Manager Lacy said the Land and Facilities Committee met and reviewed the conceptual design of the restroom building for Rodgers-Smith Park. Lacy stated the committee wanted the design to be modeled after the ranch house. Committee and Board Chair Bonato explained some changes they pointed out and the designer will submit plans with the recommended changes.

Lacy continued showing the design of the proposed restroom building. The Board had some comments and stated the Land and Facilities Committee did a good job with the design. Some suggestions were made such as having some solar power on the building rooftop, narrower siding and orientation of the building. Overall, the Board supported the design and wants the General Manager to come back with the revised plans for final approval.

RECEIVE REPORT REGARDING PLEASANT HILL RECREATION AND PARK DISTRICT'S FINANCIAL STATEMENTS ENDING SEPTEMBER 30,2022 (Attachment D)

General Manager Lacy explained financial statements are reviewed quarterly. She said staff has detailed information on the budget, what is spent, adjustments and a summary sheet is provided with budgeted numbers, year to date actuals and percentages of what is spent. She said the fund report shows cash balances. Lacy continued with the report. Some Board Members had some comments and questions, which Lacy and staff answered.

VERBAL REPORT FROM COMMITTEE CHAIR AND OPPORTUNITY TO SET MEETING DATES

- a. **Land and Facility Development Committee** – TBD
- b. **Personnel Committee** - TBD
- c. **Budget & Finance Committee** – TBD
- d. **Program Committee** – TBD
- e. **District/City Liaison Committee** – TBD
- f. **Ad Hoc Committee – Board Policies** – TBD

General Manager Lacy said when the committee assignments are finalized at the first board meeting in January, she will plan some future committee meetings. Chair Bonato said she will be contacting each board member to discuss committee assignments.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Wurst made the following announcements/questions:

- He is looking forward to the Employee Appreciation Party tomorrow night.
- He noticed the new chain link fence at the Oak Park Boulevard site near the new library. He appreciates the fence going up to prevent anyone driving on the site.

Tran made the following announcements/questions:

- He congratulated General Manager Lacy and all the staff for ending the year strongly with several events the past few weeks; one of the events is the Holiday Festival, which was great and shows off what the District can do, well run and makes community members feel welcome. It helps with advocacy too.
- He attended the City Council meeting and some of the Sequoia Middle School kids spoke at public comment and requested the City to ban Styrofoam. He thanked Lacy for connecting those teens to Teen Council. The kids are the future of the community and it's nice to see them voice their concerns.
- He said he received the new Spotlight the other day and said on the front cover highlights Play for All, District Equity and Inclusion Policy. It is important for the District to highlight this and show we have a commitment to the community. He said we are building great foundations and he said 2023 will be a great year for the District.

Vinson made the following announcements/questions:

- She welcomed new Board Member Derek Wurst to his first official board meeting. She is looking forward to working with him.
- She attended the very successful Holiday Festival. She said Chair Bonato helped with the tree lighting. She worked as a greeter with Sheila George and her daughter Jenna. She said there were so many families. It was well run, the train line was not long. She said all the staff members made sure everything ran well and it did make a difference to have the event in-person.
- She attended the Rodgers Ranch Holiday Boutique event in the pouring rain and said it was still well attended and was a nice event.
- She gave her best wishes to everyone, the Board, the staff and wished them a Happy Holiday. She said the new year will be busy and looks forward to what we can accomplish in 2023.

Bonato made the following announcements/questions:

- She complimented staff and said the Holiday Festival was the best she has attended. She said the lines were manageable and the kids were happy with all the activities. She did the tree lighting with her grandson Jack and commented how all the activities were wonderful. The event showcased the Community Center and congratulated staff on the success.
- She attended the Rodgers Ranch Holiday Boutique and said it was well attended. She couldn't find parking earlier but came back to see the success of the event.
- She congratulated Board Member Derek Wurst for his first meeting and is looking forward to having him on the team and the energy he will bring.
- She wished everyone best wishes for the holidays and they are safe.

ADJOURNMENT

Board Chair Bonato adjourned the meeting at 8:06 p.m.

Michelle Lacy, Clerk of the Board



STAFF REPORT

Date: February 9, 2023
To: Board of Directors
From: Michelle Lacy, General Manager
Re: Authorize General Manager to Enter into a Professional Services Contract with Tramutola LLC in an amount not to exceed \$90,000 to Provide Consulting Services to Determine the Feasibility of Placing a Tax Measure on a Future Ballot and Pre-Electoral Planning and Public Information Services and Authorize Transfer of \$150,000 from the General Fund to Capital Improvement Fund

BACKGROUND:

At the Board's Annual Planning Meeting on February 2, 2023, Larry Tramutola of Tramutola LLC, provided an overview to the Board of the steps required to plan for a tax election. At that time, the Board requested staff to return with a proposal to retain Tramutola LLC to provide consulting services to examine the feasibility of a future tax measure, as well as assistance with pre-electoral public information services.

DISCUSSION:

Attached as Exhibit 1 is the proposal provided by Tramutola LLC to provide services requested. The cost of services is \$10,000 per month for six to nine months. It is recommended that the District enter into a contract with Tramutola LLC for an amount not to exceed \$90,000 and 9-months in duration. If more time is required during this phase the Board can consider extending the contract at a later date.

The District has sufficient funds in its General Fund to cover the unbudgeted expense of the contract. It is recommended the Board authorize transfer of \$150,000 from the General Fund to the Capital Improvement Project (CIP) Fund to cover costs related to a potential tax measure. The costs of the recommended contract as well as future anticipated costs related to polling and public information efforts will also be tracked in the CIP.

EXHIBITS:

Exhibit 1: Proposal for consulting service from Tramutola LLC

TRAMUTOLA

January 27, 2023

Michelle Lacy
General Manager, District Administration Office
Pleasant Hill Recreation & Park District
320 Pleasant Hill Drive
Pleasant Hill, CA 94523

Dear Michelle:

Thank you for your interest in TRAMUTOLA. I enjoyed our discussions and look forward to working with you. Accordingly, I am pleased to provide you and the Board of the Pleasant Hill Recreation & Park District with a proposal for services to assist you in assessing the feasibility of placing a revenue measure on the ballot and strategic pre-electoral services to plan and prepare for a successful measure.

ABOUT TRAMUTOLA LLC

Some of your board members may know TRAMUTOLA from our previous work with you. For those who don't, I have provided some background information.

TRAMUTOLA LLC is California's leading firm specializing in tax election feasibility, planning, and campaign management. TRAMUTOLA's clients are public agencies — cities, counties, special districts, school and college districts, hospitals, and other public agencies seeking to build lasting community support for a variety of public causes and benefits.

TRAMUTOLA has successfully helped our clients assess the viability of a tax measure and win over 500 elections (many requiring 66.7% voter approval) that have produced more than \$50 billion in community improvements. As a result, we have a keen understanding of the complexity and difficulty of achieving super-majority levels of support from voters. Our approach — a blend of smart business principles, community organizing, sophisticated research, compelling communications, and effective political strategy— has proven to be successful in delivering winning results.

Our goal is to provide focus, expertise, and direction that will guide you as we work together to address the series of tasks and decisions required to place a viable local tax measure on the ballot.

OVERVIEW OF THE TRAMUTOLA PROCESS

Electoral success for Pleasant Hill Recreation and Park District will result from thoughtful planning, attention to detail, willing volunteers, rigorous and honest communications, and an appropriate tax rate. Accordingly, our work will focus on three key phases: 1) a feasibility phase where we assess the local electoral environment, your facility plan, and the level of support of the community. If there is sufficient support in this phase, we move to: 2) a pre-electoral Strategic Planning and Public Information phase. During this phase we work with the district to educate the community about the needs and to build/increase support within the community. Eventually, we will guide the Advocacy Campaign, led by local community leaders (Phase 3).

PHASE 1: Determine the feasibility of placing a tax measure on the ballot

During the feasibility assessment phase our goal is to find if, and under what conditions, there is sufficient support from voters in the Pleasant Hill Recreation and Park District to pass a local revenue measure. We work with you to evaluate various factors including demographic data, recent local tax measures, the pros and cons of the various tax options under consideration, your facility plans and other local conditions. We incorporate this research into a community survey that we develop in collaboration with one of our partner polling firms. (We recommend True North Research). We then review and analyze the results of the survey to make recommendations on moving forward.

During the Feasibility Phase our objectives include:

- Demographic assessment of the District's unique universe of voters
- Strategic evaluation of recent local elections
- Review and assessment of Pleasant Hill Recreation and Park District's existing public communications efforts
- Review of the District's facility needs and plan to address them
- Collaboration on design and interpretation of public opinion research to understand current voter perceptions of your issues and needs
- Recommendations for moving forward, including a candid assessment of current levels of support for the District and what it will take to position the District for electoral success

PHASE 2: Pre-Electoral Planning and Public Information Services

During the *Planning and Public Information* phase, our goal is to provide overall strategy, guidance, and support as we work with you to finalize the details and key components of the District's plan and prepare you to become "*election ready*." We will help you develop a plan that addresses the District's most critical facility needs but also helps gain the necessary support from local voters. At the same time, we will provide strategic counsel and overall direction as we work with you to inform and educate the community on the District's needs and its plan to address them.

During the Pre-Electoral Planning and Public Information phase our objectives include:

- Review/clarification of the specific "plan" to be implemented if voters approve your measure
- Assistance in developing and implementing an effective, pre-electoral public information program – including copy writing, editing, art direction, production coordination, and strategic targeting
- Development of a community outreach strategy to ensure local residents, *especially voters*, are informed on the District's plan and have an opportunity to provide input and feedback
- Development of a customized stakeholder strategy that engages opinion leaders and key community organizations to ensure they are informed of the District's plan and have the opportunity to provide input
- Analysis and recommendations for placing a "winnable" measure on the ballot, including determining the best election type, optimal election date, tax rate and essential components and language of the plan

Working with your Financial and Legal Advisors we will also assist in:

- Refining the specific plan for how taxpayer money from your measure will be spent
- Determining the optimal election date and type of election (special, general etc.)
- Establishing an appropriate tax rate and structure
- Preparing the official Ballot Statement, Arguments, Rebuttals and other required documents
- Reviewing the resolutions prepared by legal counsel.

PHASE 3: Campaign Management

The Campaign Phase involves a different agenda with different goals. While the District can and should fund the *Pre-Electoral Phase*, the advocacy campaign to persuade voters must be funded by private sources. TRAMUTOLA provides comprehensive campaign planning, consulting, and day-to-day management services and we will be happy to provide full details of these services, if desired.

TRAMUTOLA PRE-ELECTORAL SERVICE FEES

Our fee for pre-electoral services is typically impacted by the size of the district, complexity of issues involved, scope of services required, and the time needed to achieve the District's goals. We believe this project should take a minimum of 6-9 months so, our contract would be for a minimum of 6 months. Our monthly fee is \$10,000 per month.

Other project expenses outside of the TRAMUTOLA fee may include demographic data services, polling services, and public information costs, which may include direct mail expenses.

NEXT STEPS

We look forward to working with you and the board on this project. In the meantime, if you have any questions, please don't hesitate to contact me on my cell at (510) 816-0898 or via e-mail at larryt@tramutola.com.

Sincerely,

A handwritten signature in black ink that reads "Larry TRAMUTOLA". The signature is written in a cursive style with a horizontal line extending from the end of the name.

Larry Tramutola

TRAMUTOLA LLC