



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: April 17, 2015
RE: April 23, 2015 Board Meeting

Consent Calendar (ACTION)

- a. To Approve Bills to be Paid**
- b. To Approve Resolution 2015-04-23, Honoring PHBA President Mark Rolandelli**

Mark Rolandelli is stepping down as President for PHBA. Board Vice Chair Zac Shess has agreed to present this at the Annual Pleasant Hill Baseball Association banquet held in May.

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
21221	04/23/2015	AlhEle	Alhambra Electric	1,548.00	000000
21222	04/23/2015	AllWast	Allied Waste Services #210	1,983.80	000000
21223	04/23/2015	AmerExp	American Express	1,446.10	000000
21224	04/23/2015	AmerSta	American Stage Tours	1,355.50	000000
21225	04/23/2015	AmFidAs	American Fidelity Assurance	78.38	000000
21226	04/23/2015	Antai	Antai Solutions LLC	6,859.00	000000
21227	04/23/2015	ATT3	ATT CALNET 2	133.93	000000
21228	04/23/2015	Baszucki	Jan Ellison Baszucki	350.00	000000
21229	04/23/2015	BillAce	Bill's Ace Hardware	90.76	000000
21230	04/23/2015	BrennAll	Allison Brennan	350.00	000000
21231	04/23/2015	CCCOofEd	Contra Costa County Office of	100.00	000000
21232	04/23/2015	CCSNP	Contra Costa Senior Nutrition	2,300.00	000000
21233	04/23/2015	CCWat	Contra Costa Water District	190.86	000000
21234	04/23/2015	CintCorp	Cintas Corp # 185	232.94	000000
21235	04/23/2015	Cole	Cole Supply Co., Inc.	1,618.35	000000
21236	04/23/2015	CommPool	Commercial Pool Systems, Inc.	741.00	000000
21237	04/23/2015	CotruShe	Sheila Cotruvo	245.88	000000
21238	04/23/2015	CozAng	Angela Cozad	1,200.00	000000
21239	04/23/2015	Cyber	Cybercopy	201.67	000000
21240	04/23/2015	DelDen	Preferred Benefit	3,561.60	000000
21241	04/23/2015	Denelect	Denalect Alarm Company	92.00	000000
21242	04/23/2015	DepJus3	Department Of Justice	128.00	000000
21243	04/23/2015	EBMUD	East Bay Mud	845.06	000000
21244	04/23/2015	Ewing	Ewing Irrigation	339.07	000000
21245	04/23/2015	FranTx	Franchise Tax Board	105.00	000000
21246	04/23/2015	GNU	GNU Group	2,307.38	000000
21247	04/23/2015	Hobart	Hobart Corporation	44.97	000000
21248	04/23/2015	Horeis	Alan Horeis Structural Engineers	675.00	000000
21249	04/23/2015	IdealSer	Ideal Service Company, Inc.	698.37	000000
21250	04/23/2015	KaisFou	File #73029 Kaiser Foundation Health Plan	30,400.00	000000
21251	04/23/2015	KiddCur	Law Office of Curtis S. Kidder	1,440.00	000000
21252	04/23/2015	KrusePl	Kruse Plumbing	279.50	000000
21253	04/23/2015	Legal S	Legal Shield	47.85	000000
21254	04/23/2015	LincEqu	Lincoln Aquatics	608.73	000000
21255	04/23/2015	MacAlv	Mac Alvey's Nursery	869.93	000000
21256	04/23/2015	McInerne	McInerney & Dillon	6,065.95	000000
21257	04/23/2015	MDUSD2	MDUSD	72.00	000000
21258	04/23/2015	MedrAli	Alice Medrich	350.00	000000
21259	04/23/2015	MickRic	Rick Mickaels	352.00	000000
21260	04/23/2015	MtDiablo	Mt Diablo Landscape Centers	138.90	000000
21261	04/23/2015	Navlet	Navlet's Inc.	57.58	000000
21262	04/23/2015	PERS	PERS	18,798.71	000000
21263	04/23/2015	PERS	PERS	850.00	000000
21264	04/23/2015	PG&E	Pacific Gas & Electric Co	1,093.71	000000
21265	04/23/2015	PhCit	Pleasant Hill, City of	7,889.60	000000
21266	04/23/2015	PleaHill	Pleasant Hill Rec & Park Distr	128,711.73	000000
21267	04/23/2015	PurcPow	Purchase Power	1,520.99	000000
21268	04/23/2015	SandSaf	Sanderson Safety Supply Co	248.69	000000
21269	04/23/2015	StalGle	Glen Staller	270.00	000000
21270	04/23/2015	Standard	Standard Insurance Company	1,501.40	000000
21271	04/23/2015	StanKel	Kelli Stanley	350.00	000000
21272	04/23/2015	StePrint	Steven's Printing	288.61	000000
21273	04/23/2015	SuppWor	Supply Works	418.32	000000
21274	04/23/2015	ThoiJen	Jennifer Thoits	679.00	000000
21275	04/23/2015	TurfInd	Turf & Industrial Equipment	84.99	000000
21276	04/23/2015	UNIVAR	UNIVAR USA Inc	513.81	000000

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
21277	04/23/2015	USBank	U.S. Bank	2,689.58	000000
21278	04/23/2015	VSP	Preferred Benefit	61.80	000000
21279	04/23/2015	WhitCas	Casey White	240.00	000000
21280	04/23/2015	WineWo	Wine, Women & Shoes Inc	6,500.00	000000
21281	04/23/2015	Xerox	Xerox Corporation	278.95	000000

CHECK TOTAL: \$243,494.95

Accounts Payable Computer Check Proof List

User: julie
Printed: 04/16/2015 - 12:04 PM



Pleasant Hill Recreation & Park District People, Parks & Programs Since 1951

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:AlhEle 18325	Alhambra Electric breaker for CC coffee maker Check Total:	1,548.00 1,548.00	04/23/2015	Check Sequence: 1 100-1500-80313	ACH Enabled: No installation
Vendor:AllWast 0210-005533517 0210-005533517 0210-005533517 0210-005534011 0210-005539974 0210-005539974 0210-005539974 0210-005544519	Allied Waste Services #210 Paso Nagal WC Paso Nagal SC PH Park PH Park PH Park CC Check Total:	75.58 203.27 92.38 403.35 134.45 134.45 134.45 805.87 1,983.80	04/23/2015 04/23/2015 04/23/2015 04/23/2015 04/23/2015 04/23/2015 04/23/2015 04/23/2015	Check Sequence: 2 100-0000-12100 100-1230-65720 100-1300-65720 100-1220-65720 100-1255-65720 100-1280-65720 100-1210-65720 100-1231-65720	ACH Enabled: No dumpsters dumpsters dumpsters dumpsters dumpsters dumpsters dumpsters
Vendor:AmerExp 04032015 04032015 04032015 04032015 04032015 04032015 04032015	American Express annual membership b w bunny food items and supplies membership supplies annual membership supplies Check Total:	55.00 104.48 81.67 55.00 926.68 110.00 113.27 1,446.10	04/23/2015 04/23/2015 04/23/2015 04/23/2015 04/23/2015 04/23/2015 04/23/2015	Check Sequence: 3 100-1270-73335 100-1265-75150 100-1260-75250 100-1260-73335 100-1255-75620 100-1255-73335 100-1255-60370	ACH Enabled: No Costco purchase Costco purchase Costco purchase Costco purchase Costco purchase Costco purchase Costco purchase
Vendor:AmerSta 20901	American Stage Tours April Mystery 2474.015 Check Total:	1,355.50 1,355.50	04/23/2015	Check Sequence: 4 100-1220-75630	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:AmFidAs 05/2015 05/2015	American Fidelity Assurance American Fidelity Life American Fidelity Life Check Total:	39.19 39.19 78.38	04/09/2015 04/23/2015	Check Sequence: 5 100-0000-21360 100-0000-21360	ACH Enabled: No
Vendor:Antai 1416	Antai Solutions LLC IT May Check Total:	6,859.00 6,859.00	04/23/2015	Check Sequence: 6 100-1210-75507	ACH Enabled: No consulatrt
Vendor:ATT3 6427851 6432200	ATT CALNET 2 WC dst & elevator WC Check Total:	91.88 42.05 133.93	04/23/2015 04/23/2015	Check Sequence: 7 100-1230-65365 100-1230-65365	ACH Enabled: No phones phones
Vendor:Baszucki 2015 Lit W	Jan Ellison Baszucki speaker Check Total:	350.00 350.00	04/23/2015	Check Sequence: 8 100-1265-75150	ACH Enabled: No Lit Women
Vendor:BillAce 427505 427555 427566 427568 427583 427645	Bill's Ace Hardware oil liq plumr screwdriver paint paint padlock Check Total:	20.48 32.19 18.81 4.48 8.96 5.84 90.76	04/23/2015 04/23/2015 04/23/2015 04/23/2015 04/23/2015 04/23/2015	Check Sequence: 9 100-1300-75510 100-1300-75515 100-1300-75535 100-1300-76500 100-1300-76500 100-1300-75505	ACH Enabled: No parts & supplie parts & supplie parts & supplie parts & supplie parts & supplie parts & supplie
Vendor:BrennAll Lit W 2015	Allison Brennan speaker Check Total:	350.00 350.00	04/23/2015	Check Sequence: 10 100-1265-75150	ACH Enabled: No Lit Women
Vendor:CCCOofEd 04012015 04012015	Contra Costa County Office of Cosso Rodriguez & Navarro Check Total:	25.00 75.00 100.00	04/23/2015 04/23/2015	Check Sequence: 11 100-1255-75620 100-1300-75520	ACH Enabled: No fingerprints100 fingerprints100
Vendor:CCSNP 03312015	Contra Costa Senior Nutrition Mar 2015	2,300.00	04/23/2015	Check Sequence: 12 100-1220-75700	ACH Enabled: No donations

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	2,300.00			
Vendor:CCWat J700710	Contra Costa Water District Las Juntas Check Total:	190.86 190.86	04/23/2015	Check Sequence: 13 100-1300-65710	ACH Enabled: No water
Vendor:CintCorp 185501702 185504949 185505769	Cintas Corp # 185 terry towels towels towels Check Total:	90.42 71.26 71.26 232.94	04/23/2015 04/23/2015 04/23/2015	Check Sequence: 14 100-1220-75515 100-1220-75515 100-1220-75515	ACH Enabled: No janatorial suppl janatorial suppl janatorial suppl
Vendor:Cole 25265 27468 27549 27907	Cole Supply Co., Inc. tissue tissue tissue towel roll Check Total:	1,190.70 40.12 209.97 177.56 1,618.35	04/23/2015 04/23/2015 04/23/2015 04/23/2015	Check Sequence: 15 100-1300-75520 100-1280-75515 100-1300-75515 100-1300-75515	ACH Enabled: No RR supplies RR supplies RR supplies RR supplies
Vendor:CommPool 1503032	Commercial Pool Systems, Inc. thermal blanket Check Total:	741.00 741.00	04/23/2015	Check Sequence: 16 100-1280-75530	ACH Enabled: No repair
Vendor:CotruShe 02262015	Sheila Cotruvo wine fro benefit concert Check Total:	245.88 245.88	04/23/2015	Check Sequence: 17 100-1255-75630	ACH Enabled: No reimbursement
Vendor:CozAng 2015 Lit W	Angela Cozad fees Check Total:	1,200.00 1,200.00	04/23/2015	Check Sequence: 18 100-1265-75150	ACH Enabled: No coordinator
Vendor:Cyber 6519 6533	Cybercopy egg hunt spotlight covers Check Total:	193.13 8.54 201.67	04/23/2015 04/23/2015	Check Sequence: 19 100-1265-75625 100-1290-75624	ACH Enabled: No copies copies
Vendor:DelDen 05/2015 05/2015	Preferred Benefit Delta Dental Delta Dental	381.82 211.20	04/23/2015 04/23/2015	Check Sequence: 20 100-0000-21310 100-1100-55310	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
05/2015	Delta Dental	88.00	04/23/2015	100-0000-21310	
05/2015	Delta Dental	70.40	04/23/2015	100-0000-21310	
05/2015	Delta Dental	70.40	04/23/2015	100-0000-21310	
05/2015	Delta Dental	2,739.78	04/23/2015	100-0000-21310	
	Check Total:	3,561.60			
Vendor:Denelect R18230	Denalect Alarm Company DO service Check Total:	92.00 92.00	04/23/2015	Check Sequence: 21 100-1210-75515	ACH Enabled: No alarms
Vendor:DepJus3 90512 90512	Department Of Justice Cosso Gonzalez,Navarro,Rodriguez Check Total:	32.00 96.00 128.00	04/23/2015 04/23/2015	Check Sequence: 22 100-1255-75620 100-1300-75520	ACH Enabled: No fingerprints fingerprints
Vendor:EBMUD 03252015 03252015	East Bay Mud R Smith RRanch Check Total:	640.24 204.82 845.06	04/23/2015 04/23/2015	Check Sequence: 23 100-1300-65710 100-1233-65705	ACH Enabled: No water water
Vendor:Ewing 9398632 9430386	Ewing Irrigation hunter hunter Check Total:	88.43 250.64 339.07	04/23/2015 04/23/2015	Check Sequence: 24 100-1300-75505 100-1300-75511	ACH Enabled: No repairs repairs
Vendor:FranTx 041515	Franchise Tax Board Margret R Graves Check Total:	105.00 105.00	04/23/2015	Check Sequence: 25 100-0000-21390	ACH Enabled: No
Vendor:GNU 115545 115591	GNU Group design RRanch PH bocce cts Check Total:	337.50 1,969.88 2,307.38	04/23/2015 04/23/2015	Check Sequence: 26 100-1300-75520 100-1300-75520	ACH Enabled: No signs signs
Vendor:Hobart 231138453	Hobart Corporation PM Check Total:	44.97 44.97	04/23/2015	Check Sequence: 27 100-1220-75515	ACH Enabled: No repairs

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:Horeis 7335	Alan Horeis Structural Engineers WC report Check Total:	675.00 675.00	04/23/2015	Check Sequence: 28 100-1230-75515	ACH Enabled: No engineer
Vendor:IdealSer 608887	Ideal Service Company, Inc. TC Check Total:	698.37 698.37	04/23/2015	Check Sequence: 29 100-1255-75515	ACH Enabled: No hvac repairs
Vendor:KaisFou 05/2015	File #73029 Kaiser Foundation Health Plan Kaiser	986.25	04/23/2015	Check Sequence: 30 100-0000-21300	ACH Enabled: No
05/2015	Kaiser	270.09	04/23/2015	100-0000-21300	
05/2015	Kaiser	710.60	04/23/2015	100-1270-55300	
05/2015	Kaiser	419.99	04/09/2015	100-0000-21300	
05/2015	Kaiser	37.40	04/23/2015	100-1100-55300	
05/2015	Kaiser	27,121.67	04/23/2015	100-0000-21300	
05/2015	Kaiser	854.00	04/23/2015	100-0000-21300	
	Check Total:	30,400.00			
Vendor:KiddCur 03312015	Law Office of Curtis S. Kidder Mar 2015 Check Total:	1,440.00 1,440.00	04/23/2015	Check Sequence: 31 100-1100-70000	ACH Enabled: No legal
Vendor:KrusePI CL-0665	Kruse Plumbing mop sink Check Total:	279.50 279.50	04/23/2015	Check Sequence: 32 100-1220-75515	ACH Enabled: No repairs
Vendor:Legal S 04/2015	Legal Shield	31.90	04/23/2015	Check Sequence: 33 100-0000-21365	ACH Enabled: No
04/2015	Legal Shield	15.95	04/23/2015	100-0000-21365	
	Legal Shield	47.85			
	Check Total:				
Vendor:LincEqu SI260963	Lincoln Aquatics acid	363.48	04/23/2015	Check Sequence: 34 100-1280-75527	ACH Enabled: No pool supplies
SI261156	cycolac	245.25	04/23/2015	100-1280-75530	pool supplies
	Check Total:	608.73			
Vendor:MacAlv 03312015	Mac Alvey's Nursery bal forward	-56.89	04/23/2015	Check Sequence: 35 100-1300-75505	ACH Enabled: No gold dust
116567	bocce cts	742.14	04/23/2015	100-1300-75505	gold dust

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
7798	bocce cts	179.68	04/23/2015	100-1300-75505	gold dust
7803-1	bocce cts	5.00	04/23/2015	100-1300-75505	gold dust
	Check Total:	869.93			
Vendor:McInerney	McInerney & Dillon			Check Sequence: 36	ACH Enabled: No
97548	PO Pk	825.95	04/23/2015	100-1100-70000	legal
97549	SC	5,240.00	04/23/2015	100-1100-70000	legal
	Check Total:	6,065.95			
Vendor:MDUSD2	MDUSD			Check Sequence: 37	ACH Enabled: No
ar291904	PHEC	36.00	04/23/2015	100-1280-48300	custodial
ar291905	PHEC	36.00	04/23/2015	100-1280-48300	custodial
	Check Total:	72.00			
Vendor:MedrAli	Alice Medrich			Check Sequence: 38	ACH Enabled: No
2015 Lit W	speaker	350.00	04/23/2015	100-1265-75150	Literary W
	Check Total:	350.00			
Vendor:MickRic	Rick Mickaels			Check Sequence: 39	ACH Enabled: No
2015 WW&S	WW&S	352.00	04/23/2015	100-1100-74000	champagne
	Check Total:	352.00			
Vendor:MtDiablo	Mt Diablo Landscape Centers			Check Sequence: 40	ACH Enabled: No
201715	play sand	138.90	04/23/2015	100-1300-75520	sand
	Check Total:	138.90			
Vendor:Navlet	Navlet's Inc.			Check Sequence: 41	ACH Enabled: No
928463	soil mix indoor plants	24.40	04/23/2015	100-1231-75515	CC
930989	indor plants CC	36.87	04/23/2015	100-1231-75515	planting soil
930992	indor plants CC	-36.87	04/23/2015	100-1231-75515	planting soil
930993	indor plants CC	33.18	04/23/2015	100-1231-75515	planting soil
	Check Total:	57.58			
Vendor:PERS	PERS			Check Sequence: 42	ACH Enabled: No
041515	PERS	10,916.39	04/23/2015	100-0000-21250	
041515	PERS	975.68	04/23/2015	100-0000-21250	
041515	PERS	554.73	04/23/2015	100-0000-21250	
041515	PERS	381.53	04/23/2015	100-0000-21250	
041515	PERS	1,431.89	04/23/2015	100-0000-21250	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
041515	PERS Check Total:	4,538.49 18,798.71	04/23/2015	100-0000-21250	
Vendor:PERS 100000014510638	PERS required reports and achedules Check Total:	850.00 850.00	04/23/2015	Check Sequence: 43 100-1100-70000	ACH Enabled: No Gasb 68
Vendor:PG&E 04022015 04022015	Pacific Gas & Electric Co Mar 2015 Mar 2015 Check Total:	896.74 196.97 1,093.71	04/23/2015 04/23/2015	Check Sequence: 44 100-1255-65701 100-1255-65705	ACH Enabled: No utilities utilities
Vendor:PhCit 900006673 900006674 900006675	Pleasant Hill, City of PSC Mar Mar 2015 fuel & repairs Mar 2015 Check Total:	933.88 2,000.00 4,955.72 7,889.60	04/23/2015 04/23/2015 04/23/2015	Check Sequence: 45 100-1300-73730 100-1210-75504 100-1300-75545	ACH Enabled: No shared exps internet vehicle exps
Vendor:PleaHill 041515	Pleasant Hill Rec & Park Distr Reimburse Payroll Check Total:	128,711.73 128,711.73	04/23/2015	Check Sequence: 46 100-0000-10410	ACH Enabled: No
Vendor:PurcPow 04022015	Purchase Power DO meter Check Total:	1,520.99 1,520.99	04/23/2015	Check Sequence: 47 100-1100-75350	ACH Enabled: No postage refill
Vendor:SandSaf 1069162-01 1069162-02 1069162-04	Sanderson Safety Supply Co fa kit nitrile gloves coveralls Check Total:	95.39 75.46 77.84 248.69	04/23/2015 04/23/2015 04/23/2015	Check Sequence: 48 100-1300-75370 100-1300-75370 100-1300-75370	ACH Enabled: No safety equip safety supplies safety supplies
Vendor:StalGle 2236.502	Glen Staller Ukulele Check Total:	270.00 270.00	04/23/2015	Check Sequence: 49 100-1220-75545	ACH Enabled: No instructor
Vendor:Standard 05/2015 05/2015	Standard Insurance Company LIFE/ADD/LTD/STD LIFE/ADD/LTD/STD	48.19 220.76	04/23/2015 04/23/2015	Check Sequence: 50 100-1270-55320 100-0000-21320	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
05/2015	LIFE/ADD/LTD/STD Check Total:	1,232.45 1,501.40	04/23/2015	100-0000-21320	
Vendor: StanKel 2015 Lit W	Kelli Stanley speaker Check Total:	350.00 350.00	04/23/2015	Check Sequence: 51 100-1265-75150	ACH Enabled: No Literary W
Vendor: StePrint 29304 29305	Steven's Printing coupons WW&S invites WW&S Check Total:	86.80 201.81 288.61	04/23/2015 04/23/2015	Check Sequence: 52 100-1100-74000 100-1100-74000	ACH Enabled: No printing printing
Vendor: SuppWor 1614710-00	Supply Works carpet cleaner Check Total:	418.32 418.32	04/23/2015	Check Sequence: 53 100-1230-75515	ACH Enabled: No janatorial supp
Vendor: Thoijen 03262015 04132015	Jennifer Thoits cookies spotlight cover girls Comm Focus ad oaid with personal C Card Check Total:	4.00 675.00 679.00	04/23/2015 04/23/2015	Check Sequence: 54 100-1290-75624 100-1290-75625	ACH Enabled: No reimbursement reimbursement
Vendor: Turfind iv10924	Turf & Industrial Equipment stud Check Total:	84.99 84.99	04/23/2015	Check Sequence: 55 100-1300-75510	ACH Enabled: No parts
Vendor: UNIVAR S1675375	UNIVAR USA Inc hypo Check Total:	513.81 513.81	04/23/2015	Check Sequence: 56 100-1280-75527	ACH Enabled: No chemicals
Vendor: USBank 041515 041515	U.S. Bank PARS #6746022400 PARS #6746022400 Check Total:	1,793.10 896.48 2,689.58	04/23/2015 04/23/2015	Check Sequence: 57 100-0000-21330 100-0000-21335	ACH Enabled: No
Vendor: VSP 05/2015 05/2015 05/2015	Preferred Benefit VSP Vision VSP Vision VSP Vision	13.60 13.60 34.60	04/23/2015 04/23/2015 04/23/2015	Check Sequence: 58 100-1100-55300 100-0000-21300 100-0000-21300	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	61.80			
Vendor: WhitCas 2232.502	Casey White watercolor Check Total:	240.00 240.00	04/23/2015	Check Sequence: 59 100-1220-75545	ACH Enabled: No instructor
Vendor: WineWo WWS 2015	Wine, Women & Shoes Inc WW&S 2015 Check Total:	6,500.00 6,500.00	04/23/2015	Check Sequence: 60 100-1100-74000	ACH Enabled: No sponsorship fee
Vendor: Xerox 78958421	Xerox Corporation Mar 2015 Check Total:	278.95 278.95	04/23/2015	Check Sequence: 61 100-1231-75500	ACH Enabled: No copier
	Total for Check Run:	243,494.95			
	Total Number of Checks:	61			



147 Gregory Lane
Pleasant Hill, CA 94523
(925) 682-0896
(925) 682-1633 fax
pleasanthillrec.com

Board of Directors RESOLUTION

PLEASANT HILL RECREATION & PARK DISTRICT

PLEASANT HILL RECREATION & PARK DISTRICT
COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA

BOARD OF DIRECTORS

IN THE MATTER OF
HONORING MARK ROLANDELLI

RESOLUTION 2015-04-23

THE PLEASANT HILL RECREATION & PARK DISTRICT BOARD OF DIRECTORS DOES FIND:

WHEREAS, Mark, played with the Pleasant Hill Baseball Association (PHBA) in the 1970's and started coaching in the 1980's and every season thereafter, where he coached over 50 different regular house teams, travel teams and all-star teams and has been a volunteer umpire for both boys and girls games; and

WHEREAS, He spent 26 years being a part of PHBA volunteering and spent 2 years as Vice President, the last 8 years as President and was also instrumental in establishing background checks for volunteers and instituting the "Positive Coaching Alliance" program for coaches and parents; and

WHEREAS, Mark has been instrumental and led the development of the PHBA complex and snack shack at Pleasant Oaks Park, actively supported the bond measure for improving Pleasant Oaks Park and has led the annual improvement and maintenance of fields across many facilities including Pleasant Oaks Park, Rodgers-Smith Park, Pleasant Hill Park, PH Middle School, Pleasant Hill Elementary, Valley View and College Park High School and has been a leader in developing the plans for a new maintenance shed facility at Pleasant Oaks Park; and

WHEREAS, Mark's leadership with the PHBA Board has resulted in many new and fun events, such as poker fund raisers, Cal baseball and softball days, A's games, banquets, opening day, photo day, 4th of July parade, travel teams, pitch hit and run contests, over 20 clinics annually to improve the skills of players and coaches, and now 167 teams play baseball and softball at a fair price on great fields; and

THEREFORE, BE IT RESOLVED the Board of Directors and the staff of the Pleasant Hill Recreation & Park District hereby thank Mark Rolandelli for his years of dedication to PHBA and for his commitment to the District and to this community.

PASSED AND ADOPTED on April 23, 2015 by the following vote:

AYES: Bonato, Donaghu, Glover, Shess, Sterrett

NOES:

Sandra Bonato, Chair

I hereby certify that the foregoing resolution was approved by the vote indicated herein above at the regular meeting of the Board of Directors on April 23, 2015.

Robert B. Berggren, Clerk of the Board



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: April 17, 2015
RE: April 23, 2015 Board Meeting

Report from PH/Martinez Soccer Association

Representative Dave Killeen will be on hand to give a report on membership and activities of Pleasant Hill/Martinez Soccer Association.



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: April 17, 2015
RE: April 23, 2015 Board Meeting

Review of Ralph M. Brown Act provisions by District General Counsel, Curtis S. Kidder

Attorney Curt Kidder will be on hand to give the Board of Directors an update on the Ralph M. Brown Act and will be here to answer any questions regarding agenda items and procedural matters.



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: April 17, 2015
RE: April 23, 2015 Board of Directors Meeting

Policy Manual Review

- **To Review Sections 2000-2095 - Employee Policies**

The sections for review will begin with Policy #2000-Accommodations for Disability through Policy # 2095 - Driver Training and Record Review.

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Accommodations for Disability
POLICY NUMBER: 2000

The purpose of this policy is to implement Federal and State Laws.

2000.1 The employment related provisions of the Fair Employment and Housing Act (FEHA) and the Americans with Disabilities Act (ADA) apply to all employees and job applicants seeking employment with the District. Under the ADA, a qualified individual with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the position in which the individual is employed.

2000.2 The District will attempt to provide reasonable accommodation for known physical or mental disabilities if a job applicant or employee is otherwise qualified, unless undue hardship related to the necessity of business operations would result, in accordance with Federal or State law. An applicant or employee who requires accommodation in order to perform the essential functions of the job should inform the General Manager to request an evaluation of such an accommodation. Generally, an interactive process meeting will be scheduled to discuss the request, job duties and possible accommodations.

2000.3 Employee or applicant should contact the Human Resources Department or the General Manager for further information.

Approved:
Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Affirmative Action

POLICY NUMBER: 2005

The purpose of this policy is to ensure that there shall be no discrimination based upon race, national origin, religion, sex, physical handicap, sexual preference, veteran's status, or age in any personnel action, including recruitment, appointment, performance evaluation, promotion, the granting of leaves, and any disciplinary or grievance action.

2005.1 This policy contains two major commitments:

2005.1.1 To recognize both a moral and legal obligation to work toward a work force composition reflecting the mix of ethnic minorities and women in the labor markets from which the District draws its staff

2005.1.2 To make a demonstrable and deliberate effort in hiring to solicit applications from minority and women candidates in all cases where their representation is below the labor force standard

2005.2 Allegations of wrongdoing, such as arbitrary and discriminatory action, should be made through the District policy titled "Grievance Procedure", or complaints to regulatory agencies.

Approved:

Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Authorized Leave

POLICY NUMBER: 2010

This purpose of this policy is to establish guidelines for an employee to request a leave of absence from the District.

2010.1 With the approval of the General Manager, an employee may request a leave of absence without pay for a period of up to six months.

2010.2 Such leave of absence may be taken only after all accumulated vacation time has been exhausted. If the leave of absence is for medical reasons, then all accumulated sick leave time must also be exhausted before a leave of absence can be granted.

2010.3 Employees will not accrue benefits available to regular employees of the District (e.g., vacation, holiday, medical coverage, or sick leave) during a leave of absence.

2010.4 Due to the District's limited work force, maintenance of job classifications for the term of an authorized leave of absence cannot be guaranteed beyond six months. Employees returning from a leave of absence will be reinstated to the first available job classification for which they are qualified.

Approved:

Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Bereavement Leave

POLICY NUMBER: 2015

The purpose of this policy is to define a leave of absence in the event of a death of an immediate family member.

2015.1 This policy shall apply to probationary and regular employees in all classifications.

2015.2 In the event of a death in the immediate family, an employee may be granted a paid leave of absence not to exceed three days. This is in addition to regular sick leave and vacation time. Verification may be required by the District.

2015.3 "Immediate family" is defined as being spouse, parents, children, brother, sister, grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law or any other person who is a legal dependent of the employee.

Approved:

Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Care of Office Space
POLICY NUMBER: 2020

The purpose of this policy is to require employees to keep office areas clean and organized.

2020.1 All employees are expected to keep their work areas clean and organized and also assist in maintaining an overall clean work environment. Employees using common areas such as lunch rooms and restrooms or equipment are expected to keep them clean and sanitary. Employees are requested to clean up after meals and dispose of trash properly.

Approved:
Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: **Catastrophic Time Bank**
POLICY NUMBER: **2025**

The purpose of this policy is to provided guidelines on implementing a catastrophic time bank.

2025.1 At the discretion of the General Manager, employees will be permitted to transfer eligible paid time off leave credits to a time bank to be used by an employee when a non-work related catastrophic illness or injury occurs.

2025.1.1 Definitions used in the application of this rule:

1. Catastrophic illness or injury is defined as a non-work related illness or injury which is expected to incapacitate an employee and which creates a financial hardship because the employee has exhausted all of his/her sick leave and other paid time off.
2. A time bank is one or more hours of leave credit donated by one or more employees to another employee who has been incapacitated by a catastrophic illness or injury.
3. Eligible leave credits include sick, vacation and/or paid time off (PTO).

2025.1.2 A time bank for catastrophic illness or injury may be established:

1. Upon the request of an employee
2. Upon determination by the General Manager that the employee in the District is unable to work due to the employee's catastrophic illness or injury
3. When the employee has exhausted all paid leave credit

2025.1.3 If a time bank is established, any employee may, upon written notice to the General Manager, donate eligible leave credits in one-hour increments, to the time bank. Donations will be reflected as an hour for hour deduction from the leave balance of the donating employee. When transferring leave credits into a time bank, the District will assure that only credits that may be needed are transferred. The employee donating the hours shall remain responsible for any applicable taxes or other expenses for the used hours.

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2025.1.4 In order to receive time from the time bank, an employee must provide appropriate verification of illness or injury as determined by the District. The employee for whom the time bank is established will have any time which is donated to the time bank transferred to his account in one hour increments for use as sick leave only. Donated credits will be reflected as an hour-for-hour addition to the leave balance of the receiving employee. The total amount of leave credits donated may not exceed an amount sufficient to insure the continuance of regular compensation. An employee who receives time through this program shall use any leave credits he continues to accrue on a monthly basis prior to receiving time from the time bank.

2025.1.5 Use of time from the time bank may not be used to augment benefits received due to a work-related injury or illness.

Approved:
Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Cellular Telephone/Camera Usage
POLICY NUMBER: 2030

The purpose of this policy is to provide guidelines in use of cellular telephone and cameras.

2030.1 Employees may be provided with a business cell phone and/or camera for conducting official business. At times an employee may have to use a personal cell phone to conduct emergency business on behalf of the agency. All uses of cell phones and/or cameras shall be done in conformance with this policy, Federal and State law.

2030.1.1 Personal cellular telephones may have to be used by employees during hours of work for essential personal calls, or for an occasional personal business call. Essential personal calls are defined as calls of minimal duration and frequency that are urgent in nature and cannot be made at another time or from a different telephone. Examples of essential personal calls are calls to arrange for care of a child or other family emergency, to alert a family member of an unexpected delay due to a change in work schedule, or to arrange for transportation or service in the event of car trouble, etc.

2030.1.2 To the extent possible, personal cellular telephone usage should be confined to rest and lunch breaks; and, in locations such that the conversation is not disrupting to other employees or District business.

2030.3 Personal and District-owned cellular telephones are to be turned off or set to vibration mode during meetings or training sessions.

2030.4 California law prohibits all drivers from using handheld wireless phones while driving, unless that phone is specifically designed and configured to allow hands-free listening and talking (California Vehicle Code 23123). Employees are expected to operate District vehicles and equipment in a safe and prudent manner. Drivers under the age of 18 may not use a wireless telephone or hands-free device at all while driving (California Vehicle Code §23124.) California law also prohibits a driver from writing, sending or reading text-based communication on an electronic wireless communications device while driving (Vehicle Code §23123.5).

2030.5 Phones with cameras shall not be used in situations where any individual may have an expectation of privacy. This includes but is not limited to restrooms, locker rooms, training rooms or offices wherein employees or the public may not expect camera to be used.

Approved:
Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Chain of Command/Organizational Chart
POLICY NUMBER: 2035

The purpose of this policy is to state the proper chain of command for employees to express employment concerns.

2035.1 Upon request, the immediate supervisor shall provide the employee with a copy of the current District Organizational Chart. Concerns regarding salary, work assignment, personnel actions, or other employment matters should be discussed with your immediate supervisor. If the matter is not resolved you may talk with the personnel department or the General Manager, to seek resolution. Employees may also speak with the Board of Directors; however, this communication must be channeled through the General Manager. The Board of Directors hire the General Manager to handle all day-to day operations including personnel matters.

Approved:
Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Claims Against the District
POLICY NUMBER: 2040

The purpose of this policy is to provide direction to District staff for processing and resolving account adjustment requests and property damage claims against the District. Inherent in this policy is the recognition that every adjustment request or claim will be unique, and that guidelines cannot be written to accommodate every case. Therefore, staff must use discretion and good sense in handling each claim.

2040.1 Property (Land and Improvements) Damage Claims

In the course of the District's operations damage to land and structures occasionally occurs due to the proximity of the District's facilities to the private property. When District employees are aware that property has been damaged in the course of their work, measures are to be taken to return the property as close to its original condition as soon as reasonably possible.

When a property owner informs a District employee of damage to their property (by e-mail, telephone or in person), the employee receiving the claim will document in writing the time and date, and a description of the stated circumstances and allegations. Employees should be cordial and respectful, but refrain from commenting on liability questions.

As soon as possible after information about the claim has been received, it shall be given to the appropriate District Supervisor. The supervisor, or designee, shall investigate the property owner's allegations.

If the owner of damaged property informs a member of the Board of Directors, the information will be given to the General Manager. Directors should not independently investigate claims, but may go with staff to observe.

Investigations shall be done in a timely fashion and documented with a written report, including photographs and/or interviews, when appropriate. A copy of the report shall be submitted to the General Manager.

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If the investigating staff person is convinced that the damage was caused by District personnel, equipment, or infrastructure, he/she shall prepare a work order to have the damage repaired, subject to the following conditions:

- (a) Property owner agrees that the proposed repairs are appropriate and adequate.
- (b) Property owner agrees to allow District personnel access to their property to perform the repair work.
- (c) District personnel have the necessary tools, equipment, and expertise to perform the work.
- (d) Repair work can be accomplished within a reasonable amount of time, and,
- (e) Cost of material for the repairs will not exceed \$500.

If the cost of material for repairs is stated by claimant or estimated by staff to exceed \$500, the owner will be asked to submit their claim in writing on a District claim form.

The General Manager shall review the damage claim and the proposed repair work. If he/she determines that the damage is the District's responsibility and that the proposed repair work is appropriate, he/she may authorize the work if the cost of material for the repairs will not exceed \$2,000. A report shall be submitted to the Board describing the damage claim, including a description of the manner in which it was resolved.

If the cost of material for repairs is stated by claimant or estimated to exceed \$2,000, the claim will be submitted to the District insurance company for resolution. A report shall be submitted to the Board describing the damage claim, including a description of the manner in which it was resolved.

Claims in excess of the District's insurance deductible shall be forwarded to the insurance company, and the claimant shall be advised of this action.

Claims for personal injury/wrongful death shall not be investigated by District staff or directors but shall be immediately forwarded to the District's insurance company.

2040.2 Property (Vehicles and Unsecured Property) Damage Claims

All claims of damage to vehicles or other unsecured property shall be submitted to the General Manager. He/she shall review the damage claim and the requested restitution. If he/she determines that the damage is the District's responsibility, he/she may authorize repairs or reimbursement of expenses to an amount not to exceed \$3,000. A report shall be submitted to the Board describing the damage claim, including a description of the manner in which it was resolved.

The claim will be processed as described above if the cost of material for repairs is estimated to exceed \$3,000.

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2040.3 Property Damage Claims On District Form

All damage claims must be submitted in writing on a District claim form. This will ensure that a claim is valid and protect important rights of the District.

Section 910.2 of the California Government Code specifies the following:

The claim shall be signed by the claimant or by some person on his behalf. Claims against local public entities for supplies, materials, equipment or services need not be signed by the claimant or on his behalf if presented on a billhead or invoice regularly used in the conduct of the business of the claimant.

If the filed letter/claim does not meet the requirements of the California Government Code §910 and §910.2, then a letter shall be sent to the claimant informing them of this fact.

District staff shall provide no assistance to the claimant in filling out the claim form. Claimant must fill out the claim form in its entirety and submit it via mail, Fax, or personal delivery to the District Administration office. Upon receipt, office staff shall date-stamp the document.

Approved:
Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Compensation
POLICY NUMBER: 2045

The purpose of this policy is to provide guidelines on employee compensation.

2045.1 This policy shall apply to all District employees.

2045.2 Compensation at Hiring:

2045.2.1 New Employees. All newly hired employees shall be paid at the first step of the salary range for the position to which the employee is hired except as provided elsewhere herein

2045.2.2 Advanced Step Hiring. If the General Manager finds that qualified applicants cannot be successfully recruited at the first step of the wage range, he/she may authorize a hire at an advanced step of the wage range

2045.2.3 Former Employees. A person who previously held a full-time position from which the person was separated in good standing may, when re-employed in a position with the same or lower pay range than held at separation, be appointed at the same pay rate which was paid at the effective date of the person's termination, or the nearest lower applicable step for the range to which the person is hired, provided such re-employment occurs within twelve (12) months from the date of said termination

2045.3 Merit Advancement Within Range.

2045.3.1 Performance Evaluation Required. The General Manager shall approve merit advancement within the pay range only after reviewing the employee's performance evaluation completed by the employee's immediate supervisor and determining that it is satisfactory. This determination shall be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee.

2045.3.2 Period of Employment Required for Merit Advancement. Unless otherwise specified herein, each employee shall, in addition to receiving a satisfactory performance evaluation, complete the following required time of employment to be eligible to receive a merit increase:

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2045.3.2.1 New Employees. A person hired as a new employee shall have a merit advancement date which is six months following the appointment date.

2045.3.2.2 Promotion or Demotion. An employee who is promoted or demoted shall have a new merit advancement date which shall be one year from the date of promotion or demotion.

2045.3.2.3 Voluntary Demotion. An employee who voluntarily demotes to a position at a lower pay range shall have no change in merit advancement date.

2045.3.2.4 Change-in-Range Allocation. If the pay range for an employee's position is changed, the employee's merit advancement date shall not change.

2045.3.2.5 Position Reclassification. An employee whose position is reclassified to a position having the same or lower pay range shall have no change in merit advancement date. An employee whose position is reclassified to a position having a higher pay range shall have a new merit advancement date which is one year following the effective date of the position reclassification.

2045.3.2.6 Non-Merit Step Adjustments. An employee whose pay step is adjusted to a higher step for reasons other than regular merit advancement shall have a new merit advancement date effective one year from the date of said adjustment.

2045.3.3 Effective Date. An employee's merit increase shall take place on the first day of the pay period in which his/her merit advancement date falls. The General Manager may delay authorizing the merit advancement up to 90 days beyond the employee's merit advancement date without affecting the normal merit advancement date. In case of such a delay, the employee's merit advancement shall be effective the first day of the pay period following the General Manager's authorization. If authorization for merit advancement is delayed beyond 90 days from the employee's merit advancement date, the employee shall not be eligible for a merit increase until his/her next normal merit advancement date.

2045.4 Promotion. Employees promoted to a position with a higher pay range may be paid either at the minimum rate of the new range or at the nearest higher rate that the employee would otherwise be entitled to on the date the promotion is effective, whichever is greater, provided that an employee promoted to a pay range in excess of one range above his/her former range shall receive no less than one range increase at the same step, in rate.

2045.5 Salary Ranges. Each position shall have a pay step range consisting of five (5) steps with five (5) percent increments between the steps. As approved by the Board of Directors certain positions will have one (1) additional step.

Approved:
Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Compensation for Meetings and Travel
POLICY NUMBER: 2050

The purpose of this policy is to provide guidelines for travel/meeting attendance and reimbursement of expenses while on District business.

2050.1 The District recognizes that, for the benefit and in the interests of the District, it is necessary for District staff to attend meetings and to travel in order to conduct District business. The District is committed to wise and prudent use of its entrusted public funds, to conserve District resources and to keep expenses within community standards. The District is also committed to providing effective and responsive services to the community.

2050.2 All actual and necessary travel and incidental expenses shall be reimbursed upon submission of the District's expense reimbursement form and accompanying receipts for preapproved training and educational courses and events.

2050.2.1 Meals: Meals shall be reimbursed at the actual cost, when accompanied by a receipt, provided that the expense is not lavish or extravagant. In lieu of actual meal expense reimbursement, a per diem for meals and incidental expenses is allowed. For travel exceeding a single day, the per diem rate is fifty dollars (\$50) per day. The per diem rate for individual meals is as follows:

2050.2.1.1 Breakfast: ten dollars (\$10)

2050.2.1.2 Lunch: fifteen dollars (\$15)

2050.2.1.3 Dinner: twenty five dollars (\$25)

2050.2.2 Lodging: If lodging is necessary in connection with a conference or educational activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available at the time of booking. If the group rate is not available, comparable lodging will be used. Government and group rates for lodging will be used whenever possible.

2050.2.3 Transportation: Government and group rates for transportation will be used when available.

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2050.2.4 Mileage: Mileage will be reimbursed at the IRS published mileage rate when a personal vehicle is authorized and utilized for travel while on District business.

2050.2.5 Cash advance: Subject to approval of the General Manager, a cash advance to cover the anticipated expenses for authorized travel may be offered by the District. An expense reimbursement form must be submitted within thirty (30) days of the travel, and any unused cash advanced must be returned to the District once the activity is completed.

2050.3 All documents related to reimbursable District expenditures are public records subject to disclosure under the California Public Records Act.

2050.4 Regardless of how it may occur, misuse of public resources or falsifying expense reports in violation of this policy may result in any or all of the following:

2050.4.1 Loss of reimbursement privileges

2050.4.2 Restitution to the District

2050.4.3 Civil penalties for misuse of public resources

2050.4.4 Disciplinary action up to or including termination

2050.4.5 Prosecution for misuse of public resources

2050.5 This policy shall be consistent with state law (AB 1234) and comply with state law if it changes from time to time.

Approved:
Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Computer and Business Security Plan
POLICY NUMBER: 2055

The purpose of this policy is to ensure that detailed or sensitive information regarding District operations not be released to parties who might use it for malicious purposes.

2055.1 The security plan is designed to address computer security procedures for District personnel who are issued desktop or laptop computers and who may handle sensitive or important information to the operation of the agency.

2055.2 Scope. The program applies to all employees who are issued desktop or laptop computers.

2055.3 Responsibilities.

2055.3.1 The General Manager approves all purchases of desktop or laptop computers for use by District personnel..

2055.3.2 Supervisors are responsible for assigning laptop computers to personnel within their respective divisions, and for enforcement of this policy.

2055.3.3 Each employee issued a desktop or laptop computer is responsible for understanding and following the requirements of this policy.

2055.4 Sensitive Information. Sensitive information that must not be released has been classified by the Federal Energy Regulatory Commission as Critical Energy Infrastructure Information and includes electrical, civil and mechanical schematics and drawings that show details of location and layout. The District also considers detailed maintenance records that include photos and schedules to be sensitive information.

2055.5 Computer Security.

3010.5.1 A password will be required to start the laptop computer. Passwords must be a minimum of eight (8) characters in length and must contain at least one (1) number and one (1) special character.

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2055.5.2 Any software installed on the laptop computer must be pre-approved by the General Manager or designee.

2055.5.3 Internet access may only be made through the District's network server. The laptop computer may not be used to access the Internet via an employee's personal Internet account.

2055.5.4 The laptop computer may be transported between the main District office and the field location at which the employee is assigned to work via a District vehicle. If the employee at any time leaves the vehicle unattended, the laptop computer will be stored out of sight in a locked compartment.

2055.5.5 All electrical, civil and/or mechanical schematics, drawings, photos and database records will be stored in electronic format on the District's network computer. Only those schematics, drawings, photos or maintenance database records necessary for the work being conducted at the given field location may be downloaded and temporarily stored on the laptop computer's hard drive. Upon completion of the field assignment, all revised files will be uploaded onto the District's network computer and all temporarily stored files will be deleted from the laptop computer's hard drive.

2055.5.6 Desktop or laptop computers may not be removed from the District's service area without prior approval of the General Manager.

Approval:
Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Confidentiality Regarding Resignations
POLICY NUMBER: 2060

The purpose of this policy is to protect the contents of current and former personnel files.

2060.1 To the extent permitted by law, District staff and Directors shall keep confidential the circumstances giving rise to an employee's resignation from the District.

Approved:
Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Conflicts of Interest
POLICY NUMBER: 2065

The purpose of this policy is to state the District position regarding employee actions that may create either actual or the appearance of a conflict of interest.

2065.1 Situations of actual or potential conflict of interest are to be avoided by all employees. If during the performance of the employee's job duties any potential situation for a conflict of interest occurs the employee should speak to their supervisor or General Manger on direction for the proper course of action to take.

2065.2 Specifically, supervisor/subordinate romantic or personal relationships are prohibited.

Approved:
Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Continuity of Service

POLICY NUMBER: 2070

The purpose of this policy is to define length of continuous service in order to determine the employee benefits.

2070.1 For probationary and regular employees in all classifications, length of continuous service with the District will be used as the basis for determining benefits such as sick leave and vacation time. Length of continuous service will also be one of the considerations in promotions, demotions and layoffs.

2070.2 Continuous service with the District will start with the date of employment and continue until one of the following occurs:

2070.2.1 An employee is discharged for cause

2070.2.2 An employee voluntarily terminates his/her employment

2070.2.3 An employee is laid off

2070.3 Continuity of an employee's service will not be broken by absence for the following reasons, and his/her length of service will accrue for the period of such absence:

2070.3.1 Absence by reason of industrial disability

2070.3.2 Authorized absence without pay for less than 30 days in a calendar year

2070.3.3 Absences governed by applicable state and/or federal laws such as military or National Guard service

2070.4 A re-employment list shall be maintained by the District. The re-employment list shall be used to determine the order in which part-time and temporary employees shall be employed when other than regular work is available and additional employees are needed. The list shall be arranged on the basis of seniority. An employee is considered to have seniority if his/her length-of-service, as defined above, is greater than that of another employee on the list. An employee on the re-employment list shall be rehired to fill a vacant position within a specific job classification if:

(Continues)

2070.4.1 He/she was previously employed within said job classification or within a job classification requiring higher qualifications, and/or satisfies the qualifications as specified in the job description for said vacant position

2070.4.2 He/she has seniority, as defined above

2070.5 When an individual on the re-employment list is called to work and is unavailable to work, the next person on the list having seniority and satisfying the conditions listed above, shall be called. If an individual is called to work three times without being available to work, his/her name may be removed from the re-employment list. An individual shall be removed from the re-employment list when he/she notifies the District that he/she has taken a regular position elsewhere and is unavailable to work for the District.

2070.6 Regular employees who are laid off will be placed on the re-employment list and shall receive seniority based on previously earned length-of-service.

2070.7 Previous regular employees who were laid off and called back for work not being regular in nature will have their employment service records maintained so that they accumulate length-of-service as they work on an "hour-for-hour" basis.

2070.8 Part-time and temporary employees who are hired for a position having regular status will have previously earned length-of-service maintained in their employment service records.

2070.9 Previous temporary employees who are rehired within 18 months of their last date of employment shall have their employment service records restored to include previously earned length-of-service.

Approved:
Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Customer Relations
POLICY NUMBER: 2075

The purpose of this policy is to set guidelines for the manner in which District employees will regard the public.

2075.1 Employees are expected to be polite, courteous, prompt, and attentive to every customer. Never regard a customer's question or concern as an interruption or an annoyance. All employees must make every effort to achieve complete, accurate, and timely communications, respond promptly and be courteous to all requests for information and to all complaints.

2075.2 Employees will never place a telephone caller on hold for an extended period. Employees should direct incoming calls to the appropriate person and make sure the call is received. Using professional conduct, show desire to assist the customer in obtaining the help he or she needs. If employee is unable to help a person requesting assistance, they should find someone who can.

2075.3 All correspondence and documents, whether to customers or others, must be neatly prepared and error free. Employees must pay attention to accuracy and detail in all paperwork.

2075.4 When an employee encounters an uncomfortable situation that he or she does not feel capable of handling, the supervisor for the item being discussed should be called immediately for assistance. Employees should never argue with a customer. If a problem develops, or if a customer remains dissatisfied, ask your supervisor to assist in a resolution.

Approved:
Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Demotion: Non-disciplinary
POLICY NUMBER: 2080

The purpose of this policy is to provide guidelines for a non-disciplinary demotion to a District employee.

2080.1 The General Manager may demote an employee, with the written consent of the employee, to a vacant position in lieu of layoff, provided the employee possesses the desired qualifications for the position to which he/she is assigned.

2080.2 At least five working days before a non-disciplinary demotion becomes effective, written notice of the action shall be provided to the employee and the payroll department.

2080.3 The General Manager shall provide the employee with written job duties within five working days of starting the new position and a written performance review within six months. The employee shall be subject to a probationary period, generally a six (6) month period. In the event that the employee does not perform satisfactorily within the probationary period, the General Manager shall have the discretion of extending the employee's probationary period or terminating the employee.

Approved:
Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Disciplinary Action

POLICY NUMBER: 2085

The purpose of this policy is to provide guidelines for disciplinary actions.

2085.1 The following measures are part of the disciplinary process: warning, reprimand, suspension with or without pay, dismissal, demotion, or reduction in pay. The General Manager may discipline any employee for cause.

2085.2 Grounds for Discipline:

2085.2.1 Discourteous treatment of the public or fellow employees

2085.2.2 Drinking of intoxicating beverages or use of illegal or nonprescribed drugs on the job, or arriving on the job under the influence of such beverages or drugs

2085.2.3 Habitual absence or tardiness

2085.2.4 Abuse of sick leave

2085.2.5 Disorderly conduct

2085.2.6 Incompetence or inefficiency

2085.2.7 Being wasteful of material, property, or working time

2085.2.8 Violation of any lawful or reasonable regulation or order made and given by an employee's supervisor; insubordination

2085.2.9 Neglect of duty

2085.2.10 Dishonesty

2085.2.11 Misuse of District property

(Continues)

2085.2.12 Willful disobedience

2085.2.13 Conduct unbecoming a District employee

2085.3 All disciplinary action will be accompanied by a letter of warning to the employee stating the reasons and grounds for such discipline. The employee must acknowledge receipt of the warning by signing the letter at the time of presentation. The employee's signature signifies only receipt of the document, and not necessarily agreement to the contents. The employee may, before the conclusion of the next regular working day, respond in writing to the contents of the letter of warning.

2085.4 All negative evaluations or letters of warning shall remain part of the employee's personnel file. Negative evaluation shall not be used by the General Manager in decisions to dismiss if the performance has improved or the action which merited a warning has not recurred, each/both for a period of at least one year.

2085.5 Any disciplinary action which may result in suspension without pay shall be set forth in writing to the employee at least five working days before the proposed effective date or dates. This notice shall be prepared by the General Manager after consultation with the District Legal Counsel and shall contain the following:

2085.5.1 A description of the proposed action and its effective date or dates, and the ordinance, regulation, or rule violated

2085.5.2 A statement of the acts or omissions upon which the action is based

2085.5.3 A statement that a copy of the materials upon which the action is based is attached or available for inspection upon request

2085.5.4 A statement advising the employee of the right to request a hearing as provided in District Policy "Separation from District Employment"

2085.5.5 A date by which time the employee must respond in writing if he/she wishes to contest the action.

2085.6 All notices of proposed action shall be personally served or mailed by certified mail, return receipt requested, to the last known address of the employee.

2085-2

Approved:
Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Dress Code and Personal Standards
POLICY NUMBER: 2090

The purpose of this policy is to ensure that all employees maintain a professional image.

2090.1 At Pleasant Hill Recreation & Park District, professional image is very important. It is the goal of the District that a professional image is maintained by employees who interface with the public and vendors. Part of the image is demonstrated in attire of employees. In choosing appropriate work attire, employees should consider factors including tastefulness, anticipated requirement for public contact, and the nature of the job and working conditions.

2090.2 The District expects all employees to use good judgment and taste in matters of personal grooming and dress. Attire should be in keeping with the dignity and image of a professional office. Employees should always be neat and clean in appearance, dressed in reasonably professional and conservative attire, and conduct themselves in a businesslike manner. Visible piercings (other than earrings) and visible tattoos that may be offensive are prohibited.

2090.3 In all cases, supervisors will assist employees to determine what is considered appropriate attire for the particular situation.

2090.4 Non-Compliance

Employees who are inappropriately dressed may be sent home and directed to return to work in the proper attire. Non-exempt employees will not be compensated for the time away from work. Employees who violate the District dress code policy and/or grooming standards will be subject to corrective action and disciplinary action, up to and including termination.

Approved:

Amended:

Pleasant Hill Recreation & Park District

POLICY MANUAL

POLICY TITLE: Driver Training and Record Review
POLICY NUMBER: 2095

The purpose of this policy is to reduce the frequency and severity of vehicle-related accidents and losses.

2095.1 This policy requires uniform criteria in evaluating the acceptability of driver-record information of employees driving District vehicles or while on District business; and, establishing disciplinary procedures for different types of driving violations.

2095.2 This policy applies to all regular, part-time, and temporary District employees and volunteers who drive on behalf of the District.

2095.3 The District shall participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program (a.k.a.: "Pull Program"). Records for anyone operating vehicles on District business shall be requested from DMV: (a) every six months; and, (b) immediately in the event of new activity (e.g., moving violation, accident, address change, etc.). Employees who have terminated employment will be deleted from the program.

2095.4 Information that will be generated during the record review will include: (a) type of license; (b) expiration date; (c) endorsements; (d) DMV action suspensions, revocations, and penal code violations; and, (d) Vehicle Code violations.

2095.5 Disciplinary Procedures:

2095.5.1 A driver will immediately attend a qualified defensive driver training course (State of California Defensive Driver Training, National Safety Council Defensive Driver Training, etc.) if:

- (a) they earn two points within 36 months of report date
- (b) they receive any moving violation in a District vehicle within 36 months of report date
- (c) they are involved in an accident within 36 months of report date

2095.5.2 A driver will be placed on a 12-month driving probation if they earn three to five points within 36 months of report date. Additional point violations within this probation period will affect a 120-day suspension of District driving privileges. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, they will be terminated from employment.

(Continues)

2095.5.3 A driver will be suspended from District driving privileges for 120 days if:

- (a) they earn four or more points within 24 months of report date
- (b) they earn six or more points within 36 months of report date
- (c) they receive a citation for DUI, reckless driving, or speed contest on personal time within 36 months of report date
- (d) if they are involved in two chargeable (resulting in a point violation) accidents within 24 months of report date. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, they will be terminated from employment.

2095.5.4 A driver will be permanently suspended of District driving privileges if:

- (a) they receive a citation for DUI, reckless driving, or speed contest during District business within 36 months of report date
- (b) they receive two citations for DUI, two citations for reckless driving, or two citations for speed contest on personal time within 12 months of report date. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, permanent suspension of driving privileges will result in termination of employment.

2095.5.5 Occasionally, it may be brought to the District's attention that an employee is exposing it to undue liability through poor driving techniques and habits. All such complaints will be investigated and acted upon accordingly.

2095.7 Defensive Driver Training. All drivers shall attend an approved defensive driver-training course at least once every four years or more often as specified in Disciplinary Procedures above.

Approved:

Amended:



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: April 17, 2015
RE: April 23, 2015 Board Meeting

Report on Contra Costa Special District's Association Quarterly Meeting

Board Member Sherry Sterrett will give a report on the quarterly meeting of the Contra Costa Special District's Association.



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: April 17, 2015
RE: April 23, 2015 Board Meeting

Reports and to Set Board Committee Meeting Dates

- a. Land and Facility Development Committee - April 23, 2015, 6:00 pm**
- b. Personnel Committee - April 21, 2015, 4:00 pm**
- c. Budget and Finance Committee**
- d. Program Committee**

This is an ongoing item. Some of the committees will give a report on scheduled meetings.



Board of Directors AGENDA

PLEASANT HILL RECREATION & PARK DISTRICT

147 Gregory Lane
Pleasant Hill, CA 94523
(925) 682-0896
(925) 682-1633 fax
pleasanthillrec.com

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.

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 accommodation to a person with a disability who requires a modification or accommodation 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 if you require such modification or accommodation.

**Pleasant Hill Recreation & Park District
Board of Directors
Land and Facility Development Committee
Thursday, April 23, 2015
6:00 p.m.
Administration Office
147 Gregory Lane, Pleasant Hill**

Chair: Zac Shess
Member: Bobby Glover

1. Public Comment
Public comment will be limited to five minutes per person with a maximum time of thirty minutes unless further time is granted by the presiding officer. The public may speak regarding agenda items at the time the matter is taken up. Non-agenda items can be addressed under Public Comment.
2. To Discuss Neighbor's Concerns with Excessive Speed on Withers Road Adjacent to Brookwood Park
3. To Continue Discussion on Disc Golf at Paso Nogal Park
4. To Discuss Issues Concerning Dinosaur Hill Park
5. To Discuss Pathway Repairs at Pleasant Hill Parks



Board of Directors AGENDA

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**Pleasant Hill Recreation & Park District
Board of Directors
Personnel Committee
Tuesday, April 21, 2015
4:00 p.m.
Administration Office
147 Gregory Lane, Pleasant Hill**

Co-Chair: Bobby Glover & Dennis Donaghu

1. Public Comment
Public comment will be limited to five minutes per person with a maximum time of thirty minutes unless further time is granted by the presiding officer. The public may speak regarding agenda items at the time the matter is taken up. Non-agenda items can be addressed under Public Comment.
2. To Consider Teen & Special Events Coordinator Position