

STAFF REPORT



Date: May 25, 2017
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 MAY 25, 2017

- a. Approve Bills to be Paid, Warrants # 24017 – 24063 (Exhibit 1)

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
24017	05/25/2017	Aantex	Aantex Pest Control	185.00	000000
24018	05/25/2017	Aramark	Aramark	152.42	000000
24019	05/25/2017	ATT CC	AT & T	117.70	000000
24020	05/25/2017	ATT3	ATT CALNET 3	162.07	000000
24021	05/25/2017	BayAlar	Bay Alarm Company	525.00	000000
24022	05/25/2017	BhupAnw	Anwar Bhupinder	427.50	000000
24023	05/25/2017	BillAce	Bill's Ace Hardware	113.46	000000
24024	05/25/2017	Boardspo	Boardsports School & Shop	1,755.00	000000
24025	05/25/2017	CaDoj	California DOJ	128.00	000000
24026	05/25/2017	CalSta	Court-Ordered Debt Collections	276.27	000000
24027	05/25/2017	CaWest	Cal West Private Security	225.00	000000
24028	05/25/2017	CCWat	Contra Costa Water District	201.11	000000
24029	05/25/2017	Cole	Cole Supply Co., Inc.	443.56	000000
24030	05/25/2017	DelDen	Preferred Benefit	3,571.50	000000
24031	05/25/2017	EastBTi	East Bay Times	254.40	000000
24032	05/25/2017	EBMUD	East Bay Mud	124.96	000000
24033	05/25/2017	EBPool	East Bay Pool Service	4,400.00	000000
24034	05/25/2017	Ed2go	Education To Go	74.50	000000
24035	05/25/2017	EDD	Employment Development Dept.	2,995.00	000000
24036	05/25/2017	Ewing	Ewing Irrigation	1,692.80	000000
24037	05/25/2017	FranTx	Franchise Tax Board	105.00	000000
24038	05/25/2017	FresFil	Freshi Films. LLC	528.00	000000
24039	05/25/2017	Furber	Furber Saw, Inc.	1,362.59	000000
24040	05/25/2017	ICOM Mec	ICOM Mechanical Inc	419.00	000000
24041	05/25/2017	INKEM	INKEM	122.34	000000
24042	05/25/2017	KaisFou	File #73029 Kaiser Foundation Health Plan	30,494.50	000000
24043	05/25/2017	KiddCur	Law Office of Curtis S. Kidder	722.00	000000
24044	05/25/2017	Legal S	Legal Shield	31.90	000000
24045	05/25/2017	Mallory	Mallory Safety & Supply	295.96	000000
24046	05/25/2017	McInerne	McInerney & Dillon	757.10	000000
24047	05/25/2017	MDUSD2	MDUSD, M&O Dept	1,001.00	000000
24048	05/25/2017	MtDiablo	Mt Diablo Landscape Centers	364.04	000000
24049	05/25/2017	MuscSpo	Musco Sports Lighting, LLC	3,107.94	000000
24050	05/25/2017	PERS	CalPERS	17,103.38	000000
24051	05/25/2017	PG&E	Pacific Gas & Electric Co	1,406.72	000000
24052	05/25/2017	PhCit	Pleasant Hill, City of	3,920.97	000000
24053	05/25/2017	PleaHill	Pleasant Hill Rec & Park Distr	151,427.38	000000
24054	05/25/2017	PurcPow	Purchase Power	1,520.99	000000
24055	05/25/2017	R&S	R & S Erection of Concord, Inc	238.00	000000
24056	05/25/2017	Republic	Republic Services #210	2,291.58	000000
24057	05/25/2017	Standard	Standard Insurance Company	1,733.11	000000
24058	05/25/2017	StePrint	Steven's Printing	201.19	000000
24059	05/25/2017	SuppWor	Supply Works	4,384.56	000000
24060	05/25/2017	TheBowl	The Bowlby Group, Inc	3,000.00	000000
24061	05/25/2017	UNIVAR	UNIVAR USA Inc	1,133.34	000000
24062	05/25/2017	USBank	U.S. Bank	2,779.12	000000
24063	05/25/2017	VSP	Preferred Benefit	48.20	000000

CHECK TOTAL: \$248,325.16

Accounts Payable

Computer Check Proof List

User: julie

Printed: 05/19/2017 - 11:34 AM



Pleasant Hill Recreation & Park District

People, Parks & Programs Since 1951

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:Aantex	Aantex Pest Control			Check Sequence: 1	ACH Enabled: No
65615	PH Park	61.67	05/25/2017	100-1280-75515	pests
65615	PH Park	61.67	05/25/2017	100-1255-75515	pests
65615	PH Park	61.66	05/25/2017	100-1220-75515	pests
	Check Total:	185.00			
Vendor:Aramark	Aramark			Check Sequence: 2	ACH Enabled: No
703192177	park staff	45.64	05/25/2017	100-1300-55380	uniforms
703309132	park staff	53.39	05/25/2017	100-1300-55380	uniforms
703319348	park staff	53.39	05/25/2017	100-1300-55380	uniforms
	Check Total:	152.42			
Vendor:ATT CC	AT & T			Check Sequence: 3	ACH Enabled: No
05052017	phones	117.70	05/25/2017	100-1270-65365	KS
	Check Total:	117.70			
Vendor:ATT3	ATT CALNET 3			Check Sequence: 4	ACH Enabled: No
9624704	WC DSL	116.75	05/25/2017	100-1230-65365	phones
9624720	WC elevator	45.32	05/25/2017	100-1230-65365	phones
	Check Total:	162.07			
Vendor:BayAlar	Bay Alarm Company			Check Sequence: 5	ACH Enabled: No
3882524170510	deposit dvr secur cams	525.00	05/25/2017	100-1255-75515	alarms
	Check Total:	525.00			
Vendor:BhupAnw	Anwar Bhupinder			Check Sequence: 6	ACH Enabled: No
5119.201	game programming	427.50	05/25/2017	100-1255-75626	instructor
	Check Total:	427.50			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:BillAce 436381	Bill's Ace Hardware	8.80	05/25/2017	Check Sequence: 7 100-1300-75520	ACH Enabled: No supplies
436405	ang lf softsoap	11.91	05/25/2017	100-1300-75515	supplies
436415	chamois	48.09	05/25/2017	100-1300-75510	supplies
436442	wire scratch	9.77	05/25/2017	100-1300-75535	supplies
436493	paint	10.00	05/25/2017	100-1300-75520	supplies
436493	loop snaps	8.36	05/25/2017	100-1300-75520	supplies
436507	battery	7.43	05/25/2017	100-1300-75520	supplies
693523	rope starter	9.10	05/25/2017	100-1300-75510	supplies
	Check Total:	113.46			
Vendor:Boardspo 06222017	Boardsports School & Shop	1,755.00	05/25/2017	Check Sequence: 8 100-1255-75626	ACH Enabled: No lessons
	SUP lessons	1,755.00			
	Check Total:	1,755.00			
Vendor:CaDoj 230314	California DOJ	32.00	05/25/2017	Check Sequence: 9 100-1220-60370	ACH Enabled: No
230314	T Yoshizaki	96.00	05/25/2017	100-1280-75620	
	Augst,Elmor, Kubota	128.00			
	Check Total:	128.00			
Vendor:CalSta 051517	Court-Ordered Debt Collections	276.27	05/25/2017	Check Sequence: 10 100-0000-21390	ACH Enabled: No
	Eduardo A. Alvarado #JK-205-8717	276.27			
	Check Total:	276.27			
Vendor:CaWest 10919	Cal West Private Security	225.00	05/25/2017	Check Sequence: 11 100-1300-75520	ACH Enabled: No gate closing
	Dinosaur 5/1-15	225.00			
	Check Total:	225.00			
Vendor:CCWat K489639	Contra Costa Water District	201.11	05/25/2017	Check Sequence: 12 100-1300-65710	ACH Enabled: No water
	Shadowwood	201.11			
	Check Total:	201.11			
Vendor:Cole 173111	Cole Supply Co., Inc.	48.55	05/25/2017	Check Sequence: 13 100-1300-75515	ACH Enabled: No rr supplies
174801	disinfectant	302.41	05/25/2017	100-1300-75515	supplies
175716	RR supplies	92.60	05/25/2017	100-1231-75515	supplies
	dust mop	443.56			
	Check Total:	443.56			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:DelDen	Preferred Benefit			Check Sequence: 14	ACH Enabled: No
06/2017	Delta Dental	2,111.05	05/25/2017	100-0000-21310	
06/2017	Delta Dental	84.75	05/25/2017	100-0000-21310	
06/2017	Delta Dental	650.60	05/25/2017	100-0000-21310	
06/2017	Delta Dental	393.00	05/25/2017	100-1100-53310	
06/2017	Delta Dental	98.25	05/11/2017	100-0000-21310	
06/2017	Delta Dental	233.85	05/25/2017	100-0000-21310	
	Check Total:	3,571.50			
Vendor:EastBTi	East Bay Times			Check Sequence: 15	ACH Enabled: No
4554274	DO paper 5/18-11/1/17	254.40	05/25/2017	100-1100-73335	paper
	Check Total:	254.40			
Vendor:EBMUD	East Bay Mud			Check Sequence: 16	ACH Enabled: No
05022017	840 Grayson	62.48	05/25/2017	340-3400-65710	water
5/2/17	3151 Woodside Meadows Rd	62.48	05/25/2017	340-3400-65710	
	Check Total:	124.96			
Vendor:EBPool	East Bay Pool Service			Check Sequence: 17	ACH Enabled: No
14175	Apr PHAC & PHEC	4,400.00	05/25/2017	100-1280-75515	pool maint
	Check Total:	4,400.00			
Vendor:Ed2go	Education To Go			Check Sequence: 18	ACH Enabled: No
1267505	on line classes	74.50	05/25/2017	100-1210-75620	INSTRUCTOR
	Check Total:	74.50			
Vendor:EDD	Employment Development Dept.			Check Sequence: 19	ACH Enabled: No
L0321671968	Gonzal & Alvara claims	2,995.00	05/25/2017	100-1300-55450	unemployment
	Check Total:	2,995.00			
Vendor:Ewing	Ewing Irrigation			Check Sequence: 20	ACH Enabled: No
3251370	tee set	3.37	05/25/2017	100-1300-75511	parts
3260090	rainbird	167.82	05/25/2017	100-1300-75511	parts
3301569	1/2 MPT	232.25	05/25/2017	100-1300-75511	irrigation
3301570	pruner	76.28	05/25/2017	100-1300-75535	irrigation
3301571	n-flexxx	1,213.08	05/25/2017	100-1300-75511	irrigation
	Check Total:	1,692.80			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:FranTx 051517	Franchise Tax Board Margret R Graves Check Total:	105.00 105.00	05/25/2017	Check Sequence: 21 100-0000-21390	ACH Enabled: No
Vendor:FresFil 6077.202	Freshi Films, LLC game coding Check Total:	528.00 528.00	05/25/2017	Check Sequence: 22 100-1260-75100	ACH Enabled: No instructor
Vendor:Furber 220821	Furber Saw, Inc. hedge extender and hip throttles Check Total:	1,362.59 1,362.59	05/25/2017	Check Sequence: 23 100-1300-75535	ACH Enabled: No parts
Vendor:ICOM Mec 514173	ICOM Mechanical Inc CC Check Total:	419.00 419.00	05/25/2017	Check Sequence: 24 100-1231-75515	ACH Enabled: No HVAC
Vendor:INKEM 04262017	INKEM coaches shirts Check Total:	122.34 122.34	05/25/2017	Check Sequence: 25 100-1280-48200	ACH Enabled: No shirts
Vendor:KaisFou 06/2017	File #73029 Kaiser Foundation Health Plan Kaiser	436.44	05/11/2017	Check Sequence: 26 100-0000-21300	ACH Enabled: No
06/2017	Kaiser	437.78	05/25/2017	100-1290-55300	
06/2017	Kaiser	249.61	05/25/2017	100-1231-55300	
06/2017	Kaiser	2,754.62	05/25/2017	100-1100-55300	
06/2017	Kaiser	405.94	05/11/2017	100-0000-21300	
06/2017	Kaiser	1,270.13	05/25/2017	100-0000-21300	
06/2017	Kaiser	711.00	05/25/2017	100-0000-21300	
06/2017	Kaiser	23,201.96	05/25/2017	100-0000-21300	
06/2017	Kaiser	23.70	05/25/2017	100-0000-21300	
06/2017	Kaiser	1,003.32	05/25/2017	100-0000-21300	
	Check Total:	30,494.50			
Vendor:KiddCur 04302017	Law Office of Curtis S. Kidder Apr legal fees Check Total:	722.00 722.00	05/25/2017	Check Sequence: 27 100-1100-70000	ACH Enabled: No legal
Vendor:Legal S 05/2017	Legal Shield Legal Shield	15.95	05/25/2017	Check Sequence: 28 100-0000-21365	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
05/2017	Legal Shield Check Total:	15.95 31.90	05/25/2017	100-0000-21365	
Vendor:Mallory 4262755	Mallory Safety & Supply resp & gloves Check Total:	295.96 295.96	05/25/2017	Check Sequence: 29 100-1300-75370	ACH Enabled: No supplies
Vendor:McInerme 102365	McInerney & Dillon Apr legal fees Check Total:	757.10 757.10	05/25/2017	Check Sequence: 30 100-1100-70000	ACH Enabled: No legal
Vendor:MDUSD2 6924089	MDUSD, M&O Dept 3/10-6/9/17 Check Total:	1,001.00 1,001.00	05/25/2017	Check Sequence: 31 100-1250-73410	ACH Enabled: No gym use
Vendor:MtDiablo 519115	Mt Diabolo Landscape Centers tanbarks Check Total:	364.04 364.04	05/25/2017	Check Sequence: 32 100-1300-75520	ACH Enabled: No bark
Vendor:MuscSpo 295739	Musco Sports Lighting, LLC CPHS Check Total:	3,107.94 3,107.94	05/25/2017	Check Sequence: 33 100-1300-75505	ACH Enabled: No lights
Vendor:PERS 051517	CalPERS Pers #6232522932	1,386.82	05/25/2017	Check Sequence: 34 100-0000-21250	ACH Enabled: No
051517	Pers #6232522932	4,027.19	05/25/2017	100-0000-21250	
051517	Pers #6232522932	1,865.18	05/25/2017	100-0000-21250	
051517	Pers #6232522932	7,124.04	05/25/2017	100-0000-21250	
051517	Pers #6232522932	540.49	05/25/2017	100-0000-21250	
051517	Pers #6232522932	2,159.66	05/25/2017	100-0000-21250	
	Check Total:	17,103.38			
Vendor:PG&E 05022017	Pacific Gas & Electric Co TC	225.57	05/25/2017	Check Sequence: 35 100-1255-65705	ACH Enabled: No utilities
05022017	TC	1,181.15	05/25/2017	100-1255-65701	utilities
	Check Total:	1,406.72			
Vendor:PhCit 900006823	Pleasant Hill, City of fuel Mar	987.09	05/25/2017	Check Sequence: 36 100-1300-75545	ACH Enabled: No shared exps

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
900006823	internet -Mar	2,000.00	05/25/2017	100-1210-75504	shared exps
900006823	PSC -Mar	933.88	05/25/2017	100-1300-73730	shared exps
	Check Total:	3,920.97			
Vendor:PleaHill 051517	Pleasant Hill Rec & Park Distr Reimburse Payroll	151,427.38	05/25/2017	Check Sequence: 37 100-0000-10410	ACH Enabled: No
	Check Total:	151,427.38			
Vendor:PurcPow 04132017 04132017	Purchase Power DO postage machine DO Postage Machine	1,529.99	05/25/2017	Check Sequence: 38 100-1100-75350	ACH Enabled: No
	Check Total:	-9.00	05/25/2017	100-1100-75350	postage
	Check Total:	1,520.99			
Vendor:R&S 102308	R & S Erection of Concord, Inc chain on roll-up	238.00	05/25/2017	Check Sequence: 39 100-1300-73730	ACH Enabled: No
	Check Total:	238.00			repairs
Vendor:Republic 210-007175520 210-007175520 210-007176223 210-007190632	Republic Services #210 paso nagal WC SC CC	180.84	05/25/2017	Check Sequence: 40 100-1300-65720	ACH Enabled: No
	Check Total:	218.86	05/25/2017	100-1231-65720	dumpsters
	Check Total:	823.31	05/25/2017	100-1220-65720	dumpsters
	Check Total:	1,068.57	05/25/2017	100-1231-65720	dumpsters
	Check Total:	2,291.58			
Vendor:Standard 06/2017 06/2017 06/2017 06/2017	Standard Insurance Company LIFE/ADD/STD/LTD LIFE/ADD/STD/LTD LIFE/ADD/STD/LTD LIFE/ADD/STD/LTD	-97.02	05/25/2017	Check Sequence: 41 100-1260-55320	ACH Enabled: No
	Check Total:	-97.02	05/25/2017	100-1270-55320	printing
	Check Total:	1,634.05	05/25/2017	100-0000-21320	
	Check Total:	293.10	05/25/2017	100-0000-21320	
	Check Total:	1,733.11			
Vendor:StePrint 34043	Steven's Printing LL&L programs	201.19	05/25/2017	Check Sequence: 42 100-1220-75250	ACH Enabled: No
	Check Total:	201.19			
Vendor:SuppWor 399320241 399320258 399321108	Supply Works brout brush LO-D elnr cleaning machine	186.05	05/25/2017	Check Sequence: 43 100-1231-75515	ACH Enabled: No
	Check Total:	828.38	05/25/2017	100-1231-75515	janator supplie
	Check Total:	2,649.10	05/25/2017	100-1231-75515	janator supplie

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
399779495	disinfect	396.34	05/25/2017	100-1220-75515	janator supplie
399779503	bath tissue	324.69	05/25/2017	100-1230-75515	janator supplie
	Check Total:	4,384.56			
Vendor: The Bowl 04302017	The Bowlby Group, Inc Apr fees	3,000.00	05/25/2017	Check Sequence: 44 100-1100-70000	ACH Enabled: No consultant
	Check Total:	3,000.00			
Vendor: UNIVAR sj813520	UNIVAR USA Inc hypo chlor	633.25	05/25/2017	Check Sequence: 45 100-1280-75525	ACH Enabled: No pool chems
sj813901	liquichlor	500.09	05/25/2017	100-1280-75527	pool chems
	Check Total:	1,133.34			
Vendor: USBank 051517	U.S. Bank Pars #6746022400	1,852.69	05/25/2017	Check Sequence: 46 100-0000-21330	ACH Enabled: No
051517	Pars #6746022400	926.43	05/25/2017	100-0000-21335	
	Check Total:	2,779.12			
Vendor: VSP 06/2017	Preferred Benefit VSP Vision	13.60	05/25/2017	Check Sequence: 47 100-0000-21300	ACH Enabled: No
06/2017	VSP Vision	34.60	05/25/2017	100-1100-55300	
	Check Total:	48.20			
	Total for Check Run:	248,325.16			
	Total Number of Checks:	47			

STAFF REPORT



Date: May 25, 2017
To: Board of Directors
From: Michelle Lacy, General Manager
Re: Authorize General Manager to Enter into an Agreement with Cliff Glickman Communications, LLC in the Amount of \$15,000 to Develop a Comprehensive Strategic Communications Plan

DISCUSSION:

At its Annual Strategic Planning Retreat on February 10, 2017 the Board of Directors (Board) discussed its goals regarding improving communication to its residents. At that meeting, the Board expressed its desire for staff to develop a comprehensive strategic communications plan. It is recommended the District retain a consultant to assist in the development of a Comprehensive Strategic Communications Plan.

I am recommending the District enter into a contract with Cliff Glickman Communications, LLC for the purpose of developing a Comprehensive Strategic Communications Plan. Exhibit 1 is the proposal from Mr. Glickman for the proposed communications plan. The cost is all-inclusive for a lump-sum amount of \$15,000.

Mr. Glickman's experience with local government will be beneficial in assisting the District with crafting a communications plan which articulates the value of the District to its residents.

FISCAL IMPACT:

There are sufficient funds budgeted in the 2016/17 Administration budget for this purpose.

RECOMMENDATION:

It is recommended the Board of Directors authorize the General Manager to enter into an agreement with Cliff Glickman Communication, LLC in the amount of \$15,000 to develop a comprehensive strategic communications plan.

EXHIBITS

Exhibit 1: Proposed Scope of Work from Cliff Glickman Communications, LLC.

***Proposed Scope of Work for
Pleasant Hill Recreation and Park District Communications Services
By Cliff Glickman Communications, LLC***

Pleasant Hill Recreation and Park District (PHRPD) has expressed interest in communications services. This is an initial scope of work proposal from Cliff Glickman Communications, LLC (CGC).

In order to provide the best services possible for the community, PHRPD needs to tell its story to stakeholders. This can be a unique challenge for a special district like PHRPD, which some community members do not realize is an independently elected district. A comprehensive communications plan can help the District show the public that their tax dollars are being used responsibly and effectively, and that while the District is doing a good job, there are still many more opportunities to grow.

A communications plan for PHRPD should include four different parts:

1) *Message Development*

PHRPD provides many different programs. While the community uses and enjoys these services, there is too much information for the public to be able to have a comprehensive understanding of everything the District does. That's why PHRPD needs to be proactive in defining its own story. There are many different ways to tell the District's story that are both accurate and compelling. But for the public to remember and notice what's important, consistency is key. By using materials and talking points that are consistent, PHRPD can show what they do and improve their public relationships.

2) *Audience Targeting*

In order to know what to say, you also need to know your audience. Different communities need different information, and get information in different ways.

3) *Medium Development*

Once you know your message and your target, you need to figure out how you will deliver your message. This is dependent on budget, but also effectiveness. With more and more social media tools available, it's more important than ever to have an evolving plan of how to get your message out and where to put your communications resources.

4) *Crisis Management Preparation*

There is no way to completely avoid crises in government. Especially with a special district that specializes in recreation, there are many opportunities for injuries, conflicts, and trouble. By having a plan and infrastructure to deal with unforeseen crises, PHRPD can deal with situations fairly and responsibly without letting misinformed public opinion get out of control.

CGC proposes working with PHRPD staff to do the following:

- 1) Write a communications plan for the District that addresses the four items above.
- 2) Provide advice to PHRPD staff throughout 2017 as they implement the plan.

To perform this work, CGC proposes a fee of \$15,000. Implementation would be the responsibility of PHRPD, however CGC would provide advice throughout the term of the contract. Please contact CGC with any questions at (925) 979-5404. Thank you!

STAFF REPORT



Date: May 25, 2017
 To: Board of Directors
 From: Michelle Lacy, General Manager
 Re: Review and Approval of Proposed Policy Regarding Vacation, Paid-Time Off and Limitations on Vacation Leave Accrual

BACKGROUND:

The Pleasant Hill Recreation and Park District (District) has established Personnel Policies which should be updated. The District's Vacation Accrual and Limitation Policies should be amended to address issues related to practical accounting for employee accrued vacation, adjusting limitations based on accrual rate, and current accrued balances which exceed the currently established accrual limitations. The District's current written policy limits accrual of vacation to 200 hours, unless approved by the General Manager. Due to multiple factors the previous General Manager terminated enforcement of the accrual limit. Unfortunately, past practice supersedes the previously adopted policy which means the District currently has no accrual limit policy. There are currently 13 employees who have vacation hours which exceed the District's current written policy cap of 200 hours.

In reviewing recommended changes to the District's policy, staff compiled the accrual limit policies from agencies which we have established as comparable agencies. Below is the information for each of those agencies:

Agency	Maximum Vacation Accrual Policy
City of Concord	2x's current employee's annual vacation accrual rate. Upon approval of Dept. Head, up to 40 additional days of vacation may be accumulated for a period not to exceed one anniversary year.
City of Martinez	30 times (or 2.5x's annual) current rate of monthly accrual.
City of Pleasant Hill	300 hours- 40 days at 7.5 hr work day
City of Walnut Creek	540 hours, or 72 days at a 7.5 hour work day.
Contra Costa County	2x's current employee's annual accrual rate.
East Bay Regional Park District	Can add up to 12 days annually to previous year's accrual without any cap.
Hayward Area Recreation and Park District	2x's current employee's annual accrual rate up to a maximum of 40 days.
Livermore Area Recreation and Park District	2x's current employee's annual accrual rate up to a maximum of 48 days.

The Personnel Committee reviewed proposed changes to the Vacation Accrual and Limitation Policy at its meetings on March 24, April 12 and May 10, 2017. Committee members provided feedback regarding staff's proposal and is recommending the following changes for consideration by the Board of Directors

DISCUSSION:

Exhibit 1 is the recommended policy for Vacation, Paid-Time Off Accrual and Limitations, as recommended by the Committee. The following is a summary of the changes and recommendation for implementation.

1. Raise accrual limit to 2x's annual accrual rate up to a maximum of 320 hours effective July 1, 2017.
2. Inform employees the District will begin enforcing accrual limits as of January 1, 2018.
3. Offer one-time buy-back of hours for employees who are over the new maximum accrual limit up to a maximum of 200 hours.

The recommendations above will allow all employees an opportunity to be under the accrual cap and employees with extraordinarily high balances will be able to take a reasonable amount of time off prior to December 31, 2018 in combination with a buy-back to be under the cap by the proposed deadline.

FISCAL IMPACT:

The estimated cost to the District for a one-time buy-back of earned hours is \$27,000. This cost will be included in the 2017/18 proposed budget. The proposed changes to the accrual limit policy will allow the District to limit its paid-time off liability in the future through a combination of eliminating outstanding liability with a buy-back and future enforcement of the accrual limitation policy.

RECOMMENDATION:

It is recommended the Board of Directors review and approve the new policy for Vacation, Paid-Time Off and Limitations on Vacation Leave Accrual and approve one-time buy-back of vacation, paid-time off, up to 200 hours, for employees who are over the new policy cap as of July 1, 2017.

EXHIBITS:

Exhibit 1: Proposed Policy Regarding Vacation, Paid-Time Off and Limitations on Vacation Leave Accrual

PLEASANT HILL RECREATION & PARK DISTRICT

802.01 – Vacation, Paid-Time-Off Leave

Eligible full-time and part-time employees, **[with the exception of temporary/seasonal and extra help employees,]** earn vacation leave while in paid status until they reach the applicable vacation accrual cap. Employees accrue vacation time according to their full or part-time status and the number of consecutive years the employee has worked for the District as follows:

1. Full-Time Employee Accrual Rate:

Consecutive Full Time Years of Service	Received Per Pay Period of Paid Status	Received per Year of Paid Status
Less than 5 years	4.00	96 hours
6-10 years	5.66	136 hours
11-15 years	6.66	160 hours
16-20 years	7.33	176 hours
21-25 years	8.00	192 hours
26-30 years	8.66	208 hours
31 + years	9.33	224 hours

2. Part-Time Salaried Employee Accrue Pro-rated Vacation: Part-time employees [who are budgeted to work at least 20 hours per week] earn vacation leave while in paid status in a pro-rated amount based upon the accrual applicable to full time employees. Part-Time Hourly Employees scheduled to work at least 1000 hours per year earn Paid Time Off (PTO) at the rate of 1 hour for every 10 hours worked.

Commentary

No Law Requires Vacation Leave: *California law does not require public agencies to provide employees with vacation leave. Your agency can decide whether to provide vacation at all, and to which categories of employees.*

“Use It or Lose It” Vacation Policies in Personnel Policies Are Illegal: *Unless your agency’s employees are covered by an MOU, once an employee accrues vacation, that vacation cannot be forfeited. (Labor Code § 227.3.) Conversely, “use it or stop earning/ accruing” vacation policies like the above Policy are lawful.*

3. Unless otherwise approved by the General Manager, all vacation and PTO must be taken in lieu of scheduled hours worked. All accrued vacation and or PTO will be paid to the employee upon separation of employment with the District.

802.02 - Limitations on Vacation Leave Accrual

No employee may accrue more than the equivalent of **two times** the employee's annual vacation leave accrual rate up to a maximum of 320 hours, or for part-time employees, the equivalent of **two times** the pro-rated accrual rate up to the pro-rated maximum. When an employee reaches the equivalent of **two times** the employee's annual vacation leave accrual rate or 320 hours, he/she shall cease earning vacation leave until his or her leave balance falls below the equivalent of **two times** the employee's annual vacation leave accrual rate or 320 hours. Vacation leave will not accrue during leaves of absence without pay unless required by law.

Commentary

Your agency has discretion to set any specific "stop earning-accrual limit" to meet its needs. This Policy also prevents vacation from accruing during unpaid leave unless required by law, as is the case for some military leaves. (See Mil. & Vet. Code § 395.05; Mil. & Vet. Code § 395(d).)