



Board of Directors

Beth Wilson
Director

David Furst
Vice Chair

Maryalice Faltings
Chair

Philip Pierpont
Director

Jan Palajac
Director

Welcome to the Board of Directors' Meeting

You are welcome to attend all Board of Directors' meetings. Your interest in the conduct of public business is appreciated. Any citizen desiring to speak on any item not on the agenda may do so under item 2 when the Chair requests comments from the audience.

If you wish to speak on an item listed on the agenda, please wait until the item is up for discussion, the opening staff or committee presentation has been made, and the Board has concluded its initial discussion. Then, upon receiving recognition from the Chair, please state your name, and tell whether you are speaking as an individual or for an organization. Each speaker is limited to three minutes.

Materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the District office, 4444 East Avenue, Livermore, during normal business hours.

Pursuant to Title II of the Americans with Disabilities Act and section 504 of the Rehabilitation Act of 1973, LARPD does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age or sexual orientation in the provision of any services, programs or activities. To arrange an accommodation in order to participate in this public meeting, please call (925) 373-5725 or e-mail gsommers@larpd.org at least 72 hours in advance of the meeting.

AGENDA REGULAR MEETING

WEDNESDAY, JANUARY 17, 2018
7:00 P.M.

ROBERT LIVERMORE COMMUNITY CENTER
4444 EAST AVENUE, LIVERMORE, CALIFORNIA

1. CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE
2. PUBLIC COMMENT
3. CONSENT AGENDA (Motion)
 - 3.1 BOARD MINUTES
 - 3.1.1 Regular Meeting of December 13, 2017.

3.2 COMMUNICATIONS

3.2.1 General Manager's Monthly Report (7/1/6).

4. CONSENT AGENDA RESOLUTIONS

None.

5. BIDS AND PUBLIC HEARINGS

None.

6. OLD BUSINESS

6.1 REVISIONS TO BOARD POLICY MANUAL

The Board will consider approving a revision to the Board Policy Manual. (Resolution)

Resolution No. _____, approving a revision to the Board Policy Manual.

7. NEW BUSINESS

7.1 TEMPORARY ASSIGNMENT OF HIGHER DUTIES

The Board will consider approving a Temporary Assignment of Higher Duties for Marketing and Operations Supervisor Alexandra Ikeda and Recreation Supervisor Maurine Kline, to serve on a rotating basis as Acting Department Manager-Recreation. (Motion)

7.2 FULL-TIME JOB CLASSIFICATION – FACILITIES & OPERATIONS COORDINATOR AND RECLASSIFICATION OF ARMANDO VILLEGAS

The Board will consider approving the job description and salary range for Facilities & Operations Coordinator and reclassification of Armando Villegas to that classification (Resolution)

Resolution No. _____, approving the revised job description and salary range for Facilities & Operations Coordinator and reclassification of Armando Villegas to that classification.

7.3 REVISED MINIMUM WAGE FOR 2018

The Board will consider approving a revised Salary Schedule to accommodate the Minimum Wage, as revised for 2018. (Resolution)

Resolution No. _____, approving a revised Salary Schedule to accommodate the Minimum Wage, as revised for 2018.

7.4 2018 COMMITTEE APPOINTMENTS

Chair Faltings will make committee appointments for 2018. (Information)

8. COMMITTEE REPORTS

9. MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS

10. MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER

11. ADJOURNMENT



LIVERMORE AREA RECREATION AND PARK DISTRICT

DRAFT MINUTES

WEDNESDAY, DECEMBER 13, 2017

ROBERT LIVERMORE COMMUNITY CENTER
4444 EAST AVENUE, LIVERMORE, CALIFORNIA

REGULAR MEETING
7:00 P.M.

DIRECTORS PRESENT: Directors Faltings, Furst, Palajac, Pierpont and Chair Wilson

DIRECTORS ABSENT: None

STAFF MEMBERS PRESENT: Tim Barry, Consulting Project Manager Tonie Cox, Patricia Lord, Jeffrey Schneider, Gretchen Sommers, Monica Streeter

1. **CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE**
Chair Wilson called the meeting to order at 7:01 p.m. All Directors were present.
2. **PRESENTATION**
 - 2.1 **RESOLUTION COMMEMORATING THE DISTRICT'S 70TH ANNIVERSARY**
On behalf of the California Legislature, Assemblywoman Catharine Baker presented a resolution to the Board commemorating the District's 70th Anniversary. She congratulated and thanked the District for all that it offers to the community and its stewardship of open space.
3. **PUBLIC COMMENT**
No public comment.
4. **CONSENT AGENDA**
 - 4.1 **BOARD MINUTES**
 - 4.1.1 Regular Meeting of November 8, 2017.
 - 4.2 **COMMUNICATIONS**
 - 4.2.1 General Manager's Monthly Report (71/5).

Director Furst requested that the minutes of the November 8, 2017 Board meeting and the General Manager's Monthly Report be pulled. He requested a correction in the Nov. 8 minutes in item 7.3 regarding Holdener Park trail names. He noted that the Monthly Report had information about a rescue at the RLCC

Aquatics Center. He would like there to have been more focus on a successful rescue at the pool.

Moved by Director Faltings, seconded by Director Furst, approved the Consent Agenda, with revisions to minutes by the following voice vote:

AYES: *Pierpont, Faltings, Palajac, Furst and Chair Wilson*
NOES: *None*
ABSTENTIONS: *None*
ABSENT: *None*

5. CONSENT AGENDA RESOLUTIONS

None.

6. BIDS AND PUBLIC HEARINGS

None.

7. OLD BUSINESS

None.

8. NEW BUSINESS

8.1 SUNSET PARK PLAY TRAIL CONCEPTUAL PLAN

Chair Wilson stated that the Board will consider approving the conceptual plan for the grant-funded Sunset Park Play Trail.

Director Palajac recused herself because she lives next to Sunset Park.

GM Barry introduced the District's new Assistant General Manager Patricia Lord. Ms. Lord provided details regarding the program in which LARPD participated in order to receive grant funding for this project. She reported that the grant will be used to fund Phase 1 of improvements to Sunset Park. As the Board is aware, LARPD removed the playground from the park recently, as it was in dangerous proximity to a compromised valley oak tree, which the District is preserving. Ms. Lord stated that the District notified neighbors of the park of two public meetings at which the play trail was discussed. She introduced Consulting Project Manager Tonie Cox and Chad Kennedy, Principal at O'Dell Engineering, who prepared the conceptual plan.

Ms. Cox gave a presentation on the park and the project, discussing the various play elements of the improvements, project timeline, etc.

Director questions/comments/discussion: pleased that the soccer play area will not be disturbed by the improvements; this would be a great area to have a terrain slide feature; clarification that Phase 2 would be part of 2018/19 budget; distance between the three different play pods; bees in the oak tree; reasoning for number of play pods; new play equipment durability and vandal resistance.

Director Furst asked for clarification on how the matching \$60,000 grant works and how much money the District will be spending. Lengthy discussion ensued regarding what the total cost of the project will be and how it affects the District's CIP Budget; Directors' wish to receive much more information (design, budget, timeline) on this project and others, much further in advance of when they are

asked to approve plans or budgets; timeline for purchasing equipment; suggestion that the District formalize whether the Board sees grants; agreement that the Board needs to get more information sooner, but does not wish to hold up this project.

Chair Wilson opened public comment.

- 1) Terry McCune thanked the Board for moving this ahead faster than glacially. Expressed concern regarding significant vandalism in the area near where the Arroyo play pod may be placed, vandalism of memorial trees; drug use and homeless camp in arroyo; urged Board to relocate the Arroyo play pod.
- 2) Laura Kell said that her family did not think the playground would leave when they moved into the neighborhood. Said there are lots of young families. And the area and removal of the play equipment has affected them. Feels that removal of the playground has caused an increase in a less family friendly element in the park; a bad element of people. The proposed new equipment will be well used and well loved.

Chair Wilson closed public comment.

Continued discussion regarding the budget and the provision of information to the Board further in advance, particularly that the Board wishes to know what the maximum cost of this project is estimated to be. Staff and Ms. Cox were not able to provide total project costs at this time. Directors expressed that they did not wish to delay the project unnecessarily, and that the Board is being asked to approve only the conceptual plans at this time, not the budget.

Moved by Director Faltings, seconded by Director Pierpont, conceptual plan for the grant-funded Sunset Park Play Trail by the following voice vote:

| | |
|--------------|---|
| AYES: | <i>Pierpont, Faltings, Furst and Chair Wilson</i> |
| NOES: | <i>None</i> |
| ABSTENTIONS: | <i>Palajac</i> |
| ABSENT: | <i>None</i> |

Staff will come back to the Board with concrete numbers for this project.

Director Palajac returned to the dais at 8:19 p.m.

8.2 DISCUSSION AND CONSIDERATION OF AMENDMENTS TO ORDINANCE NO. 8

Chair Wilson stated that the Board will consider the introduction of amended Ordinance No. 8 and consider waiving the first reading.

AGM Lord reported on the proposed amendment, which concerns clarifying leash regulations for dogs on trails, and the desire to be consistent with the City of Livermore, which is also revising the section on leashes in its ordinance.

Moved by Director Faltings, seconded by Director Palajac, approved a waiving of the first reading of amended Ordinance No. 8, by the following voice vote:

AYES: *Pierpont, Faltings, Palajac, Furst and Chair Wilson*
NOES: *None*
ABSTENTIONS: *None*
ABSENT: *None*

The Board had no revisions to suggest. Chair Wilson directed staff to publish and post a notice of public hearing stating that this topic will be addressed at the January 17, 2018 Board meeting.

8.3 BOARD MEETING SCHEDULE FOR 2018

Chair Wilson stated that the Board will set the time and place for Board meetings and adopt a Meeting Schedule for 2018.

Directors recommended a few revisions to the schedule and directed GM Barry to research what regulation the District is following in establishing the second and last Wednesdays of the month as Board meeting dates, and to report back at a future meeting.

Moved by Director Furst, seconded by Director Pierpont, set the time and place for Board meetings and adopted a 2018 Meeting Schedule, as revised, by the following voice vote:

AYES: *Pierpont, Faltings, Palajac, Furst and Chair Wilson*
NOES: *None*
ABSTENTIONS: *None*
ABSENT: *None*

8.4 ANNUAL BOARD POLICY MANUAL REVIEW

Chair Wilson stated that the Board will discuss whether it wishes to make any revisions to the Board Policy Manual.

GM Barry reported that staff has prepared a revised section regarding the costs of handling candidate statements. This item was already deliberated by the Board; the revision memorializes what the Board already decided on.

GM Barry brought up the topic of the timing of election of Chair and Vice Chair of the Board. This item had initially been brought up by Director Furst, who explained that it could be very difficult and awkward for new Directors to have to vote for Board Chair and Vice Chair in December, when they had just been elected a month prior. The matter was discussed by the Personnel Committee earlier this year, and the Committee directed GM Barry to provide an alternative to December elections. GM Barry offered the alternative of holding the election of officers in February, as well as making committee assignments then. Perhaps the Board could start this practice next year.

The Board discussed the scenario of both officers losing their seats in the general election; what then? It was determined that staff would conduct research on this and come back to the Board for further consideration. Perhaps this topic can go back to the Personnel Committee for discussion.

8.5 ELECTION OF BOARD OFFICERS FOR 2018

Chair Wilson opened the nomination for Chair and Vice Chair of the Board of

Directors for calendar year 2018.

Moved by Director Furst to nominate Vice Chair Faltings to serve as Chair of the Board of Directors for 2018. No other nominations received. Chair Wilson closed nominations for Chair.

The motion to elect Vice Chair Faltings as Chair of the Board for calendar year 2018 passed unanimously, by the following voice vote:

AYES: *Pierpont, Faltings, Palajac, Furst and Chair Wilson*
NOES: *None*
ABSTENTIONS: *None*
ABSENT: *None*

Moved by Chair Wilson to nominate Director Furst to serve as Vice Chair of the Board of Directors for 2018. No other nominations received. Chair Wilson closed nominations for Vice Chair.

The motion to elect Director Furst as Vice Chair of the Board for calendar year 2018 passed unanimously, by the following voice vote:

AYES: *Pierpont, Faltings, Palajac, Furst and Chair Wilson*
NOES: *None*
ABSTENTIONS: *None*
ABSENT: *None*

9. COMMITTEE REPORTS

Director Furst reported on the Dec. 6 Chamber of Commerce Business Alliance meeting.

10. MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS

- 1) Director Faltings reported that the Victorian Yuletide event on Dec. 10 was very successful. The next Ravenswood event is the August Ice Cream Social. Special thanks to Sandy Silva of the Ravenswood Progress League, for the beautiful decorating of Ravenswood.
- 2) Chair Wilson encouraged the public to attend the Nutcracker this weekend. It is a wonderful local presentation with a live orchestra.

11. MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER

GM Barry made the following announcements:

- 1) The LARPD winter/spring activity guide is out.
- 2) Upcoming Sycamore Grove Park hike.
- 3) 23rd annual Yule Log Hunt in Sycamore Grove Park on Dec. 17.
- 4) RLCC is closed Dec. 25, 26, 29 and 31, and will have a limited holiday schedule when open.
- 5) RLCC Aquatics facilities closed for maintenance Dec. 22-Jan. 5. The 13th annual Polar Bear Slide will be on Jan. 13.

12. ADJOURNMENT

Meeting adjourned at 8:53 p.m.

APPROVED,

Beth Wilson
Chair, Board of Directors

ATTEST:

Timothy J. Barry
General Manager and
Ex-officio Clerk to the Board of Directors

LIVERMORE AREA RECREATION & PARK DISTRICT
4444 East Avenue, Livermore, CA 94550-5053
(925) 373-5700

MONTHLY REPORT FOR DECEMBER 2017 (#71-6)

TO: BOARD OF DIRECTORS

FROM: TIMOTHY J. BARRY, GENERAL MANAGER

GENERAL SUMMATION: Many holiday activities took place this month, including the Sr. Citizen Holiday Luncheon, Breakfast with Santa, Ravenswood Yuletide, Employee Holiday Brunch and gift exchange, and others. Staff continued research on vacant parcels of land that may be suitable for future parks, unfortunately finding out that one very promising parcel was not available. The search will continue. On Dec. 11th, the City Council received the proposed Springtown Open Space Master Plan from RRM Design Group and approved it. Next step is for the City and LARPD to meet and discuss phasing and funding possibilities. Special thanks to John Lawrence, who managed the process and RRM Design Group for a very professional job. Several staff took time off to spend with their families and take respite from the busy LARPD environment.

Matters Initiated:

December 13, 2017 Board Meeting – None

BOARD OF DIRECTORS: Board Members attended one regular Board meetings, two committee meetings and three community outreach/liaison meetings in December. Directors also participated in interviews for the Assistant General Manager position and attended a Livermore City Council meeting, celebration for new Assistant General Manager and CA Assemblywoman Baker's Open House.

Board actions for the month included: approved the conceptual plan for the Sunset Park Play Trail; introduced proposed amendments to Ordinance No. 8, waived the first reading and directed staff to post & publish notices about a future public hearing to consider and adopt the amendments; adopted a Board Meeting Schedule for 2018; elected Vice Chair Faltings to serve as 2018 Board Chair and elected Director Furst to serve as 2018 Board Vice Chair.

FINANCE/HUMAN RESOURCES/INFORMATION TECHNOLOGY:

Finance:

Financial Planning: Financial Tech J. Dreher developed our calendar for the Mid-Year Operating and CIP budget updates, developed financial reports detailing results to date vs budget, by account by unit, to assist in our review process, and established working sessions with supervisors and managers to begin our mid-year assessments in mid-January.

Payroll: The team has focused on preparing for year-end tax reporting.

Audit: Completed submission of the 2016-17 trial balance to our audit partners, including a material revision to workers' compensation expenses (to correct for incorrect modification calculations that date back to the beginning of FY16-17) and a few other more modest adjustments to other accounts. Calendar for the completion of the audit will be confirmed in January.

Human Resources: We completed our agreement with Navia, the new provider of administration services for FSA, HRA (vision and hearing), and commuter benefits, and HR Tech R. Sanchez worked to ensure that documentation to assist staff with the new Navia on-line services was communicated.

Comprehensive Compensation Study RFP: after reviewing submissions from four vendors (of six from whom submissions were requested), staff selected MRG and project kick-off is slated for January 9th.

Recruitment:

1. The final interview process for the vacant AGM role was completed on December 1st, and internal candidate Patricia Lord was offered, and accepted, the role having bested two other strong, external candidates. Kudos to HR Tech J. Masingale for effectively facilitating the process.
2. We completed recruiting calendars for two key full-time positions: Department Manager – Recreation (to fill the vacancy created by Tricia Lord's promotion) and Assistant to the General Manager (to fill the vacancy that will exist upon Gretchen Sommers' pending retirement).
3. The District entered into a three-month contract to have a 15-second recruiting advertisement in the Livermore Cinema. Our ad was created by our in-house marketing team using our own drone video and began running on December 15th.

Information Technology: J. Stevens is focused on planning for our Intranet project, completing an inventory of software licenses and usage, and outlining Desktop hardware and software standards for staff.

YOUTH & SENIOR SERVICES/VOLUNTEERS:

Preschool: December, as expected, was a very busy month. The classrooms were buzzing with excitement for the holidays. We talked about traditions, traveling and family. We created placemats for the Senior Holiday lunch. Some of our classes had visits from the LARPD Rangers. The children loved meeting the tarantula, beetles and "Cuddles" the snake and learning about other California creatures. Ranger visits are scheduled for the remainder of the Preschool classes in the New Year. To promote further inter-District collaboration, we send out program information to all Preschool families each month which includes LARPD's special family events and the monthly nature activities.

Our monthly preschool meeting was hosted by Jane Addams Preschool. Jane Addams' teachers offered wonderful classroom winter themed ideas and the teachers had an opportunity to make a cookie "baking" activity for the dramatic play area at their own sites. We also discussed upcoming curriculum, the holiday schedule, and safety when using ladders.

ESS/PAL: This holiday season, the ESS and PAL sites collected toy donations to support Toys for Tots sponsored by police and fire, and Foster Kids supported by Mattress Firm. The sites collected a substantial amount of toys, and the kids were extremely happy with their efforts. Arroyo Seco kids were actually able to personally deliver their collection to the Mattress Firm shop. This made for a perfect completion of the process.

EAST Ave PAL students created a fun musical mini production and took their show on the road to entertain most of the ESS programs. The ESS kids had a great time watching the older kids get crazy during their performance.

Seniors – 50+: Golden Circle Mini-Holiday Boutique was held 12/5/17 before and after the senior holiday luncheon. Senior Holiday Luncheon and Party were held on 12/5, with 150 seniors registered. The event included a lovely buffet lunch, a holiday sweater contest, photos with Santa and door prizes. We were lucky to have Steve Goodman MC the entire event. We had entertainment by the Vintage Brass group. The amazing decorations to enhance the event were built by Jay Stevens, who works in IT, and included a sleigh, Nutcrackers, fireplace, candy canes, etc. The seniors enjoyed two holiday movies this month, “Holiday Inn” and Miracle on 34th Street.”

District Volunteer Program: We had 17 volunteers helping with Breakfast with Santa in decorating and working the event. Many of our Senior Services volunteers worked hard in supporting the Holiday Luncheon.

RECREATION:

Public Information - Marketing/Communications: Press releases were sent out on the hiring of Patricia Lord as the new Assistant General Manager; January’s Open Space programs; and a release following the December 13 Board of Directors meeting, highlighting the Sunset Park Play Trail and Assemblywoman Catharine Baker honoring LARPD’s 70th anniversary. The District was in the news for the Springtown Open Space Conceptual Plan in *The Independent*; nature programs in the *East Bay Times*; the East Bay Regional Park District job fair in conjunction with LARPD at the Robert Livermore Community Center on *Livermore Patch*; the new Assistant General Manager announcement on *Livermore Patch*; the Sunset Park Play Trail approval on *Livermore Patch* and *The Independent*; a park visitor’s photo of Sycamore Grove Park featured on *Livermore Patch*; and advance notice of the Polar Bear Slide on *Livermore Patch*. There were about 25 updates made to the current LARPD website, in addition to ongoing participation with content and editing for the new upcoming District website. There were 12 posts on the LARPD Facebook page, including popular ones of bobcats in Sycamore Grove and an event listing for the Polar Bear Slide. Several emails were received/responded to via the “info@larpd” account.

Facilities Event Rentals: The Facilities Department was the center for celebrating the holidays in December. LARPD’s Holiday Brunch was the highlight. One could hear the LARPD employees singing the twelve days of Christmas Park and Rec style! Several Livermore organizations also held their holiday parties at LARPD sites. Top Con, Livermore Rotary, EDT Tec, Chain Fencing and Fusion Soccer Club were just a few of the organizations for which we hosted parties. Between the holiday parties, we also held multiple business meetings, birthday parties, a baby shower, a fundraiser and six (6) weddings.

Youth Sports: A Youth Sports Round Table was held to discuss field needs today and what field needs will be in the future. Nineteen representatives from the 10 different local sports groups met, each sharing the number of participants they have and how many fields they use, as well as what they predict their future growth to be. The meeting was very informative, the participant numbers provided by the groups indicate that there are approximately 5,300 kids playing the various sports. This gave the representatives in attendance a look at what we, as staff, orchestrate behind the scene to maximize field usage with all organizations vying for the same fields. The number of participants only represents the local organizations; it does not include adult sports needing field space, or the rentals/tournaments and special events being held at the fields.

Adult Sports: We are currently registering teams for winter leagues that begin in January; coed soccer, basketball, ultimate frisbee and the Pickleball tournament in February.

Field/Gymnasium Rentals: The gymnasium was closed the last week of December to have the floors resurfaced. With Pickleball becoming more popular and demand increasing, we took the opportunity

during the floor resurfacing to add Pickleball lines on the south court (permanent lines have been on the north court only). Staff worked the month of December to prepare the 9 baseball/softball fields for tryouts and practices that will begin in January. Additional base pegs were added to Bill Payne and Max Baer 2 to allow a wider variety of age levels to play at these fields. The pitching mounds were also removed from these fields and home plate is now stationary, which increases safety for players sliding in to home plate. The leagues have purchased portable mounds to be used for their games. All fields have had the batters boxes re-clayed, home plates and pitching rubbers have been replaced where needed and dirt has been spiked to loosen compaction.

Adult & Youth Special Interest Classes: Gingerbread House Decorating Party Class was popular as well as Holiday Appetizers and Holiday Baking.

Holiday Special Events: Breakfast with Santa took place on Sat. Dec. 9th at 9 am. This sold-out event hosted 161 kids with their parents/grandparents. Breakfast served included: pancakes, sausages, juice, coffee and hot chocolate. Mrs. Claus greeted everyone and later made each child a balloon animal. Kids also enjoyed making crafts, coloring and getting their face painted.

Santa Visits were scheduled by appointment on December 16 & 17. "Santa and his elf" visited a total of 21 homes in Livermore. Each family visit was 10 minutes. Many customers have done these visits for many years and continue with the tradition.

Customer and Business Services: Staff has been busy renewing parking passes and selling 2018 Sycamore Grove calendars. Calendars sell for \$10 or \$6 with a parking pass. Also, all Community Garden plots have to be renewed by Jan. 2018.

Youth Commission: Meeting was held Mon. Dec. 6th at 7 pm in the Elbow Room. Fifteen commissioners attended. Members discussed the World Fair Event at the Livermore library, to be held either April 21 or 22. Commissioners discussed countries and who should be invited to participate.

Aquatics: Even though the weather was cold and the aquatics center closed on December 22 for winter maintenance, we still had over 2,000 visitors to the pool braving the cold.

With the annual maintenance closure, we were able to finalize some painting in the locker rooms, do a deep clean, and lower the water levels in the pool in order to better clean the tiles and gutters, as well as circulate fresh water.

On December 14, CPRS District 3 hosted their holiday luncheon, for which Rebecca Sermeno was the keynote speaker to over 200 staff and their administrative staff, talking about the golden rules of customer service.

On December 15, the Aquatics staff hosted a holiday staff party, with over 30 members of the aquatics team attending. We served lasagna and cookies, as well as had a DVD gift exchange.

OPEN SPACE:

General: Open space staff patrolled open space facilities and regional trails, as well as other District facilities and parks.

Operations & Maintenance: Staff and volunteers performed maintenance on trails and trimmed trees near trails and public areas. Staff started preparing an area to move the fire pit. Staff poured a cement pad for a bike repair station donated by a local family.

Public Safety: Rangers responded to dog off leash complaints in various LARPD parks. Rangers responded to LPD for deer removal. Rangers responded to LPD to unlock The Barn for an event. Rangers responded to an encampment at May Nissen Park. Rangers stumbled upon a camp at Holdener Park. Rangers responded to a person that stumbled and fell in Sycamore Grove Park.

Resource Management: Staff and volunteers maintained native plantings and removed noxious non-native plant species from Sycamore Grove Park.

Volunteers: Open Space volunteers worked 80.25 hours performing maintenance on the native gardens, resource monitoring and documentation, performing visitor services, training, and trail surveys.

Environmental/Outdoor Recreation Programs: Open space staff conducted educational programs for twenty-five school classes. Healthy parks Healthy People programs are being held monthly.

Interpretive Programs: Staff conducted seven weekend nature and recreational programs for the general public.

Monthly Totals

| | |
|---------------------------|---------|
| Sycamore Grove | 6,435 |
| Daily Average Attendance | 207 |
| Horse Trailer Parking Use | 73 |
| Parking Fee Revenue | \$9,624 |
| Nature Program Attendance | 769 |

PARK MAINTENANCE:

Event preparations: No Picnics. One Special Event: Covered arena: Gymkhana (two events).

Graffiti/vandalism clean-up: Nov & Dec. volunteer hours unknown at time of report and Park staff 3 hours. Volunteer Trail clean-up 17 hours.

Irrigation: Repairs: 3 main-line breaks, 1 lateral-line break, 1 broken valve box lids, drinking fountains; 1 installed, 3 repaired and 5 maintenance services, 28 sprinklers repaired and 12 valves repaired or replaced.

Mechanical work: Service and repairs to 11 vehicles, 6 large pieces of equip.(mowers, rac-o-vac & tractor), two trailers (tires & wheels), 7 pieces of small equipment. Weekly van checks, shop maint. & meetings.

Miscellaneous repairs and tasks

- Tot lot repairs; repaired bracket at Jack Williams
- Ernie Rodrigues and Robert Livermore baseball fields, Independence turf renovation, and Bill Payne seeded & top dressed
- Repaired dog park gate at Cayetano and replaced broken sign at Almond
- Planted trees in Ida Holm and Marlin Pound Dog Park

Tree work:

- Continuing major trimming/pruning Altamont Creek Park and Trail
- Shrub removal in 4 parks, removed broken limbs in 3 parks, raised low limbs in 2 parks, suckers treatment in 1 park and fall leaf clean-up in several parks
- Contracted Tree Services: Les Knott, Sunset, May Nissen, Murrieta Meadows & Robertson Trail

Weed control: Pre-emergent spray – 12 parks (1,765 gals sprayed), Post-emergent spot sprayed – 6 parks, Weeding/suckering – 9 parks, and Rodent control – 4 parks (9 applications).

Zone 7 Weed Spraying: December Zone 7, Post and Pre-emergent – 2,800 gallons sprayed.

Living Arroyos Program:

- Removed 82 gallons of invasive weeds from the Arroyo Mocho at Stanley Reach to promote the growth of native species.
- Dumped 2,400 gallons of mulch at the Stanley Reach in preparation for December 6th and 20th volunteer events.
- Picked up 11.5 gallons of trash from work sites, including the Bernal hotspots in Pleasanton and the Stanley Reach in Livermore.
- Harvested and installed 121 willow stakes on the Arroyo Mocho at the Stanley Reach, to help stabilize bank failures and to meet planting plan goals.
- Hosted two volunteer events:
 - December 6th, 32 volunteers helped spread mulch on the oak woodland zone on the Arroyo Mocho at the Stanley Reach and planted 44 native trees and shrubs
 - December 20th, 16 volunteers helped spread mulch on the oak woodland zone at the Arroyo Mocho at the Stanley Reach.
 -

For more information regarding the 2017-2018 Volunteer Season please visit:

livingarroyos.org/get-involved/

Respectfully submitted,

Timothy J. Barry
General Manager

Livermore Area Recreation and Park District

Staff Report

TO: Chair Faltings and Board of Directors

FROM: Timothy J. Barry, General Manager 

PREPARED BY: Gretchen Sommers, Assistant to the General Manager 

DATE: January 17, 2018

SUBJECT: Proposed Revision to Board Policy Manual

RECOMMENDATION: That the Board of Directors adopt Resolution No. ____, approving a recommended revision to the Board Policy Manual.

BACKGROUND: At its annual organizational meeting on December 13, 2017, the Board reviewed staff's proposed revision to the Board Policy Manual.

Staff recommends that the Board consider approving a revised Appendix B, "Policy for Collection of Costs of Handling Candidates' Statements." The revision reflects direction given by the Board at its August 9, 2017 meeting. The revised policy is attached in Track Changes format, as well as a clean version.

ATTACHMENTS:

Policy for Collection of Costs of Handling Candidate Statements – Track Changes and Clean format



LIVERMORE AREA RECREATION AND PARK DISTRICT

POLICY FOR COLLECTION OF COSTS OF HANDLING CANDIDATES' STATEMENTS PURSUANT TO CALIFORNIA ELECTIONS CODE SECTIONS 13307 AND 13309

1. ~~As a condition of having their statements included in the voter's' pamphlet, upon filing nomination papers, candidates shall pay to the District-Livermore Area Recreation and Park District (District) their estimated pro-rata share of \$500, to help defray the costs of printing, handling, translating and mailing their statements ~~as established administratively~~ (California Elections Code Section 13307).~~

The maximum amount that a candidate shall be required to pay is \$500. Upon receipt of the final invoice from the Registrar of Voters, should the cost of handling candidate statements be more than \$500 per candidate statement, the District will pay the balance. Should the cost be less than \$500 per candidate statement, the District will refund any overpaid amount on a pro rata basis.

~~Also, at~~ At the time candidates ~~file their~~ pick up their candidacy forms ~~nomination papers,~~ the Registrar of Voters shall distribute a written notice copy of this policy to all candidates, ~~indicating the District's policy to collect in advance the estimated costs of handling their statements. A sample of said notice is attached hereto as "Exhibit A."~~

- ~~1. Immediately following the election and upon receipt of the final bill from the Registrar of Voters, the District shall mail a statement to the candidates showing that either a refund is due the candidates or that the candidates owe the District additional sums of money for the costs of handling the statements. Said statements shall either include a check representing the refund or a demand for payment of the additional costs forthwith.~~

If a candidate alleges to be indigent or unable to pay in advance the requisite fee for submitting a candidate statement, the District shall determine indigence according to the procedures outlined in California Elections Code Section -13309.

(Exhibit A)

SAMPLE NOTICE TO ALL CANDIDATES

LIVERMORE AREA RECREATION AND PARK DISTRICT

**POLICY FOR HANDLING CANDIDATES' STATEMENTS
PURSUANT TO CALIFORNIA ELECTIONS CODE SECTIONS 13307 AND 13309**

The Board of Directors of the Livermore Area Recreation and Park District has estimated that it costs * \$500 to handle, print, translate and mail a candidate's statement. Pursuant to California Elections Code Section 13307, candidates must pay said estimated costs at the time of filing nomination papers, unless the candidate has been determined by the District to be indigent (Section 13309). Said sum may be paid in cash or by check.

***NOTE:**

The estimate of costs required for handling, printing, translating and mailing your statement is just an approximation of the actual cost that varies from one election to another and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. The Livermore Area Recreation and Park District is not bound by the estimate and will, on a pro rata basis, bill the candidate for additional expenses or refund any excess paid, depending on the final actual cost, upon receipt of a bill from the Office of the Registrar of Voters.

Election Date: November 8, 2016



Livermore Area
Recreation & Park District
An independent special district

LIVERMORE AREA RECREATION AND PARK DISTRICT

POLICY FOR COLLECTION OF COSTS OF HANDLING CANDIDATE STATEMENTS PURSUANT TO CALIFORNIA ELECTIONS CODE SECTIONS 13307 AND 13309

1. As a condition of having their statements included in the voters' pamphlet, upon filing nomination papers, candidates shall pay to the Livermore Area Recreation and Park District (District) \$500, to help defray the costs of printing, handling, translating and mailing their statements (California Elections Code Section 13307).

The maximum amount that a candidate shall be required to pay is \$500. Upon receipt of the final invoice from the Registrar of Voters, should the cost of handling candidate statements be more than \$500 per candidate statement, the District will pay the balance. Should the cost be less than \$500 per candidate statement, the District will refund any overpaid amount on a pro rata basis.

At the time candidates pick up their nomination papers, the Registrar of Voters shall distribute a copy of this policy to all candidates.

If a candidate alleges to be indigent or unable to pay in advance the requisite fee for submitting a candidate statement, the District shall determine indigence according to the procedures outlined in California Elections Code Section 13309.

Livermore Area Recreation and Park District

Staff Report

TO: Chair Faltings and Board of Directors

FROM: Timothy J. Barry, General Manager

PREPARED BY: Patricia A. Lord, Assistant General Manager

DATE: January 17, 2018

SUBJECT: Temporary Assignment of Higher Duties

COMMITTEE: Recommended by Personnel Commission on January 9, 2018
Recommended by Personnel Committee on January 11, 2018

RECOMMENDATION: That the Board of Directors approve a Temporary Assignment of Higher Duties for Recreation Supervisor Maurine Kline and Marketing and Operations Supervisor Alexandra Ikeda, to Serve on a Rotating Basis as Acting Recreation Department Manager.

BACKGROUND: The District Personnel Rules and Regulations devotes a section (VIII Compensation Plan, H. Temporary Assignment of Higher Duties) to the circumstance when an employee in the classified service is assigned to higher level duties on a temporary basis (see Attachment). That circumstance currently exists with the promotion of Patricia Lord to Assistant General Manager effective December 4, 2017.

The LARPD Human Resources staff will conduct the recruitment and selection process to fill the Recreation Department Manager position, which is estimated to take about three months through to March or April 2018. We have a need to have an acting Recreation Department Manager perform the duties of the position during the interim time. Instead of bringing in an outside consultant to fill that role, the General Manager offered all Supervisors who qualify the chance to take a turn serving as acting Recreation Department Manager. Supervisors Maurine Kline and Alexandra Ikeda accepted the offer and will alternate for approximately four weeks each serving as acting Recreation Department Manager during this interim time, beginning the fourth week of January and running until a person begins serving as the new Recreation Department Manager. They will be expected to continue their duties as Supervisor, as well as perform higher Recreation Department Manager duties for their temporary assignment. Following past practice, and while performing in their temporary assignment, they will be compensated at a rate that is 10% higher than their current top step of the salary range in their classification. Per the attached policy, this temporary assignment of higher duties requires the review of the Personnel Commission, Personnel Committee and approval of the Board of Directors.

FISCAL IMPACT: The fiscal impact of the temporary assignment of higher duties is \$2,900 for the estimated time frame. However, this is more than offset by savings of \$40,000 in unused Recreation Department Manager compensation during the vacancy of the position, until the new Manager begins work.

Staff requests approval.

Attachment : Personnel Rules and Regulations, section VIII Compensation Plan, H. Temporary Assignment of Higher Duties

increase for the 12-month period following promotion, provided the 2.5% increase can be accommodated within the higher salary range.

E. Pay Periods

1. Employees will be paid twice a month, on the 9th and 25th day of each month, except as otherwise required by law. The work period for the 16th through the last day of the month will be paid on the 9th of the succeeding month. The work period from the 1st through the 15th of the month will be paid on the 25th day of that month.
2. When a pay day falls on a weekend or holiday, pay warrants will be issued on the afternoon of the last working day prior to the weekend or holiday.
3. A three-quarter year competitive service employee may elect to have his/her wages prorated and paid over 12 months.
4. For purposes of an hourly computation of full-time salary, the hourly rate will be based upon the standard month of 173.33 hours.

F. Irregular Shift

1. Competitive service employees whose regularly assigned work schedule consists of two or more periods of work of at least one hour duration separated by a period of two or more hours off duty, or whose regular work schedule involves more than five days per week on a regular basis ("Irregular shift") shall be compensated at a level 5% above their assigned base salary. This differential does not apply to those classifications working flexible schedules.
2. Competitive service employees temporarily assigned to work an irregular shift, as defined above, shall be compensated at a level 5% above their assigned base salary after completing 80 hours in the temporary assignment and only for the duration of the temporary assignment.

G. Shift Differential

1. Competitive service employees whose regular work schedule begins at or after 5:00 p.m. and works a shift of 8 hours or more shall be compensated at a level 2.5% above their assigned base salary.
2. Competitive service employees temporarily assigned a work schedule which begins at or after 5:00 p.m. and works a shift of 8 hours or more shall be compensated at a level 2.5% above their assigned base salary after completing 80 hours in the temporary assignment and only for the duration of the temporary assignment.

 H. Temporary Assignment of Higher Duties

1. The General Manager may, in his or her discretion, advance a competitive service employee to a compensation rate above the top of the employee's assigned salary range when the employee is temporarily assigned duties and responsibilities which are higher than the employee's assigned scope of duties.
2. Such special advancement must be reviewed and recommended by the Personnel Commission and approved by the Board of Directors. Such special advancement shall not exceed six months in duration without approval of four-fifths of the Board of Directors. Extension by the Board of Directors may not exceed 60 days at a time.

3. When the conditions for special advancement cease to exist, the rate of compensation will revert to the level from which advanced.

I. Staff Quarters

Any employee of the District, when assigned to additional duties as a security watch at a public park or campground, may be entitled to free or reduced rental charge for quarters or trailer space in addition to the normal compensation.

J. Mileage

Employees of the District, when properly authorized and required to use their personal automobile in performance of District business, shall be reimbursed for mileage at the rate established by the District.

IX. PROBATIONARY PERIOD

- A. All employees appointed to a position in the competitive service shall be subject to a probationary period of one year paid service to ensure an extended period for observation and evaluation of performance.
- B. Promotional appointments in the competitive service shall be subject to a probationary period of six months of paid service.
- C. Reclassification, as defined in VII.C, does not require a probationary period.
- D. Employees electing demotion in lieu of layoff shall be subject to a probationary period of six months in a position they have previously held with the District. The probationary period shall be one year when demoting to a position the employee has never previously held with the District.
- E. Following a disciplinary action involving a demotion, employees shall be subject to a probationary period of six months in a position they have previously held with the District. The probationary period shall be one year when demoting to a position the employee has never previously held with the District.
- F. The probationary period shall be regarded as an integral part of the examination process. It shall be utilized to monitor the adjustment of the probationer and for close observation of performance.
- G. A probationer may be separated from District employment for any lawful reason, with or without cause, at any time during the probationary period, without right of appeal or hearing, except if he or she alleges that the separation is in violation of state or federal law.
- H. When an employee in the competitive service is serving a probationary period after a promotional appointment and is separated pursuant to Section G above, the employee has no right to return to his/her former position, except if the former position is vacant or a vacancy occurs in the former position within 30 days after separation. If the employee serving a probationary period after a promotional appointment is separated pursuant to Section G above, with cause, the employee has no right to return to his/her former position.
- I. When an employee in the competitive service is serving a probationary period in a demotional position, when the action is a result of XVI-Reduction in Force, and is separated pursuant to Section G above, the employee has no right to return to his/her former position, except if the former position is vacant or a vacancy occurs in the former position within 30 days after separation. If the employee serving a probationary period after a demotional appointment, when the action is a result of XVI-Reduction in Force, is separated pursuant to Section G above, with cause, the employee has no right to return to his/her former position.

Livermore Area Recreation and Park District

Staff Report

TO: Chair Faltings and Board of Directors

FROM: Timothy J. Barry, General Manager

PREPARED BY: Patricia A. Lord, Assistant General Manager

DATE: January 17, 2018

SUBJECT: Approval of Job Description and Salary Range for Facilities & Operations Coordinator and Reclassification of Armando Villegas to that Classification

COMMITTEE: Recommended by Personnel Commission on January 9, 2018
Recommended by Personnel Committee on January 11, 2018

RECOMMENDATION: That the Board of Directors adopt Resolution No. ____, approving a Facilities & Operations Coordinator job description and salary range and the reclassification of Event and Custodial Crew Leader, Armando Villegas, to that new classification.

BACKGROUND: When last year's Classification Study took place, two full-time positions were classified as "Event & Custodial Crew Leader" (see Attachment A). The work was generally divided into two work crews, with one Crew Leader focused on event logistics and one Crew Leader focused on District-wide custodial needs. In the spring of 2017, one of the Event & Custodial Crew Leaders resigned from LARPD. With the departure of this full-time employee, staff evaluated and reviewed the District's business needs and identified areas for improved effectiveness and efficiencies. The decision was made not to fill the vacant position, and deploy a portion of the savings for contracted custodial services, thus reducing the number of part-time staff. The remaining incumbent has successfully fulfilled the responsibilities of both facilities event logistics and custodial operations. Staff recommends creating the "Facilities & Operations Coordinator" classification for this function (see Attachment B) to better reflect the District's needs for this position, and setting the salary range at \$4,271 to \$5,209 per month with approval of this request. Staff intends to eliminate the Event & Custodial Crew Leader classification.

Staff also recommends reclassifying the incumbent, Armando Villegas, to the new classification, as he has already been performing the duties of the position satisfactorily.

FISCAL IMPACT: The fiscal impact is an increase of approximately \$1,200 annually between his current position and the new position. This is more than offset by the savings in not filling the vacant "Event & Custodial Crew Leader" position, vacated by a full-time staff person. Staff recommends placing the salary range for Facilities & Operations Coordinator at the level comparable to the Event & Marketing Coordinator position, given the responsibilities of the position, the requirements of the job description, and fit within the agency. The incumbent, Armando Villegas, is currently at Step 5 of the existing salary

range, earning \$4,897 per month; staff recommends placement at Step 4 at \$4,973 per month in the proposed classification.

Staff requests approval.

Attachments:

A: Job Description for Event & Custodial Crew Leader

B: Job Description for Facilities & Operations Coordinator

EVENT & CUSTODIAL CREW LEADER



SUMMARY

Under general supervision, provides custodial and operational support in a lead capacity and ensures facilities are properly cleaned, maintained, and secured. Performs a wide variety of duties for events, classes, and programs, including, but not limited to, set-up and tear-down of tables, chairs, equipment, and supplies; performs minor maintenance and repairs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level supervisory staff and direction from higher-level staff. Leads and directs lower-level staff.

DISTINGUISHING CHARACTERISTICS

This is an advanced-level classification responsible for providing custodial and operational support in a lead capacity. Provides lead direction and training to lower-level staff and ensures that facilities are maintained in a safe and effective working condition. Performance requires ability to work independently with initiative and discretion within established guidelines. Work is reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This classification is distinguished from the Event and Marketing Coordinator in that the latter has overall responsibility for planning, overseeing, and directing the operations, services, staff, and activities of facilities event rentals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Provides custodial and operational support in a lead capacity; establishes work schedules and prioritizes the work activities of multiple crews; ensures work is performed in a safe manner.
2. Assists with custodial, event, class, and program logistics.
3. Performs the work of lower-level staff as needed.
4. Provides feedback on lower-level staff performance; provides input to supervisor for employee performance evaluations.
5. Assists in developing and implementing policies, procedures, and staff training.
6. Responsible for coordinating logistics for facility rentals, including, but not limited to, providing tours and information to prospective renters and implementing details outlined in rental agreements. Acts as District representative for rental contact persons, vendors, and participants to ensure that events are properly executed with optimal patron satisfaction.
7. Provides communication and written documentation regarding all facility activities, including, but not limited to, damages, problems, needs, issues, and compliance with rental agreements, policies, and procedures.
8. Receives and responds to questions and concerns from patrons; identifies issues and resolves problems or refers to supervisor as appropriate.
9. Responsible for monitoring and inspecting facilities, supplies, and equipment for safety and security; performs routine facility maintenance and ensures repairs are completed as needed.
10. Monitors inventory, orders supplies, and maintains purchase records within authorized budget.
11. Maintains records and completes required reports.
12. Works collaboratively with internal and external customers.
13. Assists with District special events, as needed.
14. Performs other duties as assigned.

EVENT & CUSTODIAL CREW LEADER



QUALIFICATIONS

Education and Experience:

- High School Diploma or GED is required; two years or 60 units of relevant college level coursework or vocational training is desirable;

AND

- Four years of relevant custodial and/or event operations experience, with at least one year in a lead capacity.

OR

- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

Knowledge of:

- Principles and practices of leadership, positive reinforcement, and team dynamics.
- Principles and practices of custodial and facility operations.
- Safety practices and equipment related to the work.
- Relevant rules, regulations, policies, and procedures.
- Principles and practices for providing high level of customer service.
- Principles and practices of record-keeping.
- Occupational hazards and standard safety practices.
- Modern office practices, methods, computer equipment, and applications related to the work.

Ability to:

- Use, operate, and maintain a variety of custodial, audio-visual, and operational equipment.
- Effectively provide leadership and work direction to staff.
- Assist with training.
- Perform minor maintenance duties.
- Monitor and enforce relevant laws, regulations, policies, and procedures.
- Administer first aid, CPR, and AED as needed.
- Maintain order and safety in a crowded and noisy environment.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Perform work as directed in an efficient, effective, safe, and timely manner.
- Maintain accurate records and reports.
- Respond appropriately to changing situations.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Use English effectively to communicate in person, over the telephone, and in writing.

Licenses and Certifications:

- At time of appointment, California Driver's License with a satisfactory driving record maintained throughout employment.
- Completion of American Red Cross First Aid, CPR, and AED training within six months of hire and maintain certification throughout employment.

PHYSICAL DEMANDS

Must possess: mobility, strength, and stamina to perform physical work for extended periods of time; to operate a wide variety of cleaning tools and equipment, and to operate a motor vehicle; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio. Finger dexterity needed to operate tools and equipment. Work activities may require standing, walking on uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the

EVENT & CUSTODIAL CREW LEADER



performance of daily duties. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds or heavier weights with assistance and/or the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work in both indoor and outdoor environments with moderate to loud noise levels, wet and slippery conditions, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

WORKING CONDITIONS

Incumbents may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.

PRE-EMPLOYMENT CONDITIONS

- Department of Justice fingerprint clearance.
- Medical exam and drug testing clearance.

CLASSIFICATION DETAILS/HISTORY

Date Adopted: 5/10/17

Job Code: 7258L

FLSA Status: Non-Exempt

Supersedes: Event and Facilities Specialist dated 10/13/10

FACILITIES & OPERATIONS COORDINATOR

SUMMARY

Under general direction, plans, oversees staff, and provides facility and custodial and operational support and ensure facilities are properly cleaned, maintained, and secured. Oversees a wide variety of duties for events, classes, and programs, including, but not limited to, set up and tear down of tables, chairs, equipment, and supplies; performs minor maintenance and repairs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher-level supervisory staff. Leads and directs lower-level staff and volunteers.

DISTINGUISHING CHARACTERISTICS

The Facilities and Custodial Coordinator is responsible for planning, overseeing, and directing the facility and custodial operations and staff. Performance requires ability to work independently with initiative and discretion within established guidelines. This classification is distinguished from the Marketing and Operations Supervisor in that the latter has overall administrative and operational responsibility for marketing, facility, and custodial programs and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Management reserves the right to add, modifies, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Oversees the development, promotion, and implementation of a diversified facility and custodial program and services; evaluates program effectiveness; recommends changes and implements management decisions.
2. Oversees the activities of staff and volunteers; plans, assigns, trains, directs, and monitors staff duties; provides input to supervisor for employee performance evaluations.
3. Serves as a liaison and resource for facility event rentals.
4. Serves as District representative with external organizations; attends and/or speaks at meetings, community and professional functions, and conferences as assigned.
5. Assists supervisor with budget development and management related to facility and custodial programs and services.
6. Performs administrative tasks, such as attending and scheduling meetings, preparing reports, monitoring expenditures, and maintaining records.
7. Assists in developing and implementing policies, procedures, and staff training for program areas.
8. Receives and responds to questions and concerns from patrons; identifies issues and resolves problems or refers to supervisor as appropriate.
9. Responsible for custodial, event, class, and program logistics.
10. Performs the work of lower-level staff as needed.
11. Responsible for coordinating logistics for facility rentals, including, but not limited to, providing tours and information to prospective renters, implementing details outlined in rental agreements. Acts as District representative to patrons, vendors, and participants to ensure the event is properly executed with optimal satisfaction.
12. Provides communication and written documentation regarding all facility activities, including, but not limited to, damages, problems, needs, issues, and compliance with rental agreements, policies, and procedures.
13. Responsible for monitoring and inspecting facilities, supplies, and equipment for safety and security; performs routine facility maintenance and ensures repairs are completed as needed.
14. Monitors inventory, orders supplies, and maintain purchase records within authorized budget.
15. Maintains records and completes required reports.
16. Works collaboratively with internal and external customers.
17. Assists with District special events as needed.
18. Performs other duties as assigned.

QUALIFICATIONS

FACILITIES & OPERATIONS COORDINATOR

Education and Experience:

- High School Diploma or GED is required, supplemented by two years or 60 units of college level coursework, in business administration, recreation, physical education, or related field, Bachelor's Degree desirable;

AND

- Three years of experience directing and overseeing custodial and/or event operations;

OR

- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

Knowledge of:

- Principles and practices of leadership, positive reinforcement, and team dynamics.
- Principles and practices of custodial and facility operations.
- Safety practices and equipment related to the work.
- Principles and techniques for fostering effective work groups.
- Relevant rules, regulations, policies, and procedures.
- Principles and practices for providing high level of customer service.
- Principles and practices of record-keeping.
- Occupational hazards and standard safety practices.
- Modern office practices, methods, computer equipment, and applications related to the work.

Ability to:

- Lead lower-level staff and volunteers, including training, work planning, organizing, scheduling, and coordinating.
- Use, operate, and maintain a variety of custodial, audio-visual, and operational equipment.
- Perform minor maintenance duties.
- Monitor and enforce relevant laws, regulations, policies, and procedures.
- Administer first aid, CPR, and AED, as needed.
- Maintain order and safety in a crowded and noisy environment.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Perform work as directed in an efficient, effective, safe, and timely manner.
- Maintain accurate financial records and reports and work within authorized budgeted resources.
- Respond appropriately to changing situations.
- Speak effectively in public.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Use English effectively to communicate in person, over the telephone, and in writing.

Licenses and Certifications:

- At time of appointment, California Driver's License with a satisfactory driving record maintained throughout employment.
- Completion of American Red Cross First Aid, CPR, and AED training within six months of hire and maintain certification throughout employment.

PHYSICAL DEMANDS

Must possess: mobility, strength, and stamina to perform physical work for extended periods of time; to operate a wide variety of cleaning tools and equipment, and to operate a motor vehicle; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio. Finger dexterity needed to operate tools and equipment. Work activities may require standing, walking on uneven and slippery surfaces, reaching, twisting,

FACILITIES & OPERATIONS COORDINATOR



turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds or heavier weights with assistance and/or the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work in both indoor and outdoor environments with moderate to loud noise levels, wet and slippery conditions, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

WORKING CONDITIONS

Incumbents may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.

PRE-EMPLOYMENT CONDITIONS

- Department of Justice fingerprint clearance.
- Medical exam and drug testing clearance.

CLASSIFICATION DETAILS/HISTORY

Date Created: 1/4/18

Date Approved by Personnel Commission:

Date Approved by Personnel Committee:

Date Approved by Board of Directors:

Job Code: 7258L

FLSA Status: Non-Exempt

Supersedes: Event and Custodial Crew Leader adopted 5/10/17

Livermore Area Recreation and Park District

Staff Report

TO: Chair Faltings and Board of Directors

FROM: Timothy J. Barry, General Manager

PREPARED BY: Jeffrey Schneider, Finance Manager

DATE: January 17, 2018

SUBJECT: Minimum Wage and Changes in California Legislation

COMMITTEE: Recommended by the Personnel Commission on January 9, 2018
Recommended by the Personnel Committee on January 11, 2018

RECOMMENDATION: That the Board of Directors adopt Resolution No. ____, approving a revised Salary Schedule for the Recreation Leader I job classification.

BACKGROUND: District legal counsel provides periodic legal updates, and there are several that require actions on the part of the District. Human Resources and Payroll processes are impacted, and staff actions to address them are documented here.

LEGAL UPDATES AND DISTRICT ACTIONS:

1. *Ban on Salary History Inquiries (AB 168, effective 1/1/2018)*. Employers may not ask applicants for employment about their compensation history, nor may they rely on compensation history as a basis for making a compensation offer.
 - a. Action: Staff has ensured that the Applicant Stack application upon which we rely to receive job applications does not include requests for this information.
2. *Ban the Box (AB 1008, effective 1/1/2018)*. Employers may not request disclosure of applicant criminal history information or conduct a background check before a conditional offer of employment has been extended. This does not apply to positions where there is a legal requirement to conduct a background check.
 - a. Action: Current practice is consistent with this requirement, including the exclusion of such inquiries from our job application – no action needed.
3. *Immigration worksite enforcement actions (AB 450, effective 1/1/2018)*. Employers may not (1) allow an immigration enforcement agent into nonpublic areas of the workplace or (2) provide an immigration enforcement agent with employee records, absent a judicial warrant or subpoena.

- a. Action: Staff is updating procedures and notifying supervisors and managers of this process revision to properly prepare for potential site inspections.
4. *Prevention of Harassment training (applicable to employers with 50+ employees) must now include information on harassment based on gender identity, gender expression and sexual orientation (AB 396, effective 1/1/18).*
- a. Action: Staff will ensure that Training provided in 2018 is consistent with this requirement.
5. *Notice Regarding Transgender Rights (SB 396, effective 1/1/2018).*
- a. Action: Staff expects to receive compliance posters soon and will ensure that they reflect the information contained in this notice.
6. *Notice Regarding Domestic Violence, Stalking, and Sexual Assault (SB2337, effective 7/1/2017).* Must be provided to all new hires and to employees upon request.
- a. Action: Staff is adding this to the District’s new hire package and will ensure that updates slated for our Employee Handbook include related information about employee rights.
7. *Minimum Wage Increase.* Effective 1/1/18, the California minimum wage increased from \$10.50 to \$11.00. Also increasing is the minimum annual salary for exempt employees, which changed to \$45,760.

- a. Action 1: Staff has identified one job classification, Recreation Leader I (job code PT250), that currently contains a salary per hour of \$10.92 for the first step for this code (currently labeled “step 4”). No other job codes contain a rate below \$11.00. Staff has revised the District’s Salary Schedule to reflect \$11.00 for Step 4. Otherwise, no other changes have been made to the Schedule. The revised Salary Schedule for PT250 is as follows:

| Title | Job Code | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|---------------------|----------|----------|----------|----------|----------|----------|
| Recreation Leader I | PT250 | \$ 11.00 | \$ 11.38 | \$ 11.84 | \$ 12.32 | \$ 12.79 |

- b. Action 2: For the nine (9) existing staff, whether seasonal or currently active, staff worked with supervisors to migrate each of them to Step 5, or \$11.38, effective 12/31/17.
- c. Action 3: Because the minimum wage grows by \$1.00 each year, from now through 2022, the District will identify this as an item to be considered by the consultants who have been engaged to complete a comprehensive compensation study by April, 2018.

Livermore Area Recreation and Park District

Staff Report

TO: Chair Faltings and Board of Directors

FROM: Timothy J. Barry, General Manager 

PREPARED BY: Gretchen Sommers, Assistant to the General Manager 

DATE: January 17, 2018

SUBJECT: 2018 Board Committee Appointments

RECOMMENDATION: For information only.

BACKGROUND: LARPD Board Policy No. 4060-6 states: "The Board Chair shall appoint and publicly announce the members of the standing committees and any ad hoc committees deemed necessary for the ensuing year at the January meeting."

Attachments

2018 Committee Assignments

