



Livermore Area
Recreation and Park District
An independent special district

**GENERAL MANAGER'S MONTHLY UPDATE
TO THE BOARD OF DIRECTORS ON ISSUES AND PROJECTS
APRIL 2019**

TO: BOARD OF DIRECTORS

FROM: MATHEW FUZIE, GENERAL MANAGER

Information contained in this report is intended to help keep the Board of Directors informed on current projects and study issues. Reported below is the most current and available information. Since work on these items is ongoing, the information is subject to rapid change. If a project or issue has not changed from the previous month's report, the information provided may be the same as was previously reported. Please note that some projects are not directed or managed by LARPD, but they are included below as informational only. More information and updates on the projects are posted on the District's website at <https://www.larpd.org/departments/parks>

GENERAL SUMMATION: March continued the wet weather in the beginning but ended on a generally warmer and drier note allowing for construction of our Four Parks project to resume. While we are not as far along at this point as we would like, we are still within the construction window and costs of the contract. I attended the CPRS Conference in March and found the networking helpful. I also attended my first CAPRI Board of Directors meeting and opened up a whole new portion of my brain. That assignment is going to be very beneficial to the operations of our District from a liability and risk management perspective. Staff continue to work hard to find the most efficient and effective ways to operate. Many new ways of doing old things are coming in the next couple of months. While we are generally preparing for a predicted downturn in our economy, the current positive aspects of our economy are making our jobs a little more difficult. Housing costs and a low unemployment rate are having an effect on our ability to recruit and hire in some of our programs. Our Youth Services Division is having a difficult time staffing to the ratios they need in order to enroll more students. We will continue to refine our compensation tables and include them in the budget discussions for next fiscal year. The RLCC Pool Refurbishment project is moving along very well and we anticipate a ribbon cutting sometime in May.

BOARD OF DIRECTORS:

Matters Initiated:

March 13, 2019 Board Meeting –

- **Please bring a discussion to the board on how LARPD may work in conjunction with the City and School District (LVJUSD) to support their efforts and the Horizons organization on the topic of vaping [Wilson] – We are currently awaiting the draft resolution from the City.**
- **Another suggestion on the topic of anti-vaping campaigns: Is this a potential item for the Program Committee as we have an active role and want staff to be aware of this? [Pierpont] Also at a recent Intergovernmental Committee meeting, it was mentioned that a group of high school students has been making presentations on anti-vaping. Chair Furst suggested staff could ask the group to come to LARPD and bring their presentation to the Board - We are working toward a future board meeting when the resolution is done and we can generate discussion.**

- **In reference to the public comment suggesting solar lighting at dog parks, Director Palajac asked if the District has a lighting policy or lighting standards in our parks? [Palajac] – We are currently working on both.**

Board Members attended one regular board meeting, one special board meeting/budget workshop, four committee meetings, the 2019 Miss Livermore Rodeo Queen Coronation and BBQ Dinner Fundraiser, the Alameda Chapter of the California Special Districts Association (ACSDA) Annual Dinner, and the California Park & Recreation Society (CPRS) Conference & Expo in Sacramento. Directors also attended meetings at the following:

- Chamber of Commerce Business Alliance
- Livermore Cultural Arts Council
- Livermore Downtown, Inc.

Board actions for the month included: Endorsement of Senate Bill 767, approved revisions to the Board Policy Manual, and approved the Mid-Year Capital Improvement Plan Budget for fiscal years 2018-2019 through 2020-2021.

ADMINISTRATIVE SERVICES - FINANCE/HUMAN RESOURCES/INFORMATION TECHNOLOGY:

Human Resources and Payroll:

1. Analyst Megan Shannon is now on maternity leave, having given birth to her new daughter, Haley, on Pi day (March 14th)!! Congrats to Megan and her family and welcome to the world, Haley Shannon!
2. To support the District while Megan is on leave, we happily welcomed back HR consultant Sheri Fleming.
3. The on-going project to implement the Kronos HR/Payroll application continues to be a focus. Julie Dreher, Finance Analyst, is doing a terrific job of leading this effort, which Kronos has frequently noted. Training with supervisors will begin the week of April 15th, while parallel systems testing (vis-à-vis the existing Great Plains application) will begin on April 21st. The new system is scheduled to go live with the pay period beginning May 19th.
4. The HR Recruitment team, led by Jessie Masingale, is focused on gearing up for the summer hiring season, with job fairs and advertising in full swing.
5. A draft of new hiring practices, from personnel requisition to pre-employment process to job offer, has been created and will be reviewed with the Personnel Commission on April 2nd.

Finance:

1. The District's mid-year operating and CIP budgets were reviewed with the Finance and Facilities Committees, and then on March 13th with the Board of Directors in our annual mid-year budget workshop. Following the workshop that same evening, the Board formally approved the District's mid-year updates in its formal session.
2. Audit: work to complete the Audit was resumed and a draft of the District's discussion and analysis has been completed. Finalization of the entire report will be achieved in April and will be accompanied by a "decoder ring" for Board consumption.

3. Schneider and Dreher are assessing a new vendor who can assist with upgrading our Great Plains environment to a supported release and assist with our much-needed revamp of our chart of accounts.
4. Schneider began conversations with banking partner US Bank to assess opportunities to enhance our cash management practices (interest earned and account management in relation to reserves).

Information Technology:

1. The Board approved a plan to bring in a managed service provider to assess the District's existing IT infrastructure in anticipation of establishing a new IT support agreement.
2. Jay Stevens, IT Technician, continues to work on miscellaneous IT initiatives, including enhancing the District's use of Outlook to include employee data such as phone numbers, titles, location, etc., and use of tools that are currently available but underutilized (audio and web conferencing, IM, etc.)

COMMUNITY SERVICES (PREVIOUSLY YOUTH & SENIOR SERVICES) / VOLUNTEERS:

Preschool: We opened priority registration for LARPD's 2019-2020 Preschool priority registration on February 4th. We processed 126 registrations within 24 hours. Current program participants have filled 60% of our preschool spaces for next school year. Open registration began March 4th. The Preschool year will start on September 3, 2019.

We opened registration for our Summer Preschool Camps in mid-March. We will be having four (4) weeks of Camps at Christensen Preschool. Five classes will be offered at Little House during the summer, three (3) for Little Explorers and two (2) for Toddler Time. We are excited with the proposed play yard renovation at Jane Addams this summer and we are looking forward to the completion of improvements at May Nissen Park.

Classroom activities focused on kindness, heart health, dental care, letters and numbers of the week, and encouraging family reading time. May Nissen hosted our monthly Preschool Curriculum meeting, sharing great ideas on insect- themed activities.

ESS/PAL: ESS and PAL programs are busy with indoor activities due to all of the rain this past month. Staff has been very creative with theme development, and PAL staff was busy planning their March Kids Night at Mendenhall event, which is always fun and exciting. Staff and students have participated in safety drills this month and several staff renewed their CPR and First Aid training. Youth Services just completed a program audit conducted by Kidango. We are subcontractors with them, and passed with flying colors.

Seniors – 50+: The group had a wonderful mini vacation in San Simeon. They saw elephant seals with their pups, and visited Hearst Castle. Although the weather report was for rain the entire time we were gone, we had beautiful sunny skies during most of our time in San Simeon. We had a wonderful day at the Golden Gate Museums, where participants chose between going to the De Young Museum or the Academy of Science. Our February play was "A Chorus Line" presented at Sierra Repertory in Sonoma. Mystery Culinary Adventure took us to Ryde Hotel for a scrumptious buffet.

Several hearty seniors braved the torrential rains in early February to attend the ranger-guided tour of Sycamore Grove Park, entitled: "Walk, Talk and Chew with a Ranger". They dressed for the weather and enjoyed a sack lunch followed by a narrated hike with Ranger Eric Whiteside describing the flora and fauna. Another event that was well received was at the Firehouse Arts Theater in Pleasanton, for

the Chautauqua style performance portraying Bessie Coleman, first female aviator. To complete the month, Kathy Lake led a Mystery Craft Making Social with a “Paint & Snack” theme.

RECREATION:

Aquatics: The Robert Livermore Aquatics Center is still under construction. During the closure, the May Nissen Swim Center is open for lap swim, water exercise, and water polo. The project continues to move forward; the plaster has been installed and the pools have been filled. The construction team continues to move forward with identifying small project details to ensure we stay on schedule with the anticipation of opening May 2019.

District Operations: District Operations continues to be an important function for the day-to-day activity with the Livermore Area Recreation and Park District. Staff continue to support programming District-wide with the facility room setup and take down, provide safe and clean room space and restrooms in our facilities and within our parks, and support our event rentals District-wide.

Equestrian Facility & Outdoor Picnic Rentals: Facility staff has been working closely with Parks staff on streamlining our Equestrian Rental Maintenance as well as our Picnic and Intent to Use Application processes. The community now has the ability to reserve picnic locations throughout the summer at Robert Livermore, Hagemann, and the Pole Barn at Robertson Park.

Facility Event Rentals: The winter rainy days have created some challenging scheduling issues at the Barn. Although the Barn’s roof was fixed this past fall, we have identified some unforeseeable leaking issues from the roof. We are currently working with the Maintenance Division on getting these issues resolved; however, the timeline is not ideal to our current renters. We have reached out to our current renters to inform them of our issues and that we are doing all that we can to address them within a timely manner. We are currently working with our renters and trying to identify alternative District facility locations when we have the ability to move them. The Ravenswood Historic Site is currently closed for the porch construction and is estimated to reopen at the end of March 2019.

Field and Gymnasium Rentals: Field Rental staff has been working with our field organizations and renters with the updated Sports Field Application and Sports Field Rules and Regulations. Our updated procedure and process is current with industry standards, as well as providing an opportunity for staff to address questions from renters and user groups.

Front Counter Operations: The Front Counter staff has had a busy March. The first day of summer registration was held on Wednesday, March 27th. Part of our summer registration process is our new Annual Liability Waiver for the District, as well as our Concussion Protocol and Procedure for all sports related programs and classes, and our new Parent Handbook for our Fun and the Sun and Sports Camp participants. The District accepts in-person and over-the-phone registration, with the updated waiver being a requirement at the time of registration, as well as online registration.

Marketing and Public Information: The Marketing team continues to make strides on updating public communications, flyers, and internal documents with the new and approved District logo and appropriate language for Livermore Area Recreation and Park District when spelled out within a document or news release. The team also created our new Camp Central page on our website; the intention is to help program participants easily navigate our summer programs and camps, and register online through our ActiveNet software system.

Recreation Classes: Staff is continuing to hold Independent Contracted Instructor meetings to discuss our updated process. All Independent Contracted Instructors who would like to continue to do business with the District will be required to meet our updates by May 1st, 2019. This process includes the required FBI and DOJ live scan process, required Statement of Mandated Reporter, Independent Contracted Instructor Handbook, and the Livermore Area Recreation and Park District's Concussion Procedure and Protocol.

Youth Sports: Baseball season is in full swing here in Livermore. Staff is continuing to work with our youth baseball organizations to ensure that they have equal field space for practices and games during their designated season. This can be challenging for staff as they are coordinating field changes due to the inclement weather; practices and games are cancelled when it is raining or if the fields are too wet for play. Our staff and the youth baseball organizations are working together to address schedule changes, needs, and field space.

OPEN SPACE:

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

Operations & Maintenance: Open space staff and volunteers performed maintenance on trails and trimmed trees near trails and public areas. Open space staff repaired trails due to storm damage. Open space staff started spring mowing.

Public Safety: Rangers responded to dog off leash reports. Rangers responded to a field rental dispute at Max Baer Park. Rangers responded to a complaint of an encampment at Robert Livermore Community Center. Rangers responded to a dispute at the disc golf course. Rangers responded to a person giving dog obedience classes at Independence Park on a closed field.

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

Volunteers: Open Space volunteers worked 80.5 hours performing maintenance on the native gardens, resource monitoring and documentation, performing visitor services, and training.

Environmental/Outdoor Recreation Programs: Open Space staff conducted educational programs for twenty-seven school classrooms. Rangers conducted one Jr. Ranger Program.

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

Monthly Totals

Sycamore Grove	6975
Daily Average Attendance	258
Horse Trailer Parking Use	41
Parking Fee Revenue	\$6514
Nature Program Attendance	901

PARK MAINTENANCE:

Event Preparations:

- Park Permits: 2

- Intent to use Permits: 1
- Equestrian Special Events: 2

Parks & Trails Clean-up: Total Hours: 26.75

- Graffiti: 24 hours
- Illegal Dumping: 2.75

Irrigation Repairs:

- Sprinkler: 61
- Irrigation Valve Repairs: 1
- Irrigation Wiring Repairs:1
- Mainline Repair: 1

Enhancement Activity:

- Drinking Fountain Repaired: 1
- Rodeo Arena groomed: 4
- Message Board Repair: 1
- Trail Repair (wash out):1
- Playground Repair: 1
- Max Baer outfield fence installed
- 200 tons of gravel laid at Robertson Park and Rodeo Grounds
- Robertson Field 3 aerated, seeded and fertilized

Mechanical Report:

- Service and Repairs: 12 vehicles, 8 mowers & tractors, 4 small equipment repairs
- Shop maintenance
- New LARPD Logo Meeting
- Safety Meeting

Weed Control:

- Post and Pre-emergent spot spray: 13 parks, 15 applications
- 686 gallons mix sprayed
- Robertson Field 3-180 gallons mix sprayed
- Weeding 12 parks
- Rodent Control: 4 parks, 6 treatments
- Pest Control Crew helped Pruning Crew with Ravenswood Historical clean up: 6 days of work

Contracted Tree & Landscape Maintenance:

- Ravenswood: 2 Plums removed and stumps ground
- Tex Spruiell: 4 days. 4 man crew
- Arroyo Bike Path, landscape maintenance
- The Barn, landscape maintenance

Living Arroyos Program:

- Personnel Hours: 291
- 10 Western Sycamores planted at Sycamore Grove

- 98 hours mowing for Zone 7
- Volunteer Events: Two
3/16 Zone 7 at Stanley Reach; hand weeding at the base of oak saplings, 45 Volunteers
3/23 Adopt a Creek; removal of 247 gallons of trash from the Arroyo Las Positas, 11 Volunteers

AGREEMENTS AND SPECIAL PROJECTS:

1. Sycamore Grove Arroyo del Valle Pedestrian Bridge Project: Tri-Valley Conservancy (TVC) posted a Request for Bids on March 15, 2019. TVC will hold the bid opening on April 17, 2019 with construction tentatively scheduled to begin in summer 2019.

CAPITAL PROJECTS:

1. RLCC Aquatics Center Renovation: The RLCC Aquatics Center is currently closed and staff anticipates its re-opening May 2019. The contract was awarded to Western Water Features, Inc. Construction is currently underway and the project is on schedule. Plaster work is complete in both pools and deck details are being completed.
2. Bill Clark Park: Consultant Tanaka Design Group submitted a proposal for services, including an option for replacing aging playground equipment and ADA accessibility improvements. Survey work for the topographic map has been completed. Optional playground designs and site analysis diagram have been submitted.
3. Ravenswood Historic Site Repairs: The Main House roofing is slated for replacement next year after the rental season. Porch repairs are in progress. The work is expected to continue until mid-April.
4. Playground Renovation Projects: Construction began in November with the May Nissen Park and Pleasure Island Park sites. Concrete work has begun at Pleasure Island. May Nissen, Big Trees and Pleasure Island Parks are underway with excavation and drainage work. Recent rains suspended the project until mid-month. Earthwork is in progress at all parks except Jane Addams. Construction at Jane Addams will begin in June. Project Manager, Bob Tanaka, has been working closely with O'Dell Engineering and Goodland Landscape Construction reviewing and approving submittals and overseeing demolition.
5. Shade Structures: Three shade structures have been installed at Bothwell Park; two over the bocce courts and one over the tot lot play structure. Contracts have been assembled for the Robertson Park and Maitland Henry Park shade structures with work expected to be completed by summer 2019.
6. Sunset Park: On December 12, 2018, the Board of Directors approved a conceptual plan that included an add-alternate of poured in place material instead of wood fiber. RRM Design Group is preparing the plans and specifications within the authorized budget. RRM presented the plans and specifications at 75% at the March Facilities Committee. Completed Plans and Specifications are anticipated to be complete in May and we should expect an Engineers Estimated Budget at that time as well.

7. ESS Building Upgrades: A review of four ESS sites was conducted by Jamie Hickman from Teter Engineering/Architects. Based upon the results of the review, staff received a proposal from Teter with plan sets for all four sites, combined in a single bid package, aimed at having the improvements implemented in the summer of 2019. The contracts have been signed and the plans and scope for the projects are being developed by Teter.
8. Camp Shelly Restroom Upgrades: Construction by Romtec was completed in October 2018 and staff attended a walk-through inspection. Liberty Energy is working with the Forest Service to obtain a permit in order to install a utility pole and to replace the 125 amp line to the restroom with a 200 amp line that will service the new all-electric restroom facility. Installation of the 200 amp line is scheduled for late spring 2019. The dense snow pack from this year may complicate the project and extend the timeline. We are planning contingencies for opening.
9. RLCC Security and Alarm System: The plan documents are complete for this project. Staff is working with Kronos to select access hardware that is compatible with future access and time tracking hardware/software. The schedule for this work is anticipated for spring 2019.
10. Asset Management High Priority Projects: Staff is continuing to work on the District Asset Management Plan by repairing or replacing items identified as high priority in the Priority A CIP budget:
 - #729A Rodeo Stadium Infrastructure Improvements: The bid package is complete. Staff intends to post the project/bid opportunity in summer of 2019 with work scheduled to begin next fiscal year.
 - #729B May Nissen Pool Renovation: County Health Department has approved the plans to install two pumps; the project is scheduled to begin during winter 2019.
 - #729C Tex Spruiell Park Renovation: Staff submitted preliminary plans with three options including construction cost estimates. This will be reviewed by Facilities and Finance Committees for consideration for AB1600 funding. LARPD staff met with Bob Tanaka from Tanaka Design Group to discuss irrigation, design layout, pathway options and turf reduction for Tex Spruiell Park.
 - #729D Energy Efficiency Measures: LARPD contracted with Syserco (an energy management company) to identify and manage the implementation of several energy conservation measures to reduce the energy footprint and increase the energy efficiency of the Robert Livermore Community Center and the surrounding amenities. These measures range from retro fitted LED lighting to more efficient boilers for the pools and building heat. Construction is in progress now and is expected to be complete in summer 2019.

On the related project to deploy solar panels at the RLCC in the existing Loyola parking lot, staff has submitted the required applications to the City for the construction of a carport upon which solar panels will reside. The onset of the solar project is contingent upon execution of our energy pricing agreement with the solar provider, with the City to obtain an encroachment permit and easement (between the City and provider), and modifications to the related RLCC lease documents with the City, all of which are in progress.
11. Barn Renovations: Page & Turnbull has submitted their feasibility and conceptual design study proposal and it is currently under review by staff.

TRAILS:

1. Patterson Ranch Trail: The proposed loop trail over Zone 7's Patterson Ranch property is approximately 1.9 miles in length, originating from and entering back into Sycamore Grove Park. Staff hired environmental consulting firm, WRA, Inc., to evaluate and conduct the environmental review of the trail route. The environmental review is scheduled to be completed in spring 2019. The Administrative Draft of the Initial Study/Mitigated Negative Declaration has been submitted to LARPD. On the weekend of April 19 – 21, 2019, the Volunteers for Outdoor California are scheduled to build a trail in the eastern extension of Sycamore Grove. This trail could also serve as a connector trail to the Patterson Ranch property.
2. Arroyo Las Positas Trail T-6: This proposed trail segment is included in the LARPD Parks, Recreation and Trails Master Plan and is on the 2018 – 2021 Capital Improvement Plan as a collaborative project with The City of Livermore. LARPD staff is working with City of Livermore on the feasibility of the trail being built as part of a proposed development rather than through an easement agreement with the Catholic Diocese of Oakland since discussions with the church have ceased for now. On November 14, 2018, the Board Adopted Resolution No. 2648 authorizing the Board Chair to sign a letter on behalf of the Board of Directors of LARPD to City of Livermore in support of the Trail 6 connection process.

Respectfully submitted,



Mathew Fuzie
General Manager