



**GENERAL MANAGER'S MONTHLY UPDATE  
TO THE BOARD OF DIRECTORS ON ISSUES AND PROJECTS  
JULY 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/cip>*

**GENERAL SUMMATION:** It has been a very busy end to the fiscal year and very normal to look back at what we have done since August of last year when I started. We have collectively fundamentally changed the way we employ people, improved our benefits system without increasing our retirement costs and employed budget strategies that are designed to compare costs of services to overhead and push more service-driven outcomes. Simply said, we are becoming leaner in our overhead while providing more services. In the coming year, we intend to refine our Capital Improvement Projects process while determining our philosophies for future surpluses and deferred maintenance of our facilities. In the big picture, we are a healthy organization built on a good foundation of practices that simply need to be refined, defined and updated as necessary. July will be a good month for our administrative staff to attempt to take a breather as they have been carrying the bulk of the load with all of the changes. Many of our CIP projects will be completed in the near future and we will enjoy opening them up to the public with various ribbon cuttings. I think we have really improved our abilities to handle large projects and CEQA processes. Though there is more room for improvement, I am happy with the direction we are going.

**BOARD OF DIRECTORS:**

Matters Initiated:

June 12, 2019 Board Meeting – None.

June 26, 2019 Board Meeting –

- **Tri-Valley Conservancy has approved the bridge and has tentatively set a ribbon cutting. Please advise the Board of the date. [Furst]** – AGM Lord reported that TVC is planning a groundbreaking for the Arroyo Del Valle Bridge scheduled for **Monday, July 22 at 11:00 a.m.** at the bridge site. She added that the public will be notified that construction will be commencing in July, so the parking lot at the Arroyo Rd. entrance will be closed from approximately early July through as late as October, depending upon the construction schedule. Chair Furst directed Staff to make sure that the notice goes out to the public regarding the parking lot being closed. AGM Lord added that Staff is working on the signage and notifications, plus working in collaboration with TVC, so that notice is posted on the TVC website, LARPD's website, and signage at strategic locations throughout the park.

Board Members attended two regular board meetings, five committee meetings, a budget workshop, and served on the interview panel for the Livermore Area Youth Advisory Commission. Directors also attended meetings at the following:

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

Board actions for the month included: Adopted revisions to the Budget Policy; approved revisions to the District's Board Policy Number 4030 for Remuneration and Reimbursement and revisions to Appendix A – Compensation Guidelines for the Board of Directors; approved employee salary and benefit levels for the FY 2019-20; approved the District's Preliminary FY 2019-20 Operating Budget; approved the District's Preliminary FY 2019-22 Capital Improvement Plan Budget; adopted the Final Operating Budget for FY 2019-20; adopted the Final Capital Improvement Plan Budget for FY 2019-22; certified the Final Initial Study and Mitigated Negative Declaration, adopted the Mitigation Monitoring and Reporting Program and Findings, and adopted the Zone 7 Trail Project, also authorizing the General Manager to enter into an agreement with Zone 7 Water Agency for the Project; established the FY 2019-20 Annual Appropriations Limit at \$23,055,595; authorized the funding of the 401(h) Sub-Account for Retirees' Medical with the Alameda County Employees' Retirement Association (ACERA) in the amount of \$307,750.19 for the FY 2019-20; and approved an Intergovernmental Joint Agency Resolution in Support of Tobacco-free and Vaping-free Schools and Community.

#### **ADMINISTRATIVE SERVICES - FINANCE/HUMAN RESOURCES/INFORMATION TECHNOLOGY:**

##### Human Resources and Payroll:

1. The Kronos payroll application went live, with very few issues, none of which went beyond what might be expected with a new application, particularly one that involves current technology in lieu of manual, paper-based solutions. The first pay checks to come from the Kronos application were received on June 12<sup>th</sup> for the pay period ended June 1<sup>st</sup>. KUDOS to our project team – this is a hugely important milestone for our District.
2. The revised Salary Structure and recommendations for COLA, minimum wage compliance, benefit contributions and other salary-related adjustments was approved by the Board of Directors on June 12, 2019. A truly significant effort.
3. The HR team continues to support our peak summer hiring and a few strategic hires (Recreation Supervisor, whose first day with the District will be July 15th).

##### Finance:

1. On June 12<sup>th</sup>, the Board of Directors unanimously approved the District's Preliminary FY2019-20 Operating Budget and FY2019-22 CIP Budget following a successful Board Budget Workshop that same day, and staff created and delivered the "Budget Books" that provide detailed documentation for District managers and the Board on June 21<sup>st</sup>.
2. Also on June 12<sup>th</sup>, the Board approved a revised Budget Policy that calls for the completion of Final Budgets by July 1<sup>st</sup> (in time for the onset of the District's fiscal year).
3. On June 26<sup>th</sup>, the Board unanimously approved the Final Operating and CIP budgets.
4. Also on June 26<sup>th</sup>, the Board unanimously approved the District's Appropriations Limit (a 1979 Gann initiative-driven calculation that is, for us, a formality given that the actual property tax funding received by the District is about 50% of the appropriations limit calculation) and its continued participation in ACERA's post-employment retirement benefits program (OPEB), a

401(h) program for retirees that provides for tax-free contributions to retirees' health, dental, vision, and other important benefits that is entirely funded through the ACERA programs "excess earnings".

Information Technology:

1. Two vendors are now competing for the Board-approved 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. A scope of work is in progress and proposals will be assessed, and a decision made, in July.

**COMMUNITY SERVICES / VOLUNTEERS:**

Preschool: LARPD Preschool Summer Camps for Toddlers and for Preschoolers are into our 3<sup>rd</sup> week. We have received complimentary comments from many parents indicating how much fun their child is having at Camp. Campers have made homemade strawberry jam, had story time in a tent, crawled through "bear caves" and have had many other fun, messy activities.

We have closed and compiled data from our 2018-19 Preschool year Parent Survey. We had a response rate of 57%, receiving 199 responses. Although this is lower than our past years, it is still an excellent response rate considering we have many families with multiple children. Families responding were very satisfied with our Preschool Program.

- Question 1: Does your child like coming to our program? 87% responded "Always"
- Question 2: Do the teachers greet you and your child each day? 97% responded "Always"
- Question 3: My child is treated with fairness and consistency. 93% responded "Always"
- Question 4: Do you feel that the activities your child participated in were appropriate for their age? 93% responded "Always"

We also asked two write-in questions and received very positive feedback and a couple of excellent ideas to consider for the next school year.

ESS/PAL: SS and PAL have successfully kicked off summer and things are going very well. Staff has updated their Swim Safety Certificates and summer swim trips have begun. Staff has been very creative, as always, with their summer field trip planning and the kids are excited! Many onsite programs, both fun and educational, will be coming on site to share their knowledge with our kids. These programs include Fur, Scales, and Tails, the Bird Lady, a Magician and a Bee Keeper with his Bees. Junction, East, and Christensen PAL programs were visited by the Alameda County Office of Education to review the ASES grant mandates and the review went well. Overall, a great start to a great summer.

Community Outreach: Seniors Programs and Services: This month the seniors had some wonderful activities, including an evening with the full moon at Sycamore Grove where Ranger Amy led the group on an informational hike that ended with a campfire and s'mores. The SSC also had a number of fun activities including Game Day, Movies in the Vintage Lounge and a Wheels Bus Trip to the Livermore Cinema. Additionally, SSC staff attended an initial meeting of Tri-Valley senior services professionals at the Pleasanton Senior Center with colleagues from Dublin, Danville, San Ramon and Pleasanton. We were able to collaborate and share program ideas to enhance our programming for 50+ in Livermore.

Senior Trip Program: On the morning of June 1<sup>st</sup>, trip staff registered 91 participants at the Summer Trip registration. On June 5<sup>th</sup>, 28 seniors enjoyed a great day in San Francisco to see "Beautiful" the

Carol King story. On Saturday, June 8<sup>th</sup>, two vans headed to Niles with 17 participants to enjoy tea at “Tyme for Tea”. The Victorian tea was followed by the Niles Film Museum and farmers market. For this month’s Pop Up, we took 16 participants to Northern California Harrah’s Casino on June 12<sup>th</sup>. On the 18<sup>th</sup>, 39 participants went to the Oakland Zoo by bus. Everyone enjoyed the new gondola to Pacific Trail area. On June 22<sup>nd</sup>, 19 participants enjoyed the graduation at Guide Dogs for the Blind in San Rafael where they watched the “graduates” get paired with their new owners.

Volunteers: With a team of staff and lead volunteer, Gayle Thorsen, we’re in the development stages of a new volunteer opportunity called the Livermore Neighborhood Park Ambassador Program to promote engagement in our Livermore Area Recreation and Park District neighborhood and community parks. The program will enlist volunteers who are interested in assisting our Parks Department with enhancing the safety, cleanliness and usefulness of LARPD parks throughout our District. Additionally, ambassadors will share park history, facilitate programs and promote other LARPD activities and programs to the visitors of their assigned park. We hope to launch this program in fall of 2019.

Community Outreach: Staff met to develop preliminary District outreach goals for the next 12-18 months. We’ll be working with District staff and local partner agencies to align on those goals in the coming months.

## **RECREATION:**

Aquatics: The Robert Livermore Aquatics Center is now open for summer hours! We had our first Parents Night Out on June 21<sup>st</sup> from 6:30 p.m. to 9:30 p.m. where we had 32 participants attend. Activities included: swimming in the activity pool, arts and crafts, and fun games. Both the May Nissen Swim Center and the Robert Livermore Aquatics Center are open for recreation swim; water exercise and lap swim are booming at the Robert Livermore Aquatics Center. Come on down and take a dip.

District Facility Operations: The Facility Operations Division has had a busy month staffing, setting up and cleaning up for over 280 classes, camps, programs, and facility and sports park rentals throughout the District. Staff continues to ensure that our facilities are clean and presentable to our community and for our classes, programs, and rentals. Some of our ongoing custodial procedures include bi-weekly deep carpet cleaning, washing down walls and baseboards throughout our facilities, dusting light fixtures, cleaning six (6) park restrooms daily, and supporting the daily Open Heart senior lunch program.

Equestrian Facility & Outdoor Picnic Rentals: June was Rodeo month for the Equestrian Center. To support this annual event, staff turns over the Equestrian Facility to the Livermore Stockman’s Rodeo Association from mid-April to the end of June. Staff has been working closely with the Parks team to ensure the facility was ready to go for Rodeo week. We are now accepting group picnic reservations at Hagemann and Robert Livermore Parks; May Nissen Park is currently under construction with a new playground replacement project.

Facility Event Rentals: The Livermore Area Recreation and Park District continues to be the destination for weddings and receptions, birthday parties, and baby showers. Spring through mid-Fall tends to be our busiest time of year within this division; staff work hard supporting daily operations during the weekdays, and large facility rentals and sports tournaments at our sports fields on the weekends.

Field and Gymnasium Rentals: Staff has been working hard prepping and coordinating the many tournaments at our sports fields. For the month of June, Ernie Rodriguez hosted three girls’ softball tournaments for players 10-18 years of age. This tournament brought in approximately 2,000 players,

coaches, and spectators. The gymnasium has been just as busy with hosting three basketball tournaments, in which one had over 1,000 players, spectators, and coaches in attendance. This particular tournament was unique as they not only rented out the gym, but they also purchased swim passes so the athletes could go swimming at the Robert Livermore Aquatics Center once their games were completed. The Jr. Giants program is in full swing with 140 participants registered. This program focuses on baseball technique and skill building, promoting sportsmanship and teamwork, and an anti-bullying campaign. Staff has been working hard preparing for the Little League World Series that will be held at our very own Max Baer Park.

Front Counter Operations: Front Counter staff processed over 84 Camp Shelly reservations for the month of June. Staff has been attending monthly trainings to strengthen their customer services skills, as well as getting more familiarized with the summer activity guide to better assist families with their summer class and camp selections.

Marketing and Public Information: The Marketing team continues to make strides with our District-wide marketing efforts. The marketing team facilitated and coordinated this year's float in the Rotary Rodeo Parade; we had 25 District staff and Board of Directors participate by walking and handing out goodies to all of the parade spectators. As we approach July's annual Parks and Recreation month, staff has been working on launching an interactive program through California Parks and Recreation Society called Agents of Discovery. This program is similar to Pokémon Go Challenge, where participants can participate via their mobile devices and complete missions and challenges throughout our community and earn prizes. This program will take place in July.

Youth Sports: Summer means fun! Staff has had a very fun and exciting first few weeks of summer through our Sports Camp and Fun in the Sun Camp with over 135 participants registered for camp each week. Camp runs from 8:30 a.m. to 5:00 p.m. Monday through Friday with either a full day or half day option. Camp includes fun activities, swim lessons, recreation swim, and so much fun. Both the staff and participants are having a great time.

### **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 continued mowing of fire breaks and trails. Open space staff prepared and opened Camp Shelly mid-June for the summer camping season.

Public Safety: Rangers responded to dog off-leash reports, and dogs out of control at Robertson Dog Park. Rangers responded to complaints of people loitering at several park locations. Rangers responded to report of an injured fox in Wente parking lot, a report of a dead deer at Veteran's Hospital, possible bike jumps being built at Garaventa Wetlands, a report of kids riding a motorcycle at Hagemann Park, and to people drinking alcohol at Ernie Rodriguez Park.

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

Volunteers: Open Space volunteers worked 110 hours performing maintenance on the native gardens, resource monitoring and documentation, performing visitor services, and training. Summer nature camp volunteers worked 396 hours assisting summer camp leaders with nature programs.

Environmental/Outdoor Recreation Programs: Open space staff conducted educational programs for four school classrooms. Rangers conducted one hoot owl night hike. Summer camp had three sessions of camp.

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

Monthly Totals

Sycamore Grove	5,582
Daily Average Attendance	167
Horse Trailer Parking Use	48
Parking Fee Revenue	\$4,625
Nature Program Attendance	293

**PARK MAINTENANCE:**

Event Preparations:

- Rentals: 3 Equestrian
- Rentals: Picnic: 2
- Intent to Use Permits: 4
- Ongoing Intent to Use: 3

Parks & Trails Clean-up:

- Graffiti: 9.75 hours
- Vandalism: 3.75 hours

Irrigation Repairs:

- Sprinkler Repairs: 83
- Irrigation Valve Repairs: 8
- Lateral Line Repair: 8
- Drinking Fountain Repaired: 3
- Backflow Tests: 9
- Backflow Installation: 1

Enhancement Activity:

- Community Garden (plot clean up): 2
- Playground Repair: 1
- 8 gal. post emergent pesticide sprayed

Mechanics' Report:

- Service and Repairs: 4 vehicles, 4 mowers & tractors
- Shop maintenance
- Managed calls and walk-ins
- Logo Replacement: all vehicles

Maintenance:

- Edging and blowing: 13 parks
- Weeding: 13 parks
- Pruning, suckering, dead shrub removal: 7 parks
- Irrigation Maintenance and Repair: 11 parks

- Garbage and Litter pick-up two times per week per park
- Mowing – RLCC and Robert Livermore – once per week
- Rodeo – Grounds clean-up and prep. Rodeo 2019
- Rodent Control – 4 parks 7 applications – Gophers, Moles, Squirrels
- After hour call-outs – Rodeo X 4
- Tree branch raising - 4 parks

**Contracted Tree Removal and/or Trimming:**

- Sunset Park
- El Padro
- Wattenberger Park
- Northfront
- May Nissen
- Robert Livermore Park
- Tex Spruiell
- Marlin Pound
- Bruno Canziani

**Contracted Landscape Maintenance:**

- Arroyo Bike Path: Maintenance
- The Barn: Maintenance
- Bruno Canziani: Maintenance
- Cayetano Park: Maintenance

**Living Arroyos Program:**

- 51,700 Gallons of water used
- 124 field hours (watering only) at 7 different, mitigation sites with Zone 7 and City of Livermore

**AGREEMENTS AND SPECIAL PROJECTS:**

1. **Sycamore Grove Arroyo del Valle Pedestrian Bridge Project:** A pre-construction meeting with selected contractor Teichert & Son, Inc. took place on June 12<sup>th</sup>. A bird survey began on July 1<sup>st</sup>, prior to tree removal. A ground-breaking ceremony is scheduled for July 22 at 11:00 a.m.

**CAPITAL PROJECTS:**

1. **RLCC Aquatics Center Renovation:** The majority of this project is complete with staff reviewing the final punch list items.
2. **Bill Clark Park:** Consultant Tanaka Design Group submitted design development plans and construction cost estimates to the District. The playground manufacturer is preparing design plans. Plans have been prepared and finished; identified as a Priority A, Project No. 538 to be reviewed with CIP budget prioritization process in Fall 2019.
3. **Ravenswood Historic Site Repairs:** The Main House roofing is slated for replacement next year after the rental season.
4. **Playground Renovation Projects:** Construction is ongoing at May Nissen, Pleasure Island, and Big Trees Parks. The northern portion of May Nissen and Pleasure Island Parks are anticipated to be completed this summer. Construction at Jane Addams has begun. Project Manager, Bob

Tanaka, has been working closely with O'Dell Engineering and Goodland Landscape Construction reviewing and approving submittals and overseeing the four projects.

5. Shade Structures: Robertson and Maitland Henry Park playground shade structures are complete. Staff will evaluate more sites for FY 2019/2020 installation.
  6. Sunset Park: RRM Design Group and O'Dell Engineering are preparing project bid documents and specifications incorporating Plan Check comments. Plans are with the City permitting department for review. Staff is planning to publish bid set documents by early August.
  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 2020.
  8. Camp Shelly Restroom Upgrades: Project completed, Liberty Energy turned the power on June 13<sup>th</sup>. Camp Shelly opened for the summer season on June 14 and will be operational through September 16, 2019.
  9. RLCC Security and Alarm System: The Security Evaluation Report was completed by O'Dell Engineering. The plan documents are complete for this project. Hardware that is compatible with Kronos has been selected. The schedule for this work is anticipated for summer 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 fiscal year 2019/2020.
    - #729B May Nissen Pool Renovation: County Health Department has approved the plans to install two pumps; the project is scheduled to begin during fall/winter 2019.
    - #729C Tex Spruiell Park Renovation: This project is currently on hold and will be considered with the proposed CIP budget 2019-22. Staff submitted preliminary plans with three options including construction cost estimates. 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 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. Upon completion of the construction phase of this effort, the District will commence to execute its "on-bill financing" agreement with PG&E that will provide for 0% financing of the ~\$1.4M of capital investment that has been identified with the project's energy savings.
- Solar Project: 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 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, modifications to the related RLCC lease documents with the City, and on an “interconnect agreement” between our solar provider and PG&E. This will allow the District to receive a reduction in our solar energy bills for any energy that we purchase from the provider that we cannot use. .

11. Barn Renovations: Page & Turnbull consultants are conducting the feasibility study and conceptual plan with structural engineers and architects with a priority on improved accessibility.

**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. On June 26, the Board conducted a public hearing and by Resolution, certified the Final Initial Study and Mitigated Negative Declaration; adopted the Mitigation and Monitoring and Reporting Program and Findings; adopted the Zone 7 Trail Project, and authorized the General Manager to enter into an agreement with Zone 7 Water Agency for the Project.
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 2019 – 2022 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, and through an easement agreement with the Catholic Diocese of Oakland. 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