



Livermore Area  
Recreation and Park District  
*An independent special district*

**GENERAL MANAGER'S MONTHLY UPDATE  
TO THE BOARD OF DIRECTORS ON ISSUES AND PROJECTS  
NOVEMBER 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:** As we go into November we will kick off the contract for construction of the much anticipated Sunset Park Playground Project and complete the Multi-Parks Project with the opening of the last park of the four parks to be completed at May Nissen. We anticipate a ribbon cutting and grand opening of this fabulously designed park in a community that needs the resource. We will have one regularly scheduled Board of Directors meeting in both November and December. We should have a very light agenda in November and then annual board business and elections in December. The Safe Parking Program should begin in earnest this month. Our participation is at one location per week. Our internal efforts continue to focus on quality control, policy and process improvement as well as employee recruitment. We will also be looking closely to the City Council Agenda for items that interest us in the next few months. We continue to find common interests with the City as it relates to the facilities we operate and maintain. Thank you to the Board of Directors for approving a revised contract extension for the General Manager for the next three years.

**BOARD OF DIRECTORS:**

Matters Initiated:

October 10, 2019 Board Meeting –

- **Is there any way the District can minimize the amount of plastic used in the LARPD environment? [Faltings]** – *We have made this a condition of purchasing and will get the word out to reduce plastic use where practicable.*

October 30, 2019 Board Meeting – None.

Board Members attended two regular board meetings, five committee meetings, and a Volunteer Appreciation Celebration. Directors also attended meetings at the following:

- Livermore Cultural Arts Council
- Chamber of Commerce Business Alliance
- Livermore Safe Parking Program
- LARPD Foundation
- Livermore Downtown, Inc.
- Livermore Advisory Youth Advisory Commission

Board actions for the month included: Authorized the General Manager to negotiate and execute a Power Purchase Agreement, an extension to the RLCC Lease Agreement with the City of Livermore, and a Sublease Agreement between SSI Deco, LLC and LARPD; authorized the General Manager to

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negotiate and execute the Memorandum of Understanding (MOU) with the City of Livermore for the City of Livermore Safe Parking Program; and accepted the bid and awarded the contract for the construction of the Sunset Park Playground, CIP Project No. 719, to Goodland Landscape Construction, Inc.

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

Finance:

1. The FY18-19 Audit is progressing as planned:
  - a. November 4-6, 2019: Auditors at RLCC - review of balance sheet and income statement, and specific account reviews
  - b. December 19, 2019: Finance Committee Meeting - Review of Audit Results
  - c. January 1<sup>st</sup> BoD Meeting (date tbd): Presentation to the full Board – Recommending Audit Acceptance
2. We continue to migrate accounting processes to our new Accountant. The onset of the Purchasing Agent role will commence once their existing accounting responsibilities are effectively transitioned.
3. Operating financial results by unit and at the District-consolidated level through the third month of FY19-20 (September) were reviewed with the Finance Committee on October 16th. Bottom line: the District is \$431k favorable vs budget through September, with operating expenses below plan and property taxes above plan. We continue to see under-runs in revenues from operations, but expect those variances will improve in discussions with Unit management.
4. Great Plains (GP) general ledger: work continues on upgrading our GP application and the underlying systems infrastructure. We've also continued work on our improved chart of accounts.

Information Technology:

1. The new IT support provider, Swenson Group / All Covered, with help from the District's IT Technician, completed their work to install anti-virus and monitoring tools on all District computers in preparation for the go-live of our new support agreement on November 4<sup>th</sup>. They have also completed a guidebook for use by their technical support/help desk group and have received a list of District staff who can contact them for help.
2. Our previous vendor, Ledgernet, has now completed their work with the District, which has spanned the last ~15 years. Their last active day with us was Thursday, October 31.

Human Resources and Payroll:

1. The HR team's initial foray into employee wellness kicked off with a very impressive week of presentations conducted by our Employee Assistance Plan (EAP) provider, MHN that focused on Mental Health Awareness. Presentations on a variety of topics, ranging from stress management techniques to anxiety disorders, were positively received by those in attendance. We received feedback that we will likely see improved attendance if we schedule such events over a longer period of time rather than condensing them into one week.
2. Preparing for this year's Benefits Open Enrollment period is accelerating (staff help sessions will be scheduled for November).
3. The HR team continues to manage several active and challenging employee concerns.

### **COMMUNITY SERVICES / VOLUNTEERS:**

**Preschool:** Happy Fall! This is such a festive, fun time for Preschool. We focused on friendship, fall harvest and fire safety. 262 LARPD Preschool families attended our field trip to G&M Farms. The farm visit included hay rides, an educational pumpkin growing presentation, hay stack maze, corn pit play, and choosing our own pumpkins from the pumpkin patch.

LARPD Preschool is excited to announce that we have, for the third year, entered into a partnership with *Help Me Grow – First 5 Alameda County*. As part of this partnership, all families participating in LARPD's preschool programs have access to free, confidential, developmental screening using the Ages and Stages Questionnaire. *Help Me Grow (HMG)* is a free service to support the development, learning, and behavior of children birth to five. HMG helps families learn about their child's development through a pair of questionnaires. Using the questionnaires will provide families with a more complete view of their child's development and help them be ready for school.

**Youth Services:** Our programs just survived two weeks of early release days due to school conferences. This is always a challenge for our staff that is in college classes and arrives after the kids are dismissed. Thanks to everyone who was able to lend and shift things around to accommodate everyone's schedules.

Pal sites were fortunate to have Anthropos present information on Anxiety to all of our middle school students. This conversation was well received by the students and we are looking forward to working with other agencies as well to bring information to our students on current trends in school and in their social arena.

PAL is practicing for their Pro Bowl multi-site football game happening on November 15<sup>th</sup>, at Cayetano Park at 6:30 pm. PAL is also taking their kids to their annual Pirates of Emerson event at the Fair Grounds on October 24<sup>th</sup>. The kids are always super excited and super scared at the same time.

Overall, programs are thriving and successful.

### **Community Outreach:**

**Senior Services and Programs:** October wrapped up our fall outreach schedule of presentations where SSC staff got out in the community to share our programs, services, and trips. Outreach efforts included the Senior Info Fair on 10/5, a presentation at the SIRettes on 10/15, Our Savior Luncheon on 10/16 and the SIRs on 10/22. Local history and adventure continue to intrigue our participants as evidenced by the rest of this month's senior activities which included: Fishin' For Fun at Los Vaqueros Reservoir, Lunch and a tour of the LLNL Discovery Center, Historical Walking Tour of Downtown Livermore, and the Halloween Social on Thursday, 10/31. For those that stayed on site, we offered movies, game day, and our new weekly coloring club led by our super volunteer, Elzbieta Owczarek.

**Senior Trips:** Joan Beason and Phyllis Ihle began the month by taking 25 seniors to Mackinac Island and Magical Michigan where they toured the island and other points of interest. On Sunday, 10/13, Joan and Kathy Lake headed to San Francisco with 92 seniors for a Hornblower lunch and cruise during Fleet Week to watch the Blue Angels. The seniors also explored the former capitol of California in Benicia on 10/17 and wrapped up the month with an overnight in Gold Country to see a few shows (and play a few slot machines). The planned trip to Half Moon Bay for "Puttin' On The Ritz" was postponed due to poor air quality and power outages.

**District Volunteers:** On Wednesday, October 23 staff honored our District volunteers at the annual Volunteer Appreciation Celebration held at the RLCC Courtyard and Cresta Blanca Ballroom.

Volunteers were treated to music by Ryan Scripps and ate food from Terra Mia Italian Restaurant. The 70 attendees heard from volunteers Wally Wood and Gayle Thorsen-McCune about their volunteer experience and were thanked by the LARPD staff and Board. The group also viewed a video highlighting the work our volunteers accomplished through 4,000+ hours working with Open Space, Special Events, Senior Services, Open Heart Kitchen, Summer Camps, LARPD Foundation, and the Personnel Commission.

Community Outreach: LARPD is continuing to work with the City of Livermore, CityServe, and their partners on the Safe Parking Program which provides rotating safe parking lots for people living in their cars. The revised start date is now mid-November.

### **RECREATION:**

Aquatics: The Robert Livermore Aquatics Center hosted a water polo tournament for participants 11 to 14 years of age; seven (7) teams participated in this tournament, along with 24 District participants on the LARPD team. In addition to our youth water polo program, we offer a Splashball water polo program for participants seven (7) to ten years of age that has a total of 17 participants enrolled. The Interim Recreation Supervisor, Patrick Lucky attend the American Red Cross Lifeguard Instructor Trainer Academy that was held at the Robert Livermore Community Center. Patrick now has the ability to train and certify staff to become Lifeguard Instructors to teach and train our staff. The Pool Pumpkin Patch event was a hit. 100 attendees participated in the festivities that included diving for pumpkins, arts and crafts, and pumpkin carving.

Café: Closed for the season; will reopen in May 2020.

District Operations: On October 18, 2019, Armando Villegas, Facility and Operations Coordinator accepted a promotional opportunity with another organization. Staff evaluated the current structure within the Facility Rentals and Operations units, and will be hiring three (3) Recreation Coordinators to support District-wide operations and facility rentals. Facility staff continues to support other units with the program setup and take down throughout the District.

Equestrian Center & Picnic Rentals: Due to the approaching inclement weather, picnic rentals will be ending November 2019 and will reopen February 2020; during this closure, picnic rentals will be accepted on a case-by-case basis. The portable restroom at Hagemann Park will be removed once soccer is completed mid-November. This February, we will have four picnic site locations, May Nissen, Hagemann, Robert Livermore, and the Pole Barn. Staff is currently working with an outside organization to determine the appropriate maintenance plan for the Covered Arena. In the meantime, the Covered Arena is available for drop-in use only.

Facility Rentals: October was a busy month for the Facility Rental team. The Cresta Blanca Ballroom hosted 10 rentals with over 2,244 people in attendance; Ravenswood hosted 12 rentals that brought in 685 people; the Barn hosted 9 rentals with 1,010 people; and the Veterans Hall hosted 2 rentals with 220 people. Some of our rentals this month included the Google Workshop hosted by the Chamber, weddings, anniversaries, and the Pop Concert with LCAC.

Field and Gymnasium Rentals: Robertson and Cayetano sports parks hosted Fusion's Ghouls and Goals tournament with 67 teams participating. This event brought 800+ players ranging from seven (7) to 13 years of age, and over 1,000 spectators all across Northern California. At the Robert Livermore Baseball Fields, sports staff has been conducting sports field maintenance by adding 12 yards of infield mix, and replaced the fabric shade structure over the dugouts. We have received multiple compliments from the Livermore Little League recognizing the hard work the sports staff has

been doing at the baseball fields. The board approved a project not to exceed \$600,000 for the addition of two Little League ball fields and a new irrigation system at Robert Livermore Park.

**Front Counter Operations:** The Front Counter staff continues to be the face of the District, providing excellent customer services District-wide. Staff worked a total of 592 hours this month providing in-person, over the phone, and online support and services. There was 149 total classes held this month, 85 of these classes were held within a District facility, and 64 classes were held offsite. There were 150 in-person or over the phone transactions, 290 online registrations conducted, and 49 refunds processed. The Marketing Office will be working with the front counter operations on ways to make the reception area more welcoming to the public. This may include visual welcoming signs and consideration of a board resolution on a statement of inclusivity for the RLCC. While we are welcoming to all who wish to use the facility, it is important to continue to take a fresh look from different perspectives.

**Recreation Classes:** The Recreation Department Manager has been working with the District's CAPRI Executive Director on how to navigate AB 5 (labor code: 2750.3) pertaining to our Independent Contracted Instructors who teach our recreation classes and programs. We have vetted and received approval from CAPRI on our process for Independent Contracted Instructors who teach within a District facility. However, for our offsite Independent Contracted Instructors we have been advised to no longer conduct business with these offsite businesses. To meet with the new requirements within AB 5 that will take effect January 2020, staff will be scheduling in-person meetings with the 14 offsite Independent Contracted Instructors to terminate their agreement with the District effective December 31, 2019.

**Youth Sports:** Our youth basketball league for participants five (5) to eight (8) years of age has started; we have a total of six (6) teams with 58 participants enrolled. This program is coordinated by Brian Spiller our Recreation Coordinator, along with staff who serve as the team coaches who were former high school and college basketball players.

**OPEN SPACE:**

**General:** Open Space staff patrolled open space facilities and regional trails as well as other District facilities and parks. The Arroyo Road entrance to Sycamore Grove remained closed for construction of a new bridge.

**Operations & Maintenance:** Open space staff and volunteers performed maintenance on trails and trimmed trees, shrubs, and grasses near trails and public areas, and removed cattails from the dam at the Cattail Pond. Open space staff continued mowing of trails and removed invasive plants from along trails.

**Public Safety:** Sycamore Grove Park closed on two separate days for fire danger. Rangers responded to an LPD dispatch to remove a dead deer in front of Cayetano Park. Rangers responded to reports of encampments at Robertson Park and at Sunken Gardens. Rangers responded to Almond Avenue Park for a report of a subject poisoning trees. Rangers responded twice to Independence Park for reports of locked restrooms and to Northfront Park for an abandoned vehicle.

**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 50 hours performing maintenance on the native gardens, resource monitoring and documentation, performing visitor services, and training and assisting with weekend programs.

Environmental/Outdoor Recreation Programs: Staff performs three hoot owls, thirty-four school programs and three weekend nature programs.

Interpretive Programs: Staff conducted three weekend nature and recreational program for the general public.

Monthly Totals

Sycamore Grove	6216
Daily Average Attendance	222
Horse Trailer Parking Use	31
Parking Fee Revenue	\$4614
Nature Program Attendance	860

**PARK MAINTENANCE:**

Event Preparations:

- Rentals: 4
- Equestrian/Rodeo: 1
- Intent to use Permits: 3 & 3 ongoing

Parks & Trails Clean-up:

- Graffiti & Vandalism: 1 hour 15 minutes

East Team

Irrigation Repairs:

- Sprinkler Repairs: 54
- Mainline Repairs: 0
- Irrigation Valve Repairs: 13
- Irrigation Valve Replacements: 4
- Lateral Line Repair: 0
- Drinking Fountain Repaired: 0
- Valve Box Replaced: 13
- Irrigation Controller Replacement: 4
- 22 Backflow devices tested
- 6 Backflow devices repaired
- New Irrigation being installed at Max Baer 1

Other:

- Playground Repair: 1
- Sports Fields Aerated: 4
- Sports Fields Fertilized: 4
- Bench Repair: 2
- Table Repair: 2
- Signage replaced at various parks

Mechanic's Report:

- Service and Repairs: 9 vehicles, 5 In service, 8 mowers & tractors, 5 small equipment
- Shop maintenance
- Max Baer Park gate repair, replacement and installation
- Managed calls and walk ins

- Meetings

Staff:

- 6 temps working thru 10/31/2019

Contracted Landscape Maintenance:

- Arroyo Bike Path
- The Barn
- Bruno Canziani
- Cayetano Park
- RLCC
- Trevarno
- Ravenswood
- MSC
- Summit Park
- Wattenburger
- Altamont Creek & Trail
- Northfront Park & Trail Head
- Marlin Pound
- Christensen
- Bill Clark
- John Green Trailhead
- South Side Charlotte Way

Living Arroyos Program:

- 18,350 Gallons of water used
- 3739 Gallons of weeds removed from sites
- 815 Gallons of trash removed from sites
- Propagated 440 native seedlings in partnership with the Las Positas College Horticulture Department
- 3 Volunteer events with a total of 56 volunteer

**AGREEMENTS AND SPECIAL PROJECTS:**

Sycamore Grove Arroyo del Valle Pedestrian Bridge Project: Teichert & Son, Inc. began construction on July 15<sup>th</sup>. A Groundbreaking and Dedication of the “Edward R. Campbell Bridge” was held on July 22, with Alameda County Supervisor Scott Haggerty. The bridge was installed on September 27; construction continues for landscaping elements, ADA-accessibility improvements, and the construction of pathways, access ramps, and other design elements. Planting of the mitigation plants is to take place on Saturday, November 9 by Living Arroyos. The following Friday, November 15<sup>th</sup>, Teichert Construction Foundation volunteers with TVC staff are going to finish the irrigation and caging of the plants. Tiles on the donor wall should be installed during the weeks of November 11-22, 2019. Final boulders and such will be completed the first week of December, after Thanksgiving. The bridge is anticipated to be open to the public by early winter. The Arroyo Road entrance to Sycamore Grove will continue to be closed to the public for the duration of construction.

**CAPITAL PROJECTS:**

1. Bill Clark Park: Consultant Tanaka Design Group submitted design development plans and construction cost estimates to the District. The playground manufacturer prepared design plans.

Plans have been prepared and finished; identified as a Priority A, Project No. 538 to be reviewed during the CIP budget prioritization process in fall 2019.

2. Ravenswood Historic Site Repairs: The Roof of the main house is scheduled to be replaced starting mid-November. The project is expected to take approximately three weeks, pending good weather.
3. Playground Renovation Projects: May Nissen Park is substantially completed with anticipated park opening before Thanksgiving 2019. At Big Trees Park, the park has been opened and is well-attended by the public. The landscape maintenance period will be November 9<sup>th</sup> to January 9<sup>th</sup>. At Pleasure Island Park, the park reopened August 30<sup>th</sup> and the maintenance period has ended. At Jane Addams Preschool, the play area is substantially completed and is in the landscape establishment phase.
4. Shade Structures: Four new shade structures were installed during FY 2018/19. Staff will evaluate more sites for FY 2019/2020 installation as part of the CIP Prioritization process.
5. Sunset Park: RRM Design Group and O'Dell Engineering prepared project bid documents and specifications incorporating plan check comments. Plans were recently approved by the City Permitting Department. Bid Opening took place on October 1. At the October 30 Board of Directors Meeting, the Board considered the bid protest filed by Green Valley Landscape and accepting the bid and awarding the contract to the lowest responsible bidder, GoodLand Construction, Inc. for the construction of Sunset Park Playground.
6. Extended Student Services (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 into a single bid package, aimed at having the improvements implemented in the summer of 2020. ESS buildings at Michell School need be replaced due to the bond improvements ongoing at the school. Staff is working with LVJUSD on design and cost. The board approved the setting aside of \$1.5M for this project which will have the side benefit of increasing capacity at the site.
7. RLCC Security and Alarm System: The Security Evaluation Report and final plan documents were completed by O'Dell Engineering. Hardware that is compatible with Kronos has been selected. The schedule for this work is anticipated for this fiscal year.
8. 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: Final plans are being completed by O'Dell Engineering for submitting documents for required applicable City permits. Once completed, the project will go out to bid.
  - #729B May Nissen Pool Renovation: Alameda County Health Department has approved the plans to install two pumps; the project is scheduled to begin during winter 2019. The scope of the project includes the addition of a new heater.
  - #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.

#729D Energy Efficiency Measures: Work is completed on the implementation of 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 an audit by PG&E of the actual energy savings associated with the project, the District will 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. The audit is completed by PG&E and the audit resulted in 1.9 million in 0% financing capital investment. This is a great improvement in our energy efficiency.

9. Solar Project: On the related project to deploy solar panels atop a carport to be built in a portion of the existing Loyola parking lot at the RLCC, staff is in the final stages of completing the Purchasing Power Agreement (PPA) that will establish prices for energy produced by the solar panels for the next 25 years. The plan approved by the Board of Directors at the October 10, 2019 meeting. Also near completion are the sub-lease with the contractor who will be building and maintaining the solar/carport infrastructure (to be reviewed with the City of Livermore) and the extension of LARPD’s lease with the City for the RLCC property itself (to coincide with the duration of the PPA). Lastly, an “interconnect agreement” between our solar provider and PG&E will be required that 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.
10. Barn Renovations: Page & Turnbull consultants conducted a feasibility study and conceptual plan with structural engineers and architects with a priority on improved accessibility. Page & Turnbull have identified accessibility concerns as well as minor structural concerns. They are currently estimating costs to address these compliance issues.

#### **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. On September 11, 2019, the Board approved the Recreational Trail Use License Agreement between LARPD and Zone 7 Water Agency. Naming of the trail will be authorized by LARPD Board of Directors. Construction is scheduled to begin in spring 2020.
2. Arroyo Las Positas Trail T-6: 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. On July 19, LARPD and City Staff, with Chair Furst and Director Palajac, conducted a site visit to the proposed Arroyo Las Positas Trail T-6 area, along with a visit to other trail segments identified in the FY 2019-22 Capital Improvement Plan with the City of Livermore. Look for this item as part of the City’s planning and development processes in the coming months.

Respectfully submitted,



Matthew Fuzie  
General Manager