



Livermore Area
Recreation and Park District
An independent special district

Board of Directors

Maryalice Faltings
Director

David Furst
Director

Jan Palajac
Chair

Philip Pierpont
Vice Chair

Beth Wilson
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 "Public Comment" 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 Lvanbuskirk@larpd.org at least 72 hours in advance of the meeting.

AGENDA

REGULAR MEETING

WEDNESDAY, JANUARY 8, 2020, 7:00 P.M.

**ROBERT LIVERMORE COMMUNITY CENTER
4444 EAST AVENUE, LIVERMORE, CALIFORNIA
Cresta Blanca Ballroom**

- 1. CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE**
- 2. PUBLIC COMMENT**
- 3. PRESENTATION**

3.1 DISTRICT-WIDE SPECIAL EVENTS

The Board will receive a presentation on LARPD's Special Events by Stacey Kenison, Marketing and Public Information Officer (Information)

4. **CONSENT ITEMS** (Motion)

- 4.1 Approval of the Minutes of the Regular Board Meeting of December 11, 2019
- 4.2 General Manager’s Monthly Report – January 2020

5. **DISCUSSION AND ACTION ITEMS**

5.1 **CAPITAL IMPROVEMENT PROGRAM (CIP): RECOMMENDED PROJECT CLOSURES**

The Board will consider accepting the Recommended CIP Project Closures as complete, and authorize the General Manager to file a Notice of Completion with Alameda County. (Resolution)

Resolution No. _____, accepting the following projects as complete:

- 446-SG Extension-Arroyo Del Valle Trail Bridge Connection;
- 432-Camp Shelly;
- 729E-MaxBaer Lighting;
- 905-Bill Payne Park Master Plan;
- 442-RLCC Aquatics Center Renovation;
- 720-Robertson Park Synthetic Turf;
- 806-Altamont Creek Park Playground;
- 729D-Energy Efficiency Measures;
- 209-Ravenswood Upgrade;
- 327-Jane Addams Playground;
- 508-May Nissen Playground;
- 426-Big Trees Playground;
- 706-Pleasure Island Playground

and authorizing the General Manager to file a Notice of Completion with Alameda County for the five projects that have contractual language requiring it: Project 442-RLCC Aquatics Center Renovation; 327-Jane Addams Playground; 508-May Nissen Playground; 426-Big Trees Playground; and 706-Pleasure Island Playground.

5.2 **DISCUSSION ON SUPPORT OF 2020 CENSUS**

The Board will discuss the upcoming 2020 Census and provide direction to staff. (Discussion and Direction)

5.3 **2020 COMMITTEE APPOINTMENTS**

Chair Palajac will make committee appointments for 2020. (Information)

5.4 **DIRECTOR ATTENDANCE AT 2020 CONFERENCES**

The Board will review a list of 2020 conferences and discuss their desire to attend. (Discussion and Direction)

6. **COMMITTEE REPORTS**

7. **MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS**

8. **MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER**

9. **ADJOURNMENT**



Livermore Area
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LIVERMORE AREA RECREATION AND PARK DISTRICT
REGULAR MEETING of the BOARD OF DIRECTORS
DRAFT MINUTES

WEDNESDAY, DECEMBER 11, 2019

7:00 P.M.

ROBERT LIVERMORE COMMUNITY CENTER
4444 EAST AVENUE, LIVERMORE, CALIFORNIA

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

DIRECTORS ABSENT: None

STAFF MEMBERS PRESENT: Mathew Fuzie, Patricia Lord, Jeffrey Schneider, Linda
VanBuskirk, Monica Streeter

1. **CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE:**
Chair Furst called the meeting to order at 7:05 p.m. All Directors were present. Chair Furst led the Pledge of Allegiance.
2. **PUBLIC COMMENT:** None.
3. **CONSENT ITEMS (Motion)**
 - 3.1 **Approval of the Minutes of the Regular Board Meeting of November 13, 2019**
 - 3.2 **General Manager’s Monthly Report – December 2019**

Director Faltings asked to pull Item 3.2.

Director Wilson moved to approve Item 3.1, and Director Faltings seconded the motion. The minutes were approved by a voice vote of 5-0.

Item 3.2 General Manager’s Monthly Report – December 2019

Director Faltings asked to pull item 3.2 for comment. She commended staff for the idea outlined in the General Manager’s Monthly Report under the section entitled “Community Outreach: Senior Services” where there is mention of a new

program called Family Game Day. This is where seniors can bring their grandkids, while on their school break, to join them for some old-fashioned board games. Director Faltings stated this is a fantastic idea. Secondly, Director Faltings commented on the last paragraph on page 5 of the report under the section “Open Space” where it was announced that a new member has joined the Open Space interpretive team – a king snake that will be used in the school and ranger programs. She welcomed the new snake in absentia.

Director Faltings moved to approve Item 3.2, and Vice Chair Palajac seconded the motion. The General Manager’s Monthly Report for December 2019 was approved by a voice vote of 5-0.

4. DISCUSSION AND ACTION ITEMS

4.1 RESOLUTION PROCLAIMING SUPPRT OF A CULTURE OF WELCOME, INCLUSION, AND RESPECT

Chair Furst stated the Board would consider making a proclamation supporting a culture of welcome, inclusion, and respect.

Assistant General Manager Patricia Lord reviewed a draft proclamation by LARPD which aims to ensure that everyone has access to the benefits of parks and recreation and to create environments in which everyone feels welcome, safe and respected. She stated this proclamation mirrors efforts by the City of Livermore. A copy of Livermore’s proclamation was available for viewing. Upon approval by the Board, staff plans to mount both proclamations together in the lobby of the Community Center.

Director questions/comments included: Director Wilson expressed support of the proclamation. Director Faltings asked if the LVJUSD has a similar proclamation. Vice Chair Palajac offered to ask LVJUSD at the upcoming Intergovernmental Committee meeting on December 12, 2019. In response to Chair Furst’s question regarding who drafted the proclamation, AGM Lord gave credit to her Administrative Assistant, Sandra Kaya.

No public comment.

Moved by Director Faltings, seconded by Director Pierpont, adopted Resolution No. 2679, approving a proclamation supporting a culture of welcome, inclusion, and respect, by the following roll call vote:

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

4.2 TRAIL NAMING

Chair Furst stated the Board would review and discuss the District’s Policy No. FAC-08-2101 and provide direction to staff regarding the yet-to-be named trail on the Patterson Ranch property. He reported that this trail goes approximately ¾-

mile through LARPD's own property on the Sycamore Grove extension, then into the Patterson Ranch property, comes back out and meets up with the Valley View Trail within upper Sycamore Grove Park.

GM Fuzie reviewed the District's current Policy No FAC-08-2101 for the Naming of Recreational and Municipal Facilities, stating that the policy is clear on things the Board should consider in creating a name, and who has the authority to name facilities and trails, but it does not lay out a process for staff interaction. Staff would like Board direction on how to determine a name for the new trail, either by staff researching the history of the area and present naming opportunities, or whether the Board would like to take that upon themselves. Other options were discussed such as a public naming opportunity/contest.

Directors questions/comments included:

- In the past, staff would research the background of the location. Some public suggestion would come in, then different options would be presented to the Board. At one time, a subcommittee of the Facilities Committee was created specifically for naming, but that level of detail may not be necessary here.
- Naming options could come from Ranger staff, then to the full Board for approval.
- As mentioned in Item 4.1 in the first paragraph of the draft proclamation, a name that honors the original inhabitants (such as the Ohlone, Miwok, and Yokuts, etc.) would be appropriate.
- Staff could consult with long-standing board members and the Heritage Guild located in the Carnegie Library in order to understand the history and some of the names that are tied to the area.
- Consensus is to have staff research the background of the area, then go through Facilities Committee with several names for discussion. After that, present the top one or two recommendations to the full Board for approval. V-O-Cal is scheduled to cut the trail in early May, so results from Facilities Committee could come back to the Board in March/April.

No public comment.

GM Fuzie will work with Open Space staff and Community Services on opportunities discussed above, and will bring back suggested names. He stated that consultation has always been helpful, especially in areas with significant Native American history.

4.3 **OPEN SPACE STRUCTURE**

Chair Furst stated the Board would review and discuss the Open Space Organizational Structure and recommended changes to that structure by the General Manager. He pointed out that in the Board agenda packet there were two separate pieces of information included: one on the organizational structure, and one on the potential rental of a building. The building will not be discussed this evening, only the organizational structure.

GM Fuzie presented the staff report, highlighting the current organizational structure which reports to the Open Space Division, including Parks, Facilities, Open Space and Capital Improvement. There is currently one Chief Ranger as the supervisor for Open Space, which then goes immediately to two full-time rangers and staff. The current recommendation to move Open Space under the Community Services Division will allow for more control and oversight, and will improve opportunities for community relations, both in education and volunteerism. Additionally, with the recent resignation of the Chief Ranger, the GM is recommending the hiring of two full-time Field Supervising Rangers and two additional full-time Park Rangers, to support the overall functional needs of the District.

Board questions/comments included: Functionality of the proposed overlapping schedules of the Filed Supervising Rangers; technical services provided by the Maintenance Technician; fire science training and how to manage prescribed burns in Sycamore Grove Park; program needs as addressed in the Open Space Organizational Chart; the idea is to have balance so workload is spread out, maximizing ability to do programs.

Chair Furst opened public comment. Patty Cole, a Livermore resident, and former Park Ranger, commented in support of the suggested reorganization, stating that the item makes so much sense. Closed public comment.

On a motion by Director Palajac and seconded by Director Wilson, the Board of Directors voted unanimously 5-0-0 approving the recommended changes to the Open Space Organizational Structure made by the General Manager.

4.4 **BOARD MEETING SCHEDULE FOR 2020**

Chair Furst stated the Board would set the time and place for Board meetings and adopt a Meeting Schedule for 2020. Vice Chair Palajac suggested having meetings on the 2nd and 4th Wednesday instead of the 2nd and the last Wednesday, stating the last Wednesday is confusing. Discussion ensued with Board consensus to maintain the schedule of meetings held on the 2nd and last Wednesday of each month, with the exception of November and December, when there is only one meeting scheduled. Board consensus is to consider Meetings in the Park, typically held in July, August, and September, as the second board meeting.

Moved by Director Pierpont, seconded by Director Faltings, set the time and place for Board meetings and adopted a 2020 Meeting Schedule, as amended to have the second monthly board meeting of the month to be the Meeting in the Park, (typically in July, August and September), by the following voice vote:

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

4.5 ANNUAL BOARD POLICY MANUAL REVIEW

Chair Furst stated the Board would discuss whether it wishes to make any revisions to the Board Policy Manual.

No changes were made by Board members or staff.

4.6 ELECTION OF BOARD OFFICERS FOR 2020

Chair Furst stated the Board will elect a Chair and Vice Chair of the Board of Directors for calendar year 2020. He added that Board Policy stipulates who the incoming Chair and Vice Chair will be according to a set of criteria.

Moved by Chair Furst, *seconded by Director Faltings, accepted the policy rotation so that Vice Chair Palajac will serve as Chair of the Board of Directors for 2020, and that Director Pierpont will serve as Vice Chair of the Board of Directors for 2020, by the following unanimous voice vote:

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

*[Monica Streeter, District Council, confirmed that under Robert's Rules of Order, when you are conducting nominations, a second is not needed. You make the nomination, they are repeated by the Chair, then voted on the order in which they are nominated.]

5. COMMITTEE REPORTS

- 1) Director Wilson reported on the December 4, 2019 Livermore Cultural Arts Council meeting. Chris Carter will become the next Executive Director for Livermore Valley Performing Arts Center, and will be taking over the post in February 2020 from Scott Kenison, who has announced his retirement.
- 2) Vice Chair Palajac reported on the November 19, 2019 Livermore Downtown, Inc. meeting, where the 2020 budget was discussed. The last meeting of the year will be next Wednesday when they elect their new board.
- 3) Director Faltings reported on the November 19, 2019 Program Committee meeting. Minutes were included in the Board agenda packet.
- 4) Director Pierpont reported on the November 20, 2019 Facilities Committee meeting. Minutes were included in the Board agenda packet.
- 5) Chair Furst reported on his attendance at Assemblymember Rebecca Bauer-Kahan's December 3, 2019 District Office Open House. He spoke with her Chief of Staff, Cathy Cutler, about officially visiting LARPD. He also invited her to the ribbon cutting ceremony at May Nissen Park on December 18, 2019.
- 6) Chair Furst reported on the December 3, 2019 Chamber of Commerce Business Alliance meeting.

6. MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS

- 1) In response to Item 5 above, Director Faltings asked about the District's policy which is not to install lights in neighborhood parks. Director Pierpont clarified that the item discussed at Facilities Committee was referencing remote motion detecting lighting. GM Fuzie confirmed her understanding of the District policy as correct, and added

that the item of a motion-sensing light came up as a response to a public safety/security issue which LARPD worked on in conjunction with the Livermore Police Department in one community park picnic area.

- Director Faltings asked that a review of the District's policy on lighting be brought to the full Board for discussion at a future meeting.
- 2) Director Palajac asked for clarification regarding the change to parking fees at Sycamore Grove Park. GM Fuzie explained that with the help of our consultant, LARPD continues to look at the fee structure at Sycamore Grove Park. The 2020 fee for Livermore residents for an annual parking pass is \$60; for senior residents (age 60+) the fee is \$45, and non-residents \$70. Previously there was no limit to the number of passes that a senior could buy at any one time, so it was a common practice for seniors to buy many as presents for others, and not necessarily seniors; so the policy was changed to state that you may buy one pass at a time. Also, the senior discount was decreased from 50% to 25%. Research conducted showed that standard community senior discount is 10-15%, so 25% is generous. The daily parking fee at Sycamore Grove Park has been reduced from \$7 down to \$5. In the coming year, we will be having discussions with the Board about fees at Sycamore Grove. We will continue to get data on this because there is some affect on our neighbors, such as Wente Winery, and at Independence Park. We need to look at how we are serving the community with programming at Sycamore Grove Park. Chair Furst commented that he has heard from many seniors, and they are surprised at the change. Many look at this from another perspective, rather than giving seniors a 25% discount, some seniors see this as a cost increase, because the cost is going from \$30 to \$45.
- 3) Chair Furst announced that on Thursday, December 12, 2019 at 1:00 p.m. Tri-Valley Conservancy will host the official opening of the Edward R. Campbell Bridge at the Arroyo Road Entrance to Sycamore Grove Park. GM Fuzie added that the County permit punch list has not yet been 100% completed, so this will be a dedication ceremony for the bridge; however, it may not signal the re-opening. We may still need to keep the area closed a little while longer until all punch list items have been deemed 100% completed.

7. MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER

GM Fuzie made the following announcements:

- 1) You are all invited to the May Nissen Park Grand Re-Opening and Ribbon Cutting Ceremony on Wednesday, December 18th at 2:00 p.m. at 685 Rincon Avenue. We have invited Assemblymember Rebecca Bauer-Kahan to join us. The event will take place rain or shine.

8. ADJOURNMENT: The meeting was adjourned at 8:27 p.m.

APPROVED,

Jan Palajac
Chair, Board of Directors

ATTEST:

Mathew L. Fuzie
General Manager and
Ex-officio Clerk to the Board of Directors



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GENERAL MANAGER'S MONTHLY UPDATE TO THE BOARD OF DIRECTORS ON ISSUES AND PROJECTS JANUARY 2020

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: Happy New Year! 2019 was a very busy year with seven major capital outlay projects completed. Those projects included: the Four Parks Playground Renovation plans, RLCC Aquatics site renovations, RLCC Energy Conservation Systems Upgrade, and the roof replacements and porch at Ravenswood. We will continue the trend with Sunset Park Playground Installment in 2020, as well as, plans for two additional ball fields and irrigation improvements at RLCC. Many more projects will be considered in 2020 when the Board of Directors considers prioritization of Capital Improvement Projects in late February or early March. Trail 6 and numerous trail improvements will be the focus of next year in our conversations with the City of Livermore. We will also be discussing the use of The Barn and The Carnegie Building and the needs of the community. The sewer issue at Trevarno Road is being evaluated for the development of an assessment district which would allow the City to annex the community's needs for services from the City. That study is underway; we have committed \$75,000 to this study which will be repaid in the future. That figure represents half of the cost of the study. The construction of the trail on Patterson Ranch Zone 7 property is now scheduled for the first weekend in May in partnership with the organization V-O-Cal. This project is fluid and may change dates. We are hoping the entire trail can be completed this year and that the Board will have given it a name before completion. There are other ongoing projects mentioned throughout this report.

Enterprise Fleet Management has completed the initial replacement of all of our light fleet vehicles with only two vans remaining. The next task to complete will be installation of the Geotab tracking and management system within all of the vehicles in our fleet. This will allow us to track our vehicles locations, how they are being driven and reconstruct any accidents that occur.

My work as a Board Member with California Association for Park and Recreation Indemnity (CAPRI) continues to benefit the District. I am learning a great deal about our insurance provider and helping to bring new programs to the District that will reduce our liability and costs. We have recently launched the On-Call Nurse Triage Program that will speed up our response to employee and public claims as well as reduce our costs associated with those claims while getting those injured better care faster.

We have seen fairly large organizational structure changes inspired by the goal of constant improvement and made possible by retirements and employee transfers. We will continue to evaluate our organizational structure with every vacancy that occurs in order to flatten our structure and push service delivery as the main priority. I want to personally thank the Board of Directors and Chair Furst

ITEM NO. 4.2

for the strong support over the last year. We have learned how to better communicate and share information. I will continue to make this a high priority for me and my management team.

BOARD OF DIRECTORS:

Matters Initiated:

December 11, 2019 Board Meeting –

- **Please plan a discussion to review the District’s policy regarding lighting at parks to the full board. [Faltings]** – *Staff will report about this further at Facilities Committee.*

Board Members attended one regular board meeting, five committee meetings, and two community outreach/liason meetings in December. Board Members also attended the Tri-Valley Conservancy’s ribbon cutting ceremony of the Edward R. Campbell Bridge at Sycamore Grove Park, and a grand re-opening and ribbon cutting ceremony at May Nissen Park.

Board actions for the month included: Approval of a proclamation supporting a culture of welcome, inclusion, and respect.

ADMINISTRATIVE SERVICES - FINANCE/HUMAN RESOURCES/INFORMATION TECHNOLOGY:

Finance:

1. The FY18-19 Audit is progressing: we received a draft of the Audit on December 18th and briefly discussed the key findings of the audit with the Finance Committee on the 19th. Bottom line: we will receive a “clean” audit, sans material issues, once again. A few revisions will be made to the report and staff will add its “management discussion and analysis” narrative to the document, and then we will be ready for presentation to the full Board on January 29, 2020.
2. Operating financial results by unit and at the District-consolidated level through the fifth month of FY19-20 (November) were reviewed with the Finance Committee on December 19th. Bottom line: the District is \$163k favorable vs. budget through November, with operating expenses, primarily salaries and benefits, below plan and property taxes slightly above plan. We continue to see under-runs in revenues from operations, but expect those variances will improve in discussions with Unit management.
3. Our long-awaited Solar PPA (Power Purchasing Agreement) was executed on December 2nd. The related sub-lease and master lease extension remains a work in progress with our vendor and the City of Livermore.

Human Resources and Payroll:

1. The Human Resources team, through considerable effort, successfully processed our benefited employees’ open enrollment elections using the new Kronos application after conducting open enrollment sessions at the RLCC and “how-to” sessions at staff meetings throughout the District.
2. HR completed preparations for three full-day supervisor development sessions that will be held at the RLCC, once per month, beginning in January.

3. HR began advertising for a position on the Personnel Commission, as one of our current members has decided not to renew his four-year term, which ends January 15, 2020.
4. The HR team continues to manage several active and challenging employee concerns, and facilitated several key recruiting efforts in December.

Information Technology:

1. IT, with new partner All Covered/Swenson Group, has begun improvements to Internet Connectivity District-wide and WiFi coverage at the RLCC. We also began migrating to web-filtering through the All Covered cloud. We have begun plans for an upgrade from Windows 7 (no longer supported as of January, 2020), including related desktop hardware, and are finalizing a mobile device strategy that we will implement early in the new year.

COMMUNITY SERVICES / VOLUNTEERS:

Preschool: The classrooms were buzzing with excitement for the Holidays. We talked about traditions, traveling and family. We continued to work on getting along with others, practicing recognizing our names, reinforcing shapes and colors. We had pajama day celebrations and carefully sipped hot cocoa. Since the Preschool program follows the School District Calendar, our preschool teachers have two weeks off to enjoy their families and renew their energy. Our May Nissen students were very excited to be able to play on the amazing new May Nissen Park playground.

Youth Services: ESS and PAL programs are gearing up for Winter Break with students being on site for the eleven hour time the program is open. All PAL middle school programs are at Junction PAL for the two weeks of the break. Many of the ESS programs held their traditional Winter Craft Nights where families come and enjoy hot cocoa and have a chance to make winter crafts.

The programs are busy working on Disaster Plans for their programs. We met for round one and we will meet again in January to finalize the information which will be site specific. Staff is doing a fantastic job listing directions and protocols for disasters so we are ready and hopefully never use.

Community Outreach

Senior Services: The senior service center leaned into the holidays with several themed events including hosting 138 seniors at our signature holiday luncheon on December 10. Kathy Lake did a wonderful job leading this event that included delicious food, beautiful decorations, and a visit from Santa Claus. The team also hosted a delightful holiday lights tour on Friday, December 13 where 37 seniors toured Livermore's brightest holiday attractions. Additionally, we offered our first holiday movie marathon in the vintage lounge. And finally, on December 23, the Good Thyme Café held their special holiday lunch for 104 participants.

Senior Trips: The trip team ended the year with a flurry of fun trips around Northern California. They went east on December 4 for the Great American Trailer Park Musical at Sierra Repertory Theater with 45 seniors on a motor coach. A group also headed to the city for a few trips including a smaller group of 11 to the Palace Hotel to experience the holiday grandeur on December 7 and on December 18 they saw "Summer: A Donna Summer Musical" with 32 participants. In between, they headed to Modesto and to the Grand Island Brunch. We wrapped up the month with a presentation on the cultural differences in Japan by Steve Woerner where 27 seniors listened intently as they prepared for the trip to Japan this spring.

Community Outreach: The Safe Parking Program partners held a meeting to recap the first month of the program on December 20. City Serve and the City of Livermore received some initial participant feedback which included one participant sharing that they had the best night of sleep in several months. Another participant was able to connect with Tri-Valley Haven through City Serve and moved out of their vehicle and into the shelter. The program is still in early stages but the early returns have been positive. City Serve will be increasing outreach to help enroll more participants in the program.

Volunteers: December concludes the pilot phase the Neighborhood Park Ambassador Program. We will be officially launching the program in January looking for active community members who want to help keep their neighborhood parks clean, safe, and green.

RECREATION:

Holiday Hours: The Robert Livermore Community Center will be closed on December 24th, December 25th, December 31st, and January 1st for the holiday season. The Robert Livermore Community Center will be open from 10:00am-2:00pm on December 23rd, December 26th, December 27th, and December 30th; and open from 8:00am-5:00pm on January 2nd and January 3rd. The Robert Livermore Recreation Building will be closed from December 22nd through January 5th.

Aquatics: The Robert Livermore Aquatics Center will be closed December 23rd through December 26th, and December 31st through January 1st. Lap swim will be held on December 27th, December 30th, and January 3rd from 7:00am-1:30pm; on December 28th and January 4th from 8:00am-11:00am; and on January 2nd from 6:00am-1:30pm. Water Exercise will be held on December 27th and December 30th from 7:30am-8:25am and 9:00am-9:55am; December 28th and January 4th from 8:15am-9:10am; and on January 2nd from 9:00am-9:55am.

District Operations: We conducted our internal recruitment for the three (3) Regular Full-Time Recreation Coordinators on December 11th. We had four internal applications and three employees were offered the position. The three (3) employees started their new role on December 15th. The facility operations team assisted with the May Nissen ribbon cutting on Wednesday, December 18th by setting up the tables, chairs, canopies, and sound system. It was a great turn-out and an amazing celebration.

Equestrian Center: Staff is currently working with an outside consultant to evaluate and determine the appropriate maintenance plan for the Covered Arena and upper warm-up Arena. Our goal is to provide the proper ongoing maintenance to meet the needs of our community and ensure the safety and security of our program participants. After further evaluation, both the Covered Arena and warm-up Arena have been closed until we can determine how to proceed to address the necessary improvements that are needed for this facility. The website has been updated, and staff has notified the Rodeo Association about the closure.

Facility Rentals: Staff is currently working with CAPRI to understand our insurance requirements for facility rentals. We have determined that we will no longer accept personal home owner's policies as each one is unique and different, and District staff is having a difficult time ensuring that the policy is meeting our minimum general liability requirements. We are also following CAPRI's recommendations to require facility rentals that exceed 35 or more persons to have insurance. This is a change from our current practice of not requiring facility rentals under 80 persons or less to not have insurance. Facility rental applicants will be required to purchase insurance through District insurance providers if it is a personal facility rental; if it is a company based rental, then the applicant will be permitted to submit a company insurance policy. Our goal is to ensure that our facility rentals are meeting CAPRI's insurance recommendations to protect the District.

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 517 hours this month providing in-

person, over the phone, and online support and services. There were 60 total classes held this month, 43 of these classes were held within a District facility, and 17 classes were held offsite. Staff continues to support other divisions with the Recreation Department on their down time by making facility rental packets, checking recreation class enrollment, and reviewing the activity guide to ensure class program dates match our Active registration system.

May Nissen Pool Project: Alameda County Health Department is requiring the District to split the main pool and play pool filtration system at the May Nissen Swim Center to meet current County code of having each pool on their own filtration system. The County gave the District two years to address this project; we are now approaching the two year expiration. Staff has submitted the project plans to the County, which have been approved to complete the required work. Staff has received the contractors quote; the equipment has been ordered from Lincoln Aquatics and is currently being stored at their warehouse. The project is expected to start winter 2020 with a completion date prior to May 2020 for the summer season.

Picnic Reservations and Intent to Use Permits: The picnic reservation season will begin February 2020 and will go through October 2020. May Nissen will offer two picnic locations; one location will be held at Independence Park, Hagemann Park, and Robert Livermore Park; and the Pole Barn at the Equestrian grounds will be available. Applicants will be required to fill out the application, and pay the refundable deposit and reservation fee to reserve a picnic site. Our reservations are available from sunrise to sunset at each picnic location. The Intent to Use Park Permits are now managed and issued through the Recreation Department. Staff is currently working on updating the application process to ensure we are following Ordinance No. 8.

Robert Livermore Baseball Field Project: Staff met with our consultant, Bob Tanaka and went over the project plans and topo map. We have identified the project scope including amenities and possible additional considerations. Bob will be working on an engineer's report and finalizing the project scope based on our discussion. We are estimating that we will go out to bid in March 2020, starting construction May 2020 with an estimated project timeline of 6 to 9 months. We have confirmed with Bob that the front two baseball fields will be playable during construction; however, staff will be working with our local soccer organizations by providing an alternative location during the construction process as they will be impacted by this project.

OPEN SPACE:

General: Rangers patrolled open space facilities and regional trails as well as other District facilities and parks as requested. Christmas week was a busy time at Sycamore Grove; the weather was clear but cold allowing for many residents to enjoy the holidays outside.

The Arroyo Road entrance to Sycamore Grove is again open after the ribbon cutting of the Sycamore Grove Arroyo del Valle Pedestrian Bridge. Rangers are already seeing high numbers of visitors flocking back to the Arroyo Road entrance to take advantage of the new bridge crossing.

2020 Passes went on sale December 1st and in spite of the rainy weather over 50 passes were sold at the Wetmore Entrance pass sales event. Visitors enjoyed receiving the free calendar highlighting some of Sycamore Grove's more popular residents.

Trail cameras installed in the park to monitor the tiger salamanders caught a variety of residents passing through including a mountain lion, gray foxes, bobcats and otters.

Operations & Maintenance: Open space Rangers and volunteers performed maintenance on trails, repaired fencing and trimmed trees, shrubs, and grasses around trails and public areas.

Ranger staff attended chainsaw training at MSC; more training will be scheduled to provide skills necessary to perform as generalist Rangers.

Staff is excitedly preparing for the arrival in January of the new Ranger Office to be located at the Wetmore Entrance. Ideas include a visitor welcoming area with park information, a library and the ability to see our animal ambassadors, including the ever popular “cuddles”, our resident gopher snake.

Public Safety: Livermore Police Department used the Cross House (across from the Ranger Office) for officer training; this was a good opportunity for us to partner with another local agency.

Volunteers: Open Space volunteers worked approximately 70 hours and assisted staff performing maintenance on the native gardens, performing visitor services at the Wetmore entrance, and helping with the Rangers interpretive programs.

Environmental/Outdoor Recreation and Interpretive Programs: Ranger staff led nineteen school programs as well as various weekly hikes and programs, including the annual Great Yule Log Hunt, a Holiday Campfire and Mistletoe Mission walk. Ranger staff also represented the District at the Ravenswood Yuletide event.

Monthly Totals (December as of 12/28):

Weekly Interpretive Programs:	75
Parking Fee Revenue (not including passes)	\$3,385

PARK MAINTENANCE:

Parks & Trails Clean-up:

- Graffiti & Vandalism: 4 hours 30 minutes

Irrigation Repairs:

- Sprinkler Repairs: 2
- Mainline Repairs: 2
- Irrigation Valve Repairs: 1
- Drinking Fountain Repaired: 1
- Valve Box Replaced: 4
- Irrigation Controller Installed: 6

Other:

- Memorial Tree Planted: 1
- 8-9 tons concrete and steel hauled to dump
- 100+ yards of bark moved
- Spilt rail fence installed at Sycamore Grove
- 500 gallons of pre-emergent sprayed
- Leaf clean up

Mechanic's Report:

- Service and Repairs: 7 vehicles, 8 In service, 6 mowers & tractors, 4 small equipment
- Shop maintenance
- Managed calls and walk ins
- Meetings

- Managed Enterprise Fleet
- Pulled V-47 and V-27 (mowers from mud)

Staff:

- 4 temps working

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: During the month of December 2019 Living Arroyos focused primarily on bank stabilization projects for the City of Livermore and Zone 7. Staff harvested 123 vegetative stakes and installed 74 stakes at Galaxy Court in Springtown and Alamo Creek in Dublin. The program partnered with the Las Positas College Horticulture Department on 12/14 to propagate over a thousand native seeds harvested by Open Space volunteers at the Sycamore Grove demonstration gardens. The program hosted a volunteer event on 12/21 where 36 volunteers removed 800 gallons of invasive ivy and picked up 120 gallons of trash from the F1 channel near Highland Oaks in Pleasanton.

AGREEMENTS AND SPECIAL PROJECTS:

Sycamore Grove Arroyo del Valle Pedestrian Bridge Project: Teichert & Son, Inc. began construction mid-July and the bridge was installed on September 27. In November, Teichert Construction Foundation, volunteers and TVC staff finished the irrigation and caging of the mitigation plants. Tiles on the donor wall were installed in November. Final plantings, placement of boulders, and finishing touches will be completed in early December. A dedication ceremony took place on December 12th. The Arroyo Road entrance to Sycamore Grove is now open. The District has added fencing to the entrance areas of the bridge.

CAPITAL PROJECTS:

1. Bill Clark Park: Consultant Tanaka Design Group submitted design development plans and construction cost estimates to the District, and the playground manufacturer completed design plans. The project is identified as a Priority A, Project No. 538 to be reviewed during the CIP budget prioritization process.

2. Ravenswood Historic Site Repairs: Work on the roof of the Main House has been completed.
3. Playground Renovation Projects: A grand opening celebration and ribbon-cutting was held on December 18th at May Nissen Park, with lots of children enjoying the new playground. Big Trees Park opened late summer and the landscape maintenance period is scheduled for November 9th to January 9th. Pleasure Island Park reopened August 30th and the maintenance period has ended. Both Big Trees Park and Pleasure Island Park playgrounds are well-attended by the public with we have received positive feedback. Jane Addams Preschool play area is substantially completed and is in the landscape establishment phase through early January 2020.
4. Shade Structures: Four new shade structures were installed during FY 2018/19. Staff are evaluating more sites for FY 2019/2020 installation as part of the CIP Prioritization process.
5. Sunset Park: The Sunset Park Playground design by RRM Design Group was approved by the Board of Directors, and GoodLand Construction, Inc. was awarded the contract for the construction of Sunset Park Playground. Construction is scheduled to begin early winter and will be managed by Samir Khanna with O'Dell Engineering.
6. Extended Student Services (ESS) Building Upgrades: A review of four ESS sites was conducted by Teter Engineering/Architects, 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 estimates. The Board approved the setting aside of \$1.5M for this project which will have the anticipated 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 scope of work for this project is being reviewed.
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: The Plans and Specifications have been submitted to LARPD for final comments and the plan set will be submitted to the City of Livermore for applicable permits. Once the permit process is 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 2020. The scope of the project includes the addition of a new heater.
 - #729C Tex Spruiell Park Renovation: This project will be considered with the proposed CIP budget 2019-22. Preliminary plans with three options include construction cost estimates for: irrigation improvements, design layout, park amenities, pathway options and turf reduction.
 - #729D Energy Efficiency Measures: Work is completed on measures to reduce the energy footprint and increase the energy efficiency of the Robert Livermore Community Center and surrounding amenities. Measures range from retro-fitted LED lighting to more efficient boilers for the pools and building heat. The audit has been completed by PG&E and

resulted in 1.9 million in 0% financing capital investment, a significant improvement in our energy efficiency.

9. Solar Project at RLCC: This project entails installation of solar panels atop a carport to be built in a portion of the Loyola parking lot. 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 sub-lease with the contractor who will be building and maintaining the solar carport infrastructure is almost complete and the extension of LARPD's lease with the City for the RLCC property itself will coincide with the duration of the PPA. 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.
10. Barn Renovations: Page & Turnbull consultants conducted a feasibility study and conceptual plan with structural engineers and architects with a priority on improved accessibility; they have identified accessibility concerns as well as minor structural concerns. Page & Turnbull consultants 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. 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. Volunteers for Outdoor California (V-O-Cal) are planning construction of the trail in early May 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,

Mathew Fuzie
General Manager

Livermore Area Recreation and Park District Staff Report

TO: Chair Palajac and Board of Directors
FROM: Mat Fuzie, General Manager 
PREPARED BY: Jeffrey Schneider, Administrative Services Manager
DATE: January 8, 2020
SUBJECT: **Capital Improvement Program (CIP): Recommended Project Closures**

Recommendation: That the Board of Directors adopt resolution No. _____ accepting as complete the Board-approved scope of work for each of the Capital Improvement Program (CIP) projects listed herein. This resolution also authorizes the General Manager to file a Notice of Completion with Alameda County for the five projects that have contractual language requiring it: project #442- RLCC Aquatics Center Renovation; #327-Jane Addams Playground; #508-May Nissen Playground; #426 Big Trees Playground; and #706-Pleasure Island Playground.

Background: The Board has historically been asked to approve Staff recommendations for the formal declaration of the completion of CIP projects; the list reflected in Table 1 identifies projects whose approved scope of work has been completed and thus should be closed. Completion dates and project financials are presented in Table 1, below, and include actual spend versus approved budgets (note that for the Ravenswood Upgrade project #209, there is one outstanding invoice for which Staff have included an informed estimate of \$60,000 in the “actual” spend column; all other project financials are complete and based upon actual invoice amounts).

Note: The contractual language for five of the projects: #442, RLCC Aquatics Center Renovation; #327-Jane Addams Playground; #508-May Nissen Playground; #426 Big Trees Playground; and #706-Pleasure Island Playground. requires the General Manager to submit a Notice of Completion to Alameda County, which is not the case with the other projects listed herein.

Attachment: Resolution No. _____

TABLE 1

Project #	Project Name	Completion Date	Life to Date Spend	Total Project Budget	Variance Fav/(Unfav)
446	SG Extension-Arroyo Del Valle Trail Bridge Connection	Dec-19	\$ 151,044	\$ 150,000	\$ (1,044)
432	Camp Shelly	Jun-19	\$ 460,117	\$ 515,000	\$ 54,883
729E	Max Baer Lighting	Jul-18	\$ 107,662	\$ 107,662	\$ -
905	Bill Payne Park Master Plan	Dec-18	\$ 146,625	\$ 150,000	\$ 3,376
442	RLCC Aquatics Center Renovation	May-19	\$ 2,011,905	\$ 2,326,000	\$ 314,096
720	Robertson Park Synthetic Turf	Jan-19	\$ 183,366	\$ 199,440	\$ 16,074
806	Altamont Creek Park Playground	Jan-19	\$ 200,000	\$ 200,000	\$ -
729D	Energy Efficiency Measures	Nov-19	\$ 2,591,766	\$ 2,697,000	\$ 105,235
209	Ravenswood Upgrade	Dec-19	\$ 766,469	\$ 758,036	\$ (8,433)
327	Jane Addams Playground Renovation	Sep-19	\$ 694,693	\$ 863,955	\$ 169,262
508	May Nissen Playgrounds Renovation	Dec-19	\$ 4,137,858	\$ 3,878,288	\$ (259,570)
426	Big Trees Park Playground Renovation	Sep-19	\$ 1,364,397	\$ 1,521,317	\$ 156,920
706	Pleasure Island Playground Renovation	Aug-19	\$ 1,233,928	\$ 1,375,168	\$ 141,240
		TOTALS	\$ 14,049,829	\$ 14,741,867	\$ 692,038

**THE BOARD OF DIRECTORS
OF THE
LIVERMORE AREA RECREATION AND PARK DISTRICT**

RESOLUTION NO. _____

A RESOLUTION ACCEPTING THE FOLLOWING PROJECTS: 446-SG Extension-Arroyo Del Valle Trail Bridge Connection; 432-Camp Shelly; 729E-Max Baer Lighting; 905-Bill Payne Park Master Plan; 442-RLCC Aquatics Center Renovation; 720-Robertson Park Synthetic Turf; 806-Altamont Creek Park Playground; 729D-Energy Efficiency Measures; and 209-Ravenswood Upgrade; #327-Jane Addams Playground; #508-May Nissen Playground; #426 Big Trees Playground; #706-Pleasure Island Playground

BE IT RESOLVED, by the Board of Directors, as the governing body of the Livermore Area Recreation and Park District, that the projects listed above are hereby accepted as complete, and the General manager is hereby authorized to file a Notice of Completion with Alameda County, when landscape maintenance and punch-list items are complete, for the projects that require it: #442 – RLCC Aquatics Center Renovation; #327-Jane Addams Playground; #508-May Nissen Playground; #426 Big Trees Playground; #706-Pleasure Island Playground.

ON MOTION of Director _____, seconded by Director _____, the foregoing resolution was passed and adopted this 8th day of January, 2020, by the following roll call vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Approved this 8th day of January, 2020,

Jan Palajac
Chair, Board of Directors

ATTEST:

Mathew Fuzie
General Manager and ex-officio Clerk to the Board of Directors