

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

**MONTHLY REPORT FOR SEPTEMBER 2018 (#72-03)**

**TO: BOARD OF DIRECTORS**

**FROM: MATHEW FUZIE, GENERAL MANAGER**

**GENERAL SUMMATION:** This past month has been filled with a little bit of everything. We awarded contracts for two major CIP projects with the RLCC Pool Renovation Project as well as the Energy Efficiency Project. Along with the Four Parks Plan, this makes three CIP projects approved in the first two months. Credit Staff for their hard work to make these projects happen. Construction on the Camp Shelly Replacement Restroom and ADA upgrade began the first Monday of October. That project is expected to be completed in 2018. I attended several meetings with outside agencies in September and travelled to the CSDA Conference along with the Assistant GM and Directors Wilson and Palajac. I took advantage of the travel to also visit Camp Shelly for an inspection of the grounds. Meetings attended included Intergovernmental Committee, ACSDA with Chair Faltings and a meeting with the Livermore City Manager and LJUSD Superintendent. I believe these will be strong allies and we will work well together. We continue as a team to bond and get to know each other's strengths and weaknesses. We continue to assess our policies and procedures to strengthen our organization. We are currently within budget and intend to end the fiscal year with a small reserve for the Board to prioritize for improvement projects that we will identify.

**Matters Initiated:**

September 20, 2018 Board Meeting -

- **Please bring a discussion on the Garaventa Wetlands and potential impacts from the Garaventa Hills residential development by Lafferty Communities so that the Board may take a position on that. (Furst)** *Our position as a District had been outlined in a letter from GM Barry that states our concerns for the project as it relates to endangered species and water quality concerns for the Reserve that will be potentially negatively affected by residential runoff from the proposed development. The Board of Directors should discuss whether or not to take a more definitive position for or against the project based on those concerns. The two options available in my opinion are to stay with a letter of concern that would be in keeping with CEQA, or state a letter of opposition to the development based on those concerns as probable outcomes. To take a position in support of the development should not be considered as there is no reasonable outcome that benefits the reserve based on the completion of the proposed development.*

**BOARD OF DIRECTORS:** Board Members attended one Special Board Meeting, a ribbon cutting ceremony at Livermore Downs, an outreach meeting at Sunset Park, the Children's Fair, a CSDA Annual Conference, and four committee meetings. Directors also attended meetings at the following:

- Chamber of Commerce Business Alliance
- Livermore Cultural Arts Council
- Livermore Downtown
- Livermore Valley Chamber of Commerce Luncheon

Board actions for the month included: Approved the Energy Efficiency Measure project at the RLCC; accepted the bid and awarded the contract for the RLCC Aquatics Center Renovation Project to Western Water Features, Inc.; and directed Staff to develop a comprehensive proposal concerning the LARPD Logo and Future Branding.

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

Finance: Payroll has completed its process to accommodate the new District 457 (deferred compensation) match for part-time benefited employees, and ROTH option for all staff, and the first such contributions were effected with the pay period ended September 22nd. J Dreher led this effort with help from L Ha, R Sanchez, and the HR team, including providing assistance to individual staff members who had questions about the 457 plan in order to complete their enrollment forms and working with our Great Plains financial system and our provider, Mass Mutual, to make this happen. A ton of hard work that was carefully and successfully completed. Thank you, team. Finance and HR, led by J Dreher, issued an RFP on September 21<sup>st</sup> for an upgrade to our Payroll and Human Resources Information System (HRIS) applications to 11 potential partners, and responses are due to LARPD by November 9th. Enhanced financial reports from our Great Plains accounting environment are now ready for staff's use, and provide a clear view of actual results versus prior year and versus budget, by unit, by department, and for the District as a whole. Reports focus on current month and year-to-date results and are a vast improvement on reporting that had been available. J Schneider w contract accountant.

Audit: We are on pace to complete our key initial deliverables to partner James Marta by Friday, October 5<sup>th</sup>. Our goal of completing our audit in my lifetime (by January, 2019) appears more than achievable. Thanks to our finance team, led by L Loucks (M Youngman, J Dreher, L Ha).

Human Resources: Performance Management: R Sanchez completed updates to our Taleo application to enable reviews for part-time benefited staff to be completed in the system. In the past, only reviews for full time staff were done in Taleo; part-time benefited reviews had been done manually! Now, all full time and part-time reviews, which are due to be completed by December 1<sup>st</sup> and which cover the 12-month review period ended September 30<sup>th</sup>, will be tracked in an automated fashion. For now, existing review formats and guidance have been maintained, but staff see MANY OPPORTUNITIES for improvement in the process and system that we will target for implementation for the next review period.

The team has one final assessment to complete in its preparation for open enrollment that will begin on December 3rd: comparing Dental coverage offerings from the County with what is available through CAPRI and via our broker, ABD. M Shannon's recommendation for TB Testing for ALL staff will be presented to the Personnel Committee and Personnel Commission in October, with anticipated roll-out by January, 2019. M Shannon's recommendation to move to an enhanced recruiting tool through CalOps is being implemented (moving away from the extremely inefficient Applicant Stack). We will complete our migration to the new tool by December and will provide enhanced tools and more efficient methods available to our recruiting team and each of the managers/supervisors who require recruiting assistance.

Recruitment: Of note was a recruiting effort for a benefited Recreation Coordinator which concluded in late September – offer accepted! Nice job, J Masingale.

Information Technology: IT continues to focus on establishing more reliable internet access by eliminating single points of failure that have enabled disruptions, and we've brought in a third party to assess our Wi-Fi efficacy, which has been wanting in certain locations within the RLCC. More to come.

## **YOUTH & SENIOR SERVICES/VOLUNTEERS:**

Preschool: We had a wonderful beginning of the 2018-19 Preschool year. We focused our themes on the introduction to the classroom routine, friendships, fire safety, sorting, and the letters T, I, E, U, C.

LARPD Preschool is excited to announce that we have, for the second year, entered into a partnership with *Help Me Grow 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.

ESS/PAL: ESS and PAL programs are getting into the groove after summer and programming is strong. PAL programs are starting their football league with the final game being played at Cayetano Park under the lights in November. This is an exciting night for the students and their families to come together and cheer for their kids.

Many of the ESS staff attended an Active Shooter Training at Child Care Links in Pleasanton. This training was focused on trauma and how realistic safety drills affect children. Grandparents Day was celebrated as some ESS sites with students making special cards for their grandparent or special someone.

Safety drills were completed this month and many staff participated in CPR/First Aid training.

Seniors – 50+: Trip office staff was busy adding trip dates and motor coaches to accommodate waiting lists for many trips. Tickets for March 2019 trip to "Hamilton" sold out within a week. Trips this month included the annual trip to the Santa Cruz Folies, a 2<sup>nd</sup> trip to the Job Corp's Culinary School on Treasure Island, "Baskerville" at Sierra Rep and 2 theater productions in San Francisco, "Phantom of the Opera" and "On Your Feet", and a motor coach trip to the Apple Hill area with lunch and shopping at High Hill Ranch in Placerville.

The first painting class at a local winery on late Sunday afternoon was successful and everyone had a great time on a beautiful day. The Consult with a Dementia Specialist service has been growing, reflecting the need for this service in our community. The Downtown Heritage Guild Walk was a sell out with over 30 participants. The gym walking program began this month, though it was a small turnout, we are hoping when the weather changes, it will increase and still give people an opportunity to walk and socialize.

Volunteers: Janet Lord, SSC volunteer, resigned this month after over 23 years of volunteering with us. Janet began volunteering for the SSC in July 1995. She had been volunteering at the Hospitality Desk, making coffee and assisting with clerical work for the trip program.

We had 22 volunteers who contributed 62.25 volunteer hours for Children's Fair.

Dogtoberfest recruitment flyers were ready for the Children's Fair and letters were mailed to potential volunteers, placed on front counters at RLCC complex and sent to Marketing for social media and newspaper distribution.

## **RECREATION:**

**Marketing & Communication:** The Marketing team continues to work on increasing the District's image and presence within the community. This month, they supported the Aquatics team and created their promotional materials for the upcoming Pool Pumpkin Patch event, the Holiday Boutique, sport programs and classes, and recreation classes. Our social media presence continues to increase with our newly created Instagram account; our event flyers, updates, and daily posts are posted both on Facebook and Instagram. We are excited to announce that the District's new website has officially launched and is now available to the public. We have received a lot of positive feedback from the community and staff.

**District Operations:** The Marketing and Operations team continue to provide communication to the District about our events and programming, as well as provide safe, clean, and beautiful facilities to our renters and the public. Our facility staff continues to attend ongoing monthly staff trainings which focus on customer service skills, managing facility renters and their guests, how to effectively enforce our facility rules and regulations, safety skills, and updates on custodial duties. Facility Attendant staff continue to help and support District operations with the setup and cleanup of programs and classes; this month, staff had assisted over 110 classes and programs with their setup and take down.

**Facilities Event Rentals:** The Livermore Area Recreation and Park District continues to be the destination for weddings and receptions, birthday parties, and baby showers throughout the District. As we approach the fall, brides are looking for outdoor fall wedding locations which are held at Ravenswood and the Barn. District facility staff continues to partner with the Ravenswood Progress League and support their efforts on offering Historical Docent Tours every 2<sup>nd</sup> and 4<sup>th</sup> Sunday of each month from 12pm to 4pm.

**Equestrian Center & Picnic Reservations:** CGA-District #6 completed another successful Gymkhana event at the Covered Arena. To promote marketing for the Equestrian Center, staff has been working on creating a flyer and promotion brochure. To increase our rentals, we have added a ½ day rental option which will allow renters the ability to rent the Covered Arena for four (4) hour blocks. In September, we had four (4) large picnic rentals with over 100 guests. These rentals occurred at the Robert Livermore and May Nissen Picnic areas. We continue to work with the Parks staff on bettering our customer service experience between picnic rentals and request to use permits with the community and at our parks.

**Youth Sports:** Fall programming for our three (3) to five (5) years olds have started. We will now be offering Little Dribblers - a basketball program, Little Sluggers - a baseball program, and our Pee Wee Sports Stars which is a combo of basketball, baseball, hockey, and soccer.

**Adult Sports:** The pickleball community came out in force for the ribbon cutting celebration at Livermore Downs Park. Pickleball is one of the most popular adult programs we offer. Staff are looking at creating a spring and summer program at the new outdoor courts.

**Field and Gymnasium Rentals:** During the fall, our gymnasium continues to be a popular venue for outside user groups to rent like CYO basketball practice, and our internal fall programming like

volleyball, pickleball, and adult boot camp. Our field rentals continue to be heavily used during week nights and on the weekends. Ernie Rodrigues field is operating seven (7) days a week accommodating our adult softball league, soccer practice, and youth softball tournaments.

Aquatics: Fall began with an exciting Water Polo match with over 40 participants from ages 7-14 years of age. We continue to collaborate with Livermore and Granada High Schools by offering our facility for their home water polo matches through the month of October. As we wind down summer, we had a successful pool party rental season. During the summer we held 164 pool parties throughout the summer which brought in 5,811 participants to the Robert Livermore Aquatics Center. The Board of Directors accepted a bid for the upcoming Robert Livermore Aquatics Center Pool Project; we anticipate to start this project this coming October with an anticipated opening date of summer 2019.

Customer Business Services: Our Front Counter staff is the face of the District and is the first person our community comes into to contact with. It is our goal to ensure that we provide excellent customer service, and a willingness to assist them with their registration needs. This past month, our staff processed over 650 registration transactions, as well as answered hundreds of phone inquiries, and assisted guest during their rentals at the Robert Livermore Community Center and Recreation Building. They continue to work hard and support the District.

Café: The Café was opening during Recreation Swim during the weekends, and closed during the week due to the fall schedule. For Children's Fair, the café served food to the event participants; this year, for the convenience of our event guest, we provided food services at the Café and at an outdoor food booth.

Youth Commission: Our Youth Commission meets the first Monday of every month in the Elbow Room of the Recreation Building from 7:00pm to 9:00pm. This month, our commissions came together to discuss and plan the upcoming year, as well as think of creative ways to boost member recruitment, and to discuss the election process.

Special Events: Children's Fair was held on Saturday, September 8<sup>th</sup> from 10:00am to 4:00pm. We had 38 vendors at the event, including the Livermore-Pleasanton Fire Department, East Bay Regional Park District, a petty zoo, and so much more. The gym was open for basketball, there was a K9 demo and special performances in the Cresta Blanca Ballroom, and a DJ was in the courtyard playing kid friendly music. Staff and volunteers monitored the inflatables, gym activities, worked at the café and sold wrist bands at the front counter. It was a successful and fun event with over 1000 participants in attendance!

## **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. Construction of the newly paved path continued with park and trail closures.

Public Safety: Rangers responded to dog off leash complaints in various LARPD parks. Rangers responded to Marilyn Pound Park for an unpermitted jump house. Rangers responded to a park user who was bitten by a rattlesnake. Rangers responded to a park user having lost their dog in Sycamore Grove Park. The dog was found and returned to its owner.

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

Volunteers: Open Space volunteers worked 86.5 hours performing maintenance on the native gardens, resource monitoring and documentation, performing visitor services, training, and trail surveys.

Environmental/Outdoor Recreation Programs: Open Space staff conducted educational programs for 16 school classrooms, and three Hoot Owl hikes. Healthy Parks Healthy People programs are being held monthly.

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

<u>Monthly Totals</u>	
Sycamore Grove	7124
Daily Average Attendance	124
Horse Trailer Parking Use	53
Parking Fee Revenue	\$4623
Nature Program Attendance	309

## **PARK MAINTENANCE:**

Event preparations included: Park Permits: 12 picnics (3 picnic rentals, 6 Intent to Use permits, 3 on-going permits) Other Permits: 1 portable toilet permit, 2 jump house permits. Equestrian Events: 0.

Graffiti and Vandalism Clean-up: Volunteer graffiti clean-up: *August Hours: 12 (not included on August's report)*, September Hours: 11.5. Park staff graffiti clean-up 20.5 hours. Vandalism (parks & trails) 2.75 hours. Graffiti (parks & trails) .75 hours.

Irrigation: Repairs: 122 sprinklers, 6 mainline repairs (Bruno Canziani, Cayetano, Ernie Rodrigues Independence, Jane Adams Max Baer, May Nissen and Pleasure Island, Robertson, Robertson Rodeo Grounds, Sunken Gardens, Sunset), 3 lateral lines, 1 drinking fountain (Bruno Canziani), 12 irrigation valves, (El Padro, Sunset) 2 valve boxes.

Mechanical Work: Service and repairs to 11 vehicles, 6 large pieces of equipment (mowers & tractors) and 6 small pieces of equipment. Shop maintenance, meetings, BBQ held at Cayetano, logos.

### **Miscellaneous repairs and tasks**

- 15 park signs installed
- Set up and clean up for Children's Fair
- Graded Rodeo Arena and parking lots
- 2 memorial trees planted at Sunset Park
- 3 Mutt Mitt dispensers installed
- Sod preparation at Robertson Park

- Tot Lot repair at Summit and Tex Spruiell
- Picnic table repair at Bruno Canziani
- Fence repair on Del Valle Trail
- Grooming of covered arena

Contracted Tree Services

- Murrieta Meadows: property line clearance, pruning of two eucalyptus trees
- Altamont Creek: removal of dead locust and stump ground
- Robert Livermore: dead pine removed and stump ground
- Independence Park: 8-10 trees removed and 20-25 stumps ground

Pruning work

- Livermore Downs: stump removal, tree removal, hauling and spreading wood chips
- Marlin Pound: tree maintenance, sucker removal
- Wattenberger: sucker removal
- Independent: tree raising and sucker removal
- Bill Clark: tree raising and sucker removal
- North Front Trail/Extension: Maintenance

Weed Control: Post and Pre-emergent spot sprayed - 17 parks. Weeding 19 parks and suckering – 17 parks. Rodent Control – 9 parks/18 treatments (gophers, squirrels, moles)

Zone 7 Weed Spraying: September Aquatics weed control 2,825 gallons of mix sprayed.

Living Arroyos Program: September, 2018

Living Arroyos hosted a volunteer event on Saturday, September 15<sup>th</sup> as part of the “Creeks to Bay Clean-up” with 26 volunteers *who removed 400 gallons of trash and recyclables* from the Arroyo Mocho at the Stanley Reach.

Monthly totals: 605 personnel hours to accomplish these tasks; utilized 10,112 gallons of water to keep riparian trees alive on five different project sites.

Respectfully submitted,



Mathew Fuzie  
General Manager