



Livermore Area
Recreation and Park District
An independent special district

**GENERAL MANAGER'S MONTHLY UPDATE
TO THE BOARD OF DIRECTORS ON ISSUES AND PROJECTS
MAY 2022**

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:

We continue to be very busy with reservations for all our programs. Camp Shelly reservations have been a focus for the front office. RLCC is buzzing with activity which has created both positive and negative interactions. Our team is preparing staff with training on public interactions since we have not seen this level of interaction in some time, and it seems people have changed in their expectations and in the way they interact. In general, the perception is that people are less patient and more demanding.

Our search for a Human Resources Officer is underway with interviews being scheduled in May. We hope to have a candidate hired in early June.

Our finances are good -- better than we predicted. More to come.

I attended the California Trails and Greenways Conference in Modesto. The only expense to LARPD was my time and the registration fees. It was a good conference. I took away an opportunity to procure some technology to count our visitors in open space. I will take this item to the Facilities and Program Committees.

BOARD OF DIRECTORS:

Board Members attended two regular board meetings, five committee meetings, three community outreach/liaison meetings, an LARPD Foundation meeting, and a Special Meeting: Board Retreat. Additionally, the Board Chair attended Youth in Government Day, and another Director attended the California Trails & Greenways Conference in April.

Board actions for the month included:

- Resolution No. 2744 determining to conduct meetings of the LARPD Board of Directors using teleconferencing pursuant to Government Code 54953 as amended by AB 361 for the period April 13, 2022 to May 13, 2022;

- Resolution No. 2745 calling for the District's election on November 8, 2022 and requesting that the Board of Supervisors of Alameda County permit consolidation with the statewide general election on November 8, 2022 adopting the Mid-Year Update to the Operating Budget for Fiscal Year 2021-2022;
- Resolution No. 2746, determining to conduct meetings of the LARPD Board of Directors using teleconferencing pursuant to Government Code 54953 as amended by AB 361 for the period April 27, 2022 to May 27, 2022.
- Resolution No. 2747, approving a three-year extension of the District's contract with James Marta & Company, Certified Public Accountants as the District's Auditor, effective Fiscal Year 2021-2022 through Fiscal Year 2023-2024, and authorizing the General Manager to execute the new contract.

HUMAN RESOURCES:

1. Recruiting efforts in May:
 - a) Human Resources Officer: We have received 22 applicants to date. We will begin interviewing seven candidates on the 11th with a panel interview. A follow up hiring interview will be conducted with the top candidates.
 - b) Aquatics Coordinator: We interviewed three candidates and will invite two back for follow-up introductions to the facility and teams. A decision will be made based on those interactions.
2. Job Fairs: We have attended Job Fairs at Livermore and Granada High Schools as well as the Tri-Valley Career Center in Pleasanton. We are tentatively hosting our own Job Fair at RLCC on May 12th.
3. Staff attended the Farmers Market in support of recruiting efforts.
4. Staff have been making visits to work sites to increase employee access to Human Resources.
5. We continue to onboard seasonal employees with the goal on being fully staffed in June.
6. Business Services has been a hiring priority for us with the need to increase staff in support of the increased usage at all our facilities.

BUSINESS SERVICES - FINANCE/INFORMATION TECHNOLOGY/CUSTOMER SERVICE:

Finance:

1. At its April 27th Board meeting, the Board approved staff's recommendation to extend the District's association with current Audit partner James Marta and Company. The agreement sets pricing for Marta's services for audit years FY21-22 through FY23-24, while the District can terminate its involvement with Marta at any time. An RFP process for audit services will be initiated during the term of the new agreement.
2. After a wait of more than a month, the City of Livermore's planning/engineering team has begun to consider staff's recommendations (fully redlined documents) for updates to two

key, expired agreements: the Master Property Agreement and the Sunken Gardens property lease. Meetings to progress these agreements are now set for early May.

3. Financial Results Through March, 2022: The District's net operating result through March is \$289k better than Budget, which is largely the result of the timing of reporting related to the annual \$200k East Bay Regional Park District (EBRPD) open space grant, which hit in March while the Budget assumed the timing would be in April. Aside from the EBRPD timing issue, Revenue from Operations is \$73k above Budget, with positive variances nearly across the board and led by Open Space (\$43k). Property and Parcel tax revenues are right on Budget through March. Spending remains under control and on Budget.

Information Technology:

1. In conjunction with IT service provider All Covered, staff presented an update to the Board of Directors at its April 27th meeting that outlined progress made on the security-related initiatives that were outlined by All Covered in a presentation to the Board in October, 2021.
2. The last and most critical IT components required for the Michell School project (firewall and switch) were successfully deployed in April, and VOIP (voice over internet protocol) phones have been configured for deployment at the site on May 2nd. Existing Michell School phone numbers will be migrated to the VOIP phones as well. Our ESS operation will thus be fully functional from an IT perspective in time for the buildings to be occupied.
3. Internet bandwidth issues at the Maintenance Service Center (MSC) will be addressed via an order to upgrade service with AT&T, which will be completed in early May (service will increase from an extremely modest 10 megabits per second (mbps) to 50 mbps). Capacity will also increase at the Robert Livermore Community Center (RLCC), where we will increase capacity from 100 mbps to 250 mbps in anticipation of increased customer and staff activity. Both changes will be accompanied by modest (~\$100/month) expense increases.
4. Work continues on migrating files from unsupported file servers to the cloud (Microsoft SharePoint), which will enhance collaboration and security as well as mark the first major step toward the establishment of an Intranet for the District.
5. Staff met with Zoom at the RLCC to outline a plan to support hybrid board meetings (combining web-conferencing with live meetings). A proposal will be reviewed with GM Fuzie in early May.

Customer Service:

1. Recruiting efforts for part-time, non-benefited staff have been completed: new staff members will add critical support to the "Front Desk" as activity is ramping up significantly at the RLCC. New recreation leaders will support summer activities in the Recreation building and aquatics traffic at May Nissen and the RLAC, and will help staff the RLCC's Café.

2. Staff revisited plans for the Recreation building Café operations and are now focused on providing a limited menu of simple offerings in support of summer activities.
3. Otherwise, April was a busy month for the Customer Service team in support of the Summer registration process.

COMMUNITY SERVICES:

Youth Services: Preschool had a successful Summer Camp and Fall Registration this month. All programs are full including the four new programs opening in the fall of 2022. With the closure of the Rancho ESS program, we are converting these buildings from a school-age program to a Preschool and Pre-K program along with reopening Little House. Spring activities are in full swing caterpillars to butterfly releases, planting, and egg hunts.

Our ESS school-age programs are growing in attendance and creating great activities for indoor and outdoor activities. Staff is busy planning for summer activities, and field trips and hiring staff for the summer to help with the 11-hour program days.

Overall, programs are going well, and children and staff are happy and thriving as we have been letting go of COVID restrictions and getting back to a more normal ESS life.

Aquatics:

	Total Bought	Usage
Lap Swim		
Lap Swim Light	33	200
Lap Swim Senior Light	36	203
Lap Swim Unlimited	11	102
Lap Swim Senior Unlimited	41	425
Adult Drop In	194	213
Senior Drop in	249	228
Lap Swim Totals	564	1371
Water Exercise		
Water Ex Light	0	0
Water Ex Senior Light	3	20
Water Ex Unlimited	0	0
Water Ex Senior Unlimited	1	13
Water Ex Adult Drop in	1	1
Water Ex Senior Drop in	72	72
Water Exercise Total	77	106

Total Entries:**1636**

Swim Team

Ruby Hills	100
LAC	250

Sports Facility Rentals: April was a busy month for field and gymnasium rentals. With the mask mandate lifted, we were a host site to three large basketball college viewing events in the gymnasium. Two College ID camps were held at Robertson Park and the 3-day Livermore High School varsity softball tournament was held at Ernie Rodrigues. All the local youth organizations are in season with soccer, baseball, softball and lacrosse running 7 days a week. We also provided game day field prep for the baseball/softball organizations at various fields.

The Bay Area Panthers will continue to practice through mid-July, Robertson Park is their home practice facility.

Event rentals held at our sports facilities included:

Hoop Circuit Basketball hosted boys’ teams primarily from the bay area and northern California. End of the Trail Basketball hosted girls’ teams from multiple locations. There were 137 teams in attendance from California, Oregon, Washington, Hawaii, Utah, Arizona, Reno, Idaho, and Colorado. We were one of eight host sites within the bay area. The feedback received from the tournament organizer; “Your facility was topnotch, and your staff was awesome to work with! EOT would Love to work with you, your staff, and the facility again in the future!”

West Coast Elite Basketball will host boys’ and girl teams from multiple locations. With 175 teams from across California, we will be one of eight host sites within the bay area. This tournament will take place at the end of April.

There were two College ID soccer camps held at Robertson Park. This brought players from across northern California with a variety of college scouts/coaches in attendance.

Livermore High School hosted their 3-day Stampede varsity girls’ softball tournament at Ernie Rodrigues. There were 16 teams from northern California that competed at a high level with Granada High School winning the championship title for 2022.

Group picnic reservations are being accepted for the March – October picnic season.

Park Location	Total Rentals	Total Rental Hours
Robertson Park	94	337
Cayetano	38	104
Ernie Rodrigues	17	88
Robert Livermore	52	216
Christensen	28	69
Max Baer	43	119
Independence	39	105
Altamont Creek	36	112
Bill Payne	32	96
Hagemann	5	10
Gymnasium	45	249
Total:	429	1,505

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Picnic Location	Total Rentals	Number of Attendees
May Nissen (main site)	7	300
May Nissen (near tennis courts)	7	250
Big Trees	6	180
Hagemann	1	40
Lower Independence	0	0
Total	21	770

Sports & Fitness Programs and Classes:

April was the kickoff for several new LARPD youth programs. The LARPD Youth Soccer League is a new offering that is very popular with both parents and participants. With many kids on the waitlist, we created a Soccer Skills class and were able to enroll kids from the waitlist. The LARPD Youth Flag Football League is another new offering for the spring. We expect these two leagues to grow as our youth basketball league did. Kids Night Out continues to be popular, we are now offering this program on a monthly basis throughout the year.

The LARPD Adult Softball league has begun and is running very smoothly. There are 32 teams enrolled, we offer a men's, women's, and coed league.

Program	Total Registered Participants
LARPD Youth Hot Shots Basketball	77
LARPD Youth Flag Football League	20
LARPD After School PE	120
LARPD Youth Soccer League	95
LARPD Soccer Skills	10
LARPD Spring Break Camp	44
LARPD Kids Night Out	25
Arora Tennis	102
Skyhawks Sports	32
Wee Hoops	26
Drop In Pickleball	155
LARPD Adult Softball	600
Total Participants Served:	1,306

Senior Services / Community Outreach:

Senior Services: This month in Senior Services began with a successful Spring Boutique held by the Golden Circle Craft Group on Tuesday, April 12. They sold hand-crafted gifts and goods and donated the proceeds to local nonprofits and organizations. Legal Assistance for Seniors and HICAP continued their Live & Learn series with a presentation on Creating A Secure Future: Advance Health Care Directives. Recreation Coordinator Kathy Lake and Volunteer Gayle Thorsen-McCune led a sold-out on April 14. This month's trip took a bus of 53 seniors to visit the beautiful Monterey Bay Aquarium on April 21. Our virtual, indoor, and outdoor programs

continue with Walking with Purpose, Yoga for Self-Care, Zumba, Line Dancing, Light & Easy Aerobics, Chair Strength, Balance, and Flexibility, Estate Planning and Tai Chi.

Community Outreach/Volunteers: The first day of summer registration took place on Wednesday, March 30 and the community responded in a big way. Program revenue exceeded 2019's first day of registration (the last pre-pandemic summer) by over 200%. LARPD staff hosted 80 teens over two days for the Summer Youth Volunteer Assessment in the Cresta Blanca Ballroom. Volunteers learned about the volunteer opportunities and shared about themselves in advance of volunteer assignments for the summer. We were thrilled with the response and are excited for an enthusiastic group of volunteers to help with camps and programs this summer. Also, in the month of April, [LARPD was featured in the downtown window display](#) at the Livermore Valley Chamber of Commerce.

LARPD Foundation: The LARPD Foundation continued promotion of ticket sales for their upcoming fundraising event, Wine Down In The Grove, scheduled for Saturday, May 21 at Sycamore Grove Park from 3-6 pm. The foundation's fundraising goal is \$50,000 for the Community Support program. This program is vital to the Livermore community, providing financial assistance to those in need allowing them the opportunity to join in LARPD programs such as summer camp, swim lessons and senior activities. The event includes wine tasting, food pairings, and a silent auction. It will also feature LARPD Rangers sharing the area's history and highlighting Foundation contributions and program impact. Tickets and event information can be found at bit.ly/winedowninthegrove.



Wine Down in the Grove

May 21, 2022



Open Space: April is mowing season in the parks. We have been busy using our weed whips, billy goats and tractor mowers to create a safer park come fire season.

H&N enterprises came in and did the large-scale mowing again this year. We are already getting compliments from visitors and neighbors alike.

Staff installed a new raft for the western pond turtles up at Cattail Pond. It is a fake log designed to provide the turtles a place to relax and give a natural appearance. Thank you to Faye for the generous donation.

This month we had our first collaborative program with East Bay Rangers when we offered a wildflower hike from Sycamore Grove to Del Valle.

Our Jr. Ranger programs have been continuing to enthrall kids and teach young minds.

This month's Sycamore Science Camp has been a little bit more silly than other camps with the topic of Cryptozoology. Kids are having fun making their own myths, learning to read tracks, and sharing stories of the unknown.

Rangers have made a strong push back into the classrooms as this school year is moving towards its end. We are typically getting into four classrooms a week to discuss topics from mammals to watersheds. It is great to be back in the classrooms.

Our weekend programs continued to reach members of the public with engaging and thought-provoking topics.

We are looking forward to the last month of school and our summer programs.

Facility Rentals: Facility rentals are held at the Ravenswood Historic Site, the Robert Livermore Community Center, and the Veterans Memorial Building. Facility rental information is located on our website at www.larpd.org

Facility	Type of Activity	Total Rentals for the Month	Total Monthly Hours
Ravenswood	Facility Rentals	3	24
Ravenswood	Wedding Rehearsals	0	0
Ravenswood/RLCC/Veterans	Facility Rental Tours	27	27
Ravenswood	Photo Permits	2	4
Veterans Hall	Facility Rental	1	9
Veterans Hall	On-going Rentals	8	16
RLCC	Facility Rentals	3	24
RLCC	On-going Rentals	4	12
Total Facility Rentals for the Month:		47	137

Facility Operations: Facility operations staff are scheduled Monday through Friday from 7:30am-10:00pm to support District-wide facility operations, programming, and custodial. Weekend hours vary depending on programming and facility rentals.

- Day-to-Day Operations & District Support

Operations	Staff	Days	Time	Total Hours Weekly	Total Hours Monthly
Outlying Facility Restroom Cleaning: Ravenswood, Carnegie, & Vets Hall	1	M/W/F	6:30am-9:30am	9	36
RLCC Operations & Custodial	3	M-F	7:30am-10:00pm	217.5	870
RLCC Operations & Custodial	2	Saturdays	8:00am-8:00pm	24	96
Park Restrooms: Field Rentals	2	Sat	8:00am-8:00pm	24	48
Park Restrooms: Field Rentals	2	Sun	7:00am-3:00pm	16	32

- Community Services program and service support

Program	Task	Staff	Days	Total Hours Weekly	Total Hours Monthly
Open Heart Kitchen	Setup & Takedown	2	M-F	15 hours	60 hours
Pet Food Distribution	Setup & Takedown	2	Wednesdays	30 minutes	2 hours
Occasional Events (Seniors; 1-2/mo.)	Setup & Takedown	2	Days vary	30 minutes	1 hour
ESS Coordinator Meeting	Setup & Takedown	2	Monday	30 minutes	1 hour
Line Dancing	Setup	1	Mondays, Tuesdays	30 minutes	2 hours
3-D Greeting Cards	Setup & Takedown	1	Friday	1 hour	1 hour
Golden Circle	Setup & Takedown	2	Mondays	30 minutes	2 hours
Movie Madness	Setup & Takedown	1	Monday	30 minutes	30 minutes
Folk Guitar	Setup & Takedown	1	Wednesday	30 minutes	30 minutes

Tai Chi	Setup & Takedown	1	Thursdays, Fridays	30 minutes	3 hours
Create a Secure Future: Advance HealthCare Directives	Setup & Takedown	1	Tuesday	30 minutes	30 minutes
AARP: Tax Aide	Setup & Takedown	1	Tuesday, Thursdays	30 minutes	4 hours
Photography	Setup & Takedown	1	Tuesday	30 minutes	30 minutes
LAYAC Meeting	Setup & Takedown	1	Monday	30 minutes	30 minutes
Volunteer Assessment	Setup & Takedown	2	Wednesday/Thursday	1 hour	1 hour
LARPD Board of Directors Retreat	Setup & Takedown	1	Wednesday	30 minutes	30 minutes
Social: Craft Making	Setup & Takedown	2	Thursday	1 hour	1 hour
How to Write a Book	Setup & Takedown	1	Thursday	30 minutes	30 minutes

Recreation Classes and Community Events:

- Recreation Classes and Programs (Setup & Takedown average 30 minutes/week/program)

Program/Camp	Monthly Registration
Livermore Ballet School (8 different classes)	75 registrants
Preschool Spanish (1 class)	11 registrants
Sewing Class	4 registrants
Elementary Drawing Class	9 registrants
FUNdamental Drawing Class	8 registrants
Busy Bee Cooking Class	7 registrants
Total Registered:	114 registrants

FACILITIES AND PARK MAINTENANCE:

The month of April means warmer weather and more people in our parks and facilities. It also offers an opportunity to catch up on some outdoor projects that were prohibited by the winter weather. The following are just some of the projects completed in the month of April.

- Repairs and improvements were made to the porch and handrail of the cottage at Ravenswood.
- Door locks were repaired at Ernie Rodrigues Softball fields.
- Graffiti was removed at Ernie Rodrigues, May Nissen, Robert Livermore, Robertson, and Christensen Parks.
- Quarterly building inspections were conducted for all District maintained facilities.
- Benches and old equipment were removed from Tex Spruiell Park to allow for path replacement.
- A contractor installed a new asphalt pathway at Tex Spruiell Park.
- A new concrete pad and water spigot was installed at the Robertson Park dog park.
- Sign repaired at Christensen Park.
- A new inverter was installed in the solar table at Sycamore Grove Park.
- The historic story board at Ravenswood was repaired/renovated.
- Rules and regs sign was installed at the Community Gardens.
- The furnishings for the new Michell ESS building were delivered and installed.
- The Mendenhall PAL site was cleared.
- The information kiosk at Robertson Park was replaced.
- A memorial bench was installed at Wattenberger Park.
- Plumbing repaired at Cayetano Park.
- Soils were brought in to dress the edges of the new asphalt pathway at Tex Spruiell Park.
- New garden plot signage was installed at the Community Gardens.
- Repairs were made to the drinking fountain at Independence Park.
- The Rodeo restrooms were cleaned and prepped for the upcoming 2022 Rodeo.
- Repairs/cleaning of the rain gutters at Jackson ESS.
- The bike repair station at Sycamore Grove Park was repaired.
- The storefront doors at the RLCC were repaired.
- A new volleyball net was installed at Robert Livermore Park.
- The lighting and electrical outlets were inspected and repaired as needed at the Rodeo grounds in preparation for the 2022 Rodeo.
- Repairs were made to the refrigerator, ice maker, and dishwasher in the RLCC kitchen.
- HVAC maintenance performed at the RLCC.
- A gas leak to the pool heater was repaired at the May Nissen Swim Center.
- New paper towel dispensers were installed at the RLCC bathrooms.
- Daily trash and clean up at the May Nissen picnic areas.

- A replacement BBQ grill was installed at May Nissen.
- The pool vacuum was repaired at May Nissen.
- Daily cleanup of the playground completed at May Nissen.
- Parking lot vacuumed at May Nissen.
- Trash was collected inside the Disc golf course.
- Room 35 at Croce school was cleaned and prepped for use.
- New canopies were assembled and installed at Michell ESS.
- New furniture assembled/repared at multiple ESS sites.
- New lights/bulbs installed at Junction ESS.
- New signage installed at Smith ESS.
- Lawns mowed and trash removed at ESS sites.
- Paper/cleaning products were delivered to multiple ESS sites.
- And all the other preventive maintenance tasks that make up the day of the maintenance team.

Parks Maintenance: During the month of April, Parks Maintenance Department used 265 gallons of pesticide, applied to broadleaf weeds in turf and planting areas. 17 gophers have been trapped throughout the district. There has been 28 hours vandalism (graffiti abatement) hours have been reported and 2 playground repairs – swings replaced.

April Irrigation Repairs

Sprinkler repair/replacement - 128

Main line repairs – 8

Irrigation Valve repairs – 6

Lateral line repairs - 2

Irrigation controller repairs – 4

Irrigation controllers installed - 2

Drinking fountain repairs – 1

Valve box repairs – 4

Backflows tested – 34

Backflows repaired - 8

Mechanic's Shop

Vehicle service and repairs:

- V09- Geo Tap falls out, installed relocation kit
- V37- 3rd brake lamp and RIG toil lamp in-op replace bulbs
- V44- Service / check engine Light on, replaced fuel cap, retested ok
- 238BBPT- Battery dead replaced battery
- V35- low exhaust fluid light on filled with def. cleaned light, road tested ok

Mower and tractors services and repairs:

- E009- Rac-O-Vac replaced (2) tires / Service
- E056- Water wagon, No start. Light in-op replaced spark plug. Rewired trailer plug

- E065- Water repaired flat tire
- E034- Rac-O-Vac (replaced (2) tires / service
- E057- Replaced club call battery
- E058- Yamaha Cart, no start replaced the battery, fuel pump and air filter, spark plug
- Flat Repair- Toro mower trailer

Small equipment repairs:

- S118- Billy Goat brush cutter replaced (2) pulleys and drive belt
- S158 Sting trimmer no start- replaced spark plug and fuel

Additional tasks perform:

- Shop maintenance
- Ordering parts for inventory
- Road call: Rak-O-Vac
- Road call: Tow truck for 238BZ6
- Road call: Rangers- Sycamore Grove
- Road call: Water wagon at Rodeo Grounds
- Road call: Bill Payne
- Road call: Ernie Rodriguez

Living Arroyos: For the month of April 2022, Living Arroyos removed 550 gallons of weeds at various sites. We planted 117 acorns at the Stanley Reach in Livermore and another 240 acorns in containers to plant next year. We also used approximately 5,000 gallons of water to keep newly planted riparian vegetation alive on mitigation projects. We have a volunteer event scheduled on 4/30 where volunteers will aid us in removing trash from the Arroyo Mocho near the Stanley Reach.

Respectfully submitted,



Mathew Fuzie
General Manager

MF/lvb