

LIVERMORE AREA RECREATION AND PARK DISTRICT

MINUTES

REGULAR MEETING

WEDNESDAY, AUGUST 31, 2011

**ROBERT LIVERMORE COMMUNITY CENTER
4444 EAST AVENUE, LIVERMORE, CALIFORNIA
7:00 P.M.
CRESTA BLANCA BALLROOM**

DIRECTORS PRESENT: Director Faltings, Director Hutchinson, Director Turner, Director Wilson and President Goodman

DIRECTORS ABSENT: None

STAFF MEMBERS PRESENT: Tim Barry, Leslie Baxter, John Lawrence, Gretchen Sommers

1. CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE

President Goodman called the meeting to order at 7:00 p.m. All Directors were present.

2. PUBLIC FORUM

President Goodman opened public comment. No public comment. President Goodman closed public comment.

3. CONSENT AGENDA

3.1 BOARD MINUTES

3.1.1 Meeting of August 10, 2011.

3.1.2 Meeting of August 17, 2011.

3.2 COMMUNICATIONS

None.

Moved by Director Wilson, seconded by Director Faltings, approved the Consent Agenda, passing 5-0.

4. CONSENT AGENDA RESOLUTIONS

4.1 Resolution No. 2305, a resolution approving Amendment No. 7 to the General Manager's Employment Contract.

4.2 Resolution No. 2306, a resolution approving the hiring of a relative of a District employee.

Moved by Director Faltings, seconded by Director Wilson, approved the Consent Agenda Resolutions by the following roll call vote:

AYES: *Faltings, Hutchinson, Turner, Wilson and President Goodman*
NOES: *None*

ABSTENTIONS: *None*
ABSENT: *None*

5. BIDS AND PUBLIC HEARINGS
None.

6. OLD BUSINESS
None.

General Manager Barry introduced Leslie Baxter, who is attending the meeting in District Counsel Mike Kyle's stead.

7. NEW BUSINESS

7.1 REVISIONS TO JOB DESCRIPTIONS IN PARKS DIVISION

President Goodman stated that the Board will consider approving revisions to job descriptions in the Parks Division.

Assistant General Manager John Lawrence reported that the revisions being recommended have been reviewed by the Personnel Commission and the Personnel Committee and recommended for approval by the Board. Mr. Lawrence stated that some of these changes were initiated and suggested by Parks Division staff. He reviewed the proposed revisions for the Board, which involved changes in the requirements for Class A and Class B licenses and changes in the requirements for certifications (pesticide, arborist or irrigation auditor). Mr. Lawrence reported that there are also a number of routine updates, revised reporting relationships, clarifications and descriptive changes that are being recommended.

Directors asked for and received clarification on the following: requirements for driving patrons/students in the vans on excursions; questions about the pesticide, arborist and irrigation certifications and having enough staff who are certified.

Moved by Director Turner, seconded by Director Faltings, adopted Resolution No. 2307, approving revisions to the job descriptions for Park Maintenance I and II, Park Specialist, Mechanic and Park Foreman by the following roll call vote:

AYES: *Turner, Wilson, Faltings, Hutchinson and President Goodman*
NOES: *None*
ABSTENTIONS: *None*
ABSENT: *None*

7.2 JOB DESCRIPTION AND SALARY RANGE FOR FULL TIME MARKETING AND OPERATIONS SUPERVISOR

President Goodman stated that the Board will consider approving the job description and salary range for the new position of Marketing and Operations Supervisor.

General Manger Barry reported that this new job description came about as a result of the recent retirement of Division Manager Sheryl Hardin. Mr. Barry said that he analyzed the situation and used the opportunity to create this new position. He said that he has reassigned some of the duties of the retired Division Manager to other Supervisors and is bundling marketing and operations functions under the new position. The position will oversee activities and rentals. Mr. Barry said that this position is the centerpiece of a reorganization

that we started in July. He said that that it will be at the Supervisor level, with a salary range of \$5,021-\$6,123 per month. Mr. Barry referred to the District Organization Chart to show where this position lies within the District staffing structure and what the responsibilities are. He reported that staff conducted a survey of the marketplace, noting that we do our surveys based upon the duties of the position, not just the title. Mr. Barry said that we surveyed similar positions and found that it is a bit unusual to combine marketing and operations, but that the District has a need to do this because of its structure. He noted that the salary would be at the low point of the market. Mr. Barry also referred to the proposed job description, which was reviewed and recommended for Board approval by both the Personnel Commission and the Personnel Committee.

Directors inquired about the following: the likelihood of being able to attract candidates given the fact that the salary range is at the lower end of the market.

President Goodman opened public comment. No public comment. President Goodman closed public comment.

Moved by Director Wilson, seconded by Director Hutchinson, to adopt Resolution No. 2308, approving the job description and salary range for the new full time position of Marketing and Operations Supervisor.

Director comments included: complimented the staff on the streamlining of the District Organization Chart and the reduction to 4 divisions from 5; complimented staff on conducting salary surveys as positions become available, rather than on a regular basis, as had been done in the past.

Resolution No. 2308, approving the job description and salary range for the new full time position of Marketing and Operations Supervisor, was adopted by the following roll call vote:

AYES: *Wilson, Faltings, Hutchinson, Turner and President Goodman*
NOES: *None*
ABSTENTIONS: *None*
ABSENT: *None*

7.3 REVISIONS TO THE DISTRICT'S INJURY AND ILLNESS PREVENTION PROGRAM

President Goodman stated that the Board will consider adopting the revised Injury and Illness Prevention Program.

Assistant General Manager Lawrence reported that an Injury and Illness Prevention Program (IIPP) is legally mandated. He stated that LARPD places a lot of emphasis on safety to its employees and program participants. Mr. Lawrence said that this new proposed program is an update to the 1991 program, and is the first revision. It is a completely new document, he noted, developed with the input of staff and the District's insurance carrier, and by referring to samples from other agencies. Mr. Lawrence said that this reflects many of the changes that the District has undergone over the years in terms of staffing, facilities, legal mandates, etc. He said that the new program was reviewed and recommended for Board approval by both the Personnel Commission and the Personnel Committee.

Director inquiries included: would like to have had the opportunity to compare the two documents, but understands that the current and the new IIPP are too different to compare; clarification that this is a much more user friendly program.

President Goodman opened public comment. No Public Comment. President Goodman closed public comment.

Moved by Director Turner, seconded by Director Faltings, adopted Resolution No. 2309, adopting the District's revised Injury and Illness Prevention Program, by the following roll call vote:

AYES: *Hutchinson, Turner, Wilson, Faltings and President Goodman*
NOES: *None*
ABSTENTIONS: *None*
ABSENT: *None*

7.4 UPDATE ON S.H.A.R.E.S. PROGRAM

President Goodman stated that the Board will receive a report on the S.H.A.R.E.S. Program.

President Goodman said that this report was prepared in response to a request by Director Faltings for an update on the program. Assistant General Manager Lawrence stated that there are a number of businesses that use shopping cards to funnel funds into different agencies. LARPD has S.H.A.R.E.S cards which can be used at Lucky Store and proceeds go to the LARPD Foundation. He said that we use most of these funds to help people with low financial resources to participate in LARPD activities. Mr. Lawrence said that S.H.A.R.E.S. is a program offered by Save Mart and is an acronym for "Supporting Humanities, Arts, Recreation, Education and Sports." He said that there is no cost to the District to participate and, even nicer, that one does not need to provide personal information in order to use it. Mr. Lawrence reported that 3% of qualified purchases goes to LARPD, and that the Foundation has received \$1,247.25 since enrolling in the program in 2010. He said that the program is ideal as far as we are concerned.

Director Faltings said that she uses it every time she is at Lucky or Save Mart; it is such a wonderful way to support the District. She got her card at Children's Fair last year and hopes that there will be a large supply of them at Children's Fair this year. Director Turner asked if the program can be advertised in the next brochure, if it has not yet been. She also asked whether other grocery stores are able to do this program.

7.5 SUMMER REGISTRATION REPORT

President Goodman stated that the Board will receive a report on summer registration for LARPD programs and activities. He said that this report came out of a presentation by staff at a recent Program Committee meeting and that he wanted the Board to hear about it.

General Manager Barry stated that we all know that the economy is bad. He said that we have worked hard to at least maintain our programs and activities, and that we have actually seen growth. Mr. Barry said that LARPD offers a wide variety of creative activities, plus the meat and potatoes type programs. He referred to the staff report and provided detailed figures on the following programs: summer camps with different themes and for different ages of children; ESS childcare program; teen programs; facility rentals; sports programs; the rock gym; classes; and the aquatics program.

Mr. Barry reported that the improvement in registered participation and related fees helps fund the specific activities as well as the overall services provided by LARPD. He congratulated and commended staff, who have worked so hard. He said that we always want to see continued growth, but to see this success in these hard times is especially heartening.

Board comments included: thanks and congratulations to staff; great news; LARPD has less staff and is serving more people; normally, when cuts are made, the community suffers; hats off to the General Manager for making such good cuts and to the staff for stepping up to the plate; hears wonderful feedback from the community; this report underlines to the citizens of Livermore that LARPD does a better job of providing parks and leisure services than any other government entity could; one of the things that our management and program staff did was to look at classes that were under-registered and to pare those down and increase the more popular programs; parks and recreation, especially in the public sector, provide some of the best quality programs and facilities for everyone--we can compete with private entities; we listen to our customers and provide what they want; we listen to their ideas; the success reported tonight is very exciting.

8. COMMITTEE REPORTS

9. MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS

1) Director Turner said that she had received a phone call from someone who missed a class at the RLCC two weeks ago because they could not find the room in which it was held. She said that staff responded quickly to this information and developed a sign with a map of the facility, to be posted at all of the entry doors. Director Turner thanked staff for the fast response.

2) Director Faltings reported that the August 14 Ravenswood Ice Cream Social was extremely successful; there were hordes of people, and all of the LARPD Directors were there. She apologized that they ran out of ice cream during the last hour of the event. She thanked the public for attending, saying that this was one of the most successful events in many years.

3) Director Wilson said that she was not able to attend the Applefest at Ravenswood, but heard that it was very successful. She said that people love coming out and seeing the varieties of old apple trees and the historic apple press and participating in the fun activities. She said that the event is historically valuable and that the Ravenswood Progress League docents and LARPD Rangers collaborated and did a wonderful job.

3) President Goodman announced that he had had the pleasure of representing LARPD at the August 27 Livermore Youth Football League jamboree. He talked about the different speakers at the event and said that the football and cheer league is a great program, and that everybody gets to play.

10. MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER

1) General Manager Barry announced the hiring of Cindy Clements as the new Human Resources Manager, and said that she will be introduced at the next Board meeting.

2) Mr. Barry said that people may have noticed the construction project at the Veterans Building. He said that the VFW post is conducting a fundraiser and erecting a brick wall; people may purchase a brick in honor of service people, and the brick will be set into the wall.

3) Mr. Barry said that access to the restroom building near the new playground at Robertson Park will increase soon. We are just about to install the time-lock system for the restroom doors and the project will be finished soon.

4) Mr. Barry announced that there will be a team-building event for LARPD and City of Livermore staff at the RLCC on Friday, Sept. 9; there will be a swim party.

5) Mr. Barry reported that LARPD is planning another fire training exercise in Sycamore Grove Park this Friday. It will be a small controlled burn over one to two acres, which performs the purposes of training fire control professionals, controlling non-native plants and invasive weeds and benefitting some of the native plants. The park will still be open to the public. As is always the case, he said, there is the possibility of delay, depending upon weather conditions on Friday.


6) Mr. Barry announced that the last of three public Board meet and greets will be held at Robertson Park near the playground, on September 7 at 6:30 p.m. He said that he is unable to attend the meeting and that Assistant General Manager John Lawrence will host the meeting, along with LARPD Directors. The purpose of the meeting is to receive feedback from the public regarding Robertson Park and other LARPD parks and facilities.

President Goodman reminded the public about Children's Fair on September 17 & 18 at the Community Center. Director Hutchinson asked about the cost of bricks for the Veterans Building project.

11. ADJOURNMENT

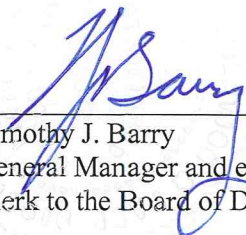
Meeting adjourned at 7:49 p.m.

APPROVED,



Steve Goodman
President, Board of Directors

ATTEST:



Timothy J. Barry
General Manager and ex-officio
Clerk to the Board of Directors