

LIVERMORE AREA RECREATION AND PARK DISTRICT

MINUTES

REGULAR MEETING

WEDNESDAY, APRIL 13, 2011

**ROBERT LIVERMORE COMMUNITY CENTER
4444 EAST AVENUE, LIVERMORE, CALIFORNIA**

7:00 P.M.

CRESTA BLANCA BALLROOM

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

DIRECTORS ABSENT: Director Faltings

STAFF MEMBERS PRESENT: Tim Barry, Don Humphrey, Michael Kyle, John Lawrence, Gretchen Sommers

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

Meeting was called to order by President Goodman at 7:00 p.m. All Directors were present except for Director Faltings.

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 March 30, 2011.

3.2 COMMUNICATIONS

3.2.1 General Manager's Monthly Report (64/9).

Moved by Director Wilson, seconded by Director Turner, approved the Consent Agenda, passing 4-0. Director Faltings absent.

4. CONSENT AGENDA RESOLUTIONS

None.

5. BIDS AND PUBLIC HEARINGS

None.

6. OLD BUSINESS

None.

7. NEW BUSINESS

7.1 DISTRICT AUDIT FOR FISCAL YEAR 2009/2010

President Goodman stated that the District audit for Fiscal Year 2009/2010 has been completed. The Board will conduct a review of the Audit Report and consider acceptance.

Finance Manager Don Humphrey reported that Maze & Associates conducted an extensive audit of the District and of the ESS Program, as it does every year. He invited Vikki Rodriguez to provide an overview of the audit. Ms. Rodriguez discussed both the District audit and the ESS audit. She reported that Maze & Associates had issued an unqualified opinion, and that there were no major changes to report this year. She added that the only new information from the prior year was the Proposition 1A Securitization Program. Ms. Rodriguez reported that the audit of the ESS program revealed that the District is in compliance with the ESS program guidelines. She stated that Maze & Associates issued a memorandum of internal control, in which they indicated that they found no material weaknesses or significant deficiencies. She said that there were no major adjustments and no recommendations.

Mr. Humphrey noted that the ESS audit was for the period July 1, 2009-August 31, 2009, rather than the full fiscal year. He explained that this was because the state grant funding for the ESS program now goes through Kidango. Mr. Humphrey said that the District will not need ESS audits in the future because of this.

7.2 EXTENDED STUDENT SERVICES PROGRAM AUDIT FOR JULY 1, 2009 THROUGH AUGUST 31, 2009

This item discussed under agenda item 7.1.

Moved by Director Turner, seconded by Director Wilson, approved both the District audit and the ESS audit, passing 4-0. Director Faltings absent.

7.3 RENEWAL OF SPECIAL TAX 97-1

President Goodman stated that action is required to renew and set the tax rate for the park maintenance and operations Special Tax for Fiscal Year 2011/2012. Staff recommends renewal of the tax and that the Equivalent Dwelling Unit rate be set at \$30.54, a 2% rate increase.

Mr. Humphrey stated that, in 1997 the District passed a special assessment. He said that, each year the District needs to attest what the assessed rate is for each Equivalent Dwelling Unit. He said that the District can increase the rate each year by 2%, which we typically do. Doing so for Fiscal Year 2011/2012 would bring the rate to \$30.50 per Equivalent Dwelling Unit, and generate \$1,284,000 next fiscal year.

Moved by Director Turner, seconded by Director Wilson, to approve the resolution.

Director Hutchinson asked if there is a due date for renewing the tax and setting the rate and, if so, what it is. He expressed concern that a Board Member is not present at the meeting and said that he is interested in reviewing the figures more. General Manager Barry and the Directors discussed how the special tax works and what the District has done historically. Mr. Barry said that he could meet with Director Hutchinson if he has additional questions.

Resolution No. 2286, renewing Special Tax 97-1 for Fiscal Year 2011/2012 for maintenance and operation of park and recreation facilities, and setting the Equivalent Dwelling Unit rate at \$30.54, was adopted by the following roll call vote:

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

7.4 REVISIONS TO THE JOB DESCRIPTION OF SENIOR RECREATION SUPERVISOR

President Goodman stated that the Board will consider approving revisions to the job description of Senior Recreation Supervisor, including changing the title of the classification to Division Manager.

General Manager Barry reported that, in the last couple of years, as retirements have occurred, the District has had the opportunity to look at job titles and descriptions, and to make revisions that are practical and necessary. He said that the District currently has three Senior Recreation Supervisors, and that they expressed interest in having a title which better defines what they do. Mr. Barry said he feels that Division Manager better describes the jobs. In addition to the title change, he said he is recommending the standard revisions, such as legal updates, which the District typically makes when a job description is being revised. He referred to the District Organization Chart, pointing out the areas under the supervision of the three Senior Recreation Supervisors: Youth Services, Recreation and the Robert Livermore Community Center. Mr. Barry said that there is no recommendation for a change in salary

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

President Goodman stated that this matter was reviewed and recommended for approval by the Personnel Committee.

Moved by Director Turner, seconded by Director Wilson, adopted Resolution No. 2287, approving revisions to the job description for Senior Recreation Supervisor, including changing the title of the classification to Division Manager, by the following roll call vote:

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

8. COMMITTEE REPORTS

Director Wilson reported on her attendance at the April 6 Livermore Cultural Arts council meeting. Topics included: a presentation by the Executive Director of the Livermore Chamber of Commerce on Chamber activities, as well as updates on activities of the local arts organizations.

President Goodman stated that the Personnel Committee had met on April 6 and discussed the item regarding the job title and change for Senior Recreation Supervisor.

President Goodman reported on the April 12 Program Committee meeting. Topics included: program and service level review forms; a presentation on the LARPD Facebook page; community gardens; and the Run for the Parks event on April 17.

9. MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS

1) Director Turner announced that there are 300 people registered so far for the Run for the Parks event. She said that we would like to see 400, and encouraged the public to participate.

2) Director Wilson reported on her attendance at the California Trails and Greenways Conference this week, the theme of which was “Engaging Youth and Diversity.” She listed some of the session topics, adding that there was good information from the experts.

10. MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER

1) General Manager Barry announced that LARPD has been awarded a \$411,000 grant from the “Safe Drinking Water, Water Quality Supply, Flood Control, River and Coastal Protection Bond Act of 2006,” to be used for interpretive features at Sycamore Grove Park. He said that this is wonderful news for the District, noting that many agencies were competing for grant funding.

2) Mr. Barry reported that, today LARPD participated in the annual Youth In Government Day, during which youths learn about local government, including participating in a mock city council meeting.. He said that Assistant General Manager John Lawrence toured several youths around LARPD facilities.

3) Mr. Barry announced that Jim Brandenburg, LARPD’s recently retired Senior Park Supervisor, will be recognized tomorrow by California Park and Recreation Society District III, with a lifetime achievement award.

11. ADJOURNMENT

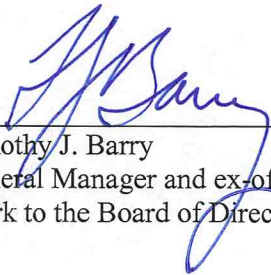
Meeting adjourned at 7:29 p.m.

APPROVED,



Steve Goodman
President, Board of Directors

ATTEST:



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