



**GENERAL MANAGER'S MONTHLY UPDATE
TO THE BOARD OF DIRECTORS ON ISSUES AND PROJECTS
OCTOBER 2019**

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 just opened the bids for Sunset Park on the 1st of October. There were seven bids in total. Now we have to have the bids vetted, a staff report completed, and award of bid in the next few weeks in order to get a contract out for construction. If there are no bid award challenges, we could be under construction at Sunset Park in the very near future. There is plenty of excitement around the parks that have reopened. Pleasure Island Park is beautiful and attracting families from throughout the area. Big Trees opened as well with some work to still be done, but none the less there are happy crowds playing there as well. I have to tell you that a preview of May Nissen Park makes me think that this community park is going to draw from far and wide. We anticipate this park to open by the end of October. I attended the NRPA conference in Baltimore both to evaluate the conference for future usefulness as well as to gain continuing education. There were some fascinating learning sessions and the exhibit hall was huge and somewhat overwhelming, as Director Wilson can attest. You will soon meet our new accountant if you haven't already. I will save the introduction until the full board meeting. We are very excited to have this added ability. We are still anticipating participating in the Safe Parking Program and you should expect to see a resolution for the board at the October 10 meeting.

In other news, we have begun to receive our new vehicles from Enterprise Fleet Management. We are very excited about this new way of doing business and will keep you up to date on how the program is going and if we are experiencing any problems or positive outcomes. For now, it all seems positive.

BOARD OF DIRECTORS:

Matters Initiated:

September 11, 2019 Board Meeting –

These items were suggested at the July 24, 2019 public meeting at Bothwell Park:

- **Sprinkler Program: The idea is to have LARPD open sprinklers at certain parks on hot days and notify the public so they can come and run through the sprinklers. [Palajac] – Staff has begun working on this project.**
- **Please have Staff work with Dispatch at both the City of Livermore and the County of Alameda so that they are aware of LARPD's trails in case of emergencies. [Palajac] – We are working toward a recommendation on how to move forward. Expect to discuss this matter at Facilities Committee.**

- **Since both Chair Furst and Vice Chair Palajac are on the Safe Parking Committee, which will be in effect for a year, please add this to the standing Community Outreach Liaison Committees list so that they will be reminded to report on those meetings. [Palajac] – Staff has added this to the monthly list for Board meetings.**

Board Members attended one regular board meeting, one public meeting in Pleasure Island Park, three committee meetings, a CIP Prioritization Workshop, and the installation of the Edward R. Campbell Bridge at Sycamore Grove Park. Directors also attended meetings at the following:

- Livermore Cultural Arts Council
- Chamber of Commerce Business Alliance
- ACSDA Meeting at EBRPD
- LVCC Luncheon at Wente
- Livermore Downtown, Inc.
- NRPA Annual Conference

Board actions for the month included: Adopted a resolution approving a Recreational Trail Use License Agreement between LARPD and Zone 7 Water Agency.

ADMINISTRATIVE SERVICES - FINANCE/HUMAN RESOURCES/INFORMATION TECHNOLOGY:

Finance:

1. A revised Finance organization structure was approved by the Board at its September 11th meeting. The new organization chart includes a new role: Purchasing Agent, into which our current Accounting Supervisor will transition, and a new, full time regular Accountant role, that has been filled by an external candidate who started with the District on September 23rd.
2. Preliminary operating results by unit and at the District-consolidated level through the second month of FY19-20 (August) were reviewed with the Finance Committee on September 19th. Bottom line: the District is \$254k favorable vs budget through August, with operating expenses below plan and property taxes above plan (thanks to a modestly heavy year-end accrual for FY18-19). We continue to see under-runs in revenues from operations, but expect those variances improve in discussions with Unit management.
3. The long-awaited Five-year Strategic Financial Plan, developed with vendor EPS, was reviewed with the Finance Committee on September 19th. The most significant take-away was that the considerations raised through the process are in line with our ongoing discussions with the Board: CIP process, deferred maintenance planning, reserve policies, and alternative approaches to managing operations given alternative economic scenarios.
4. Great Plains (GP) general ledger: Work continues on upgrading our GP application and the underlying systems infrastructure. We've also continued work on our improved chart of accounts.

Information Technology:

1. The District signed an agreement to migrate its IT infrastructure technical support to a new vendor (will begin in October) and has contracted with another service to review and find savings in our on-going telecommunications spend.

Human Resources and Payroll:

1. The HR team has created an engaging agenda to kick off its on-going employee wellness campaign. Starting October 7th, the District will conduct a Mental Health Awareness week. A variety of presentations on timely topics are planned during the week and will be conducted by our Employee Assistance Plan (EAP) provider, MHN. Our event has been publicized, internally, via flyers and announcements via our new Kronos application.

2. Staff has begun preparing for this year's Benefits Open Enrollment period (staff help sessions will be scheduled for November).
3. The HR team continues to manage several active and challenging employee concerns.

COMMUNITY SERVICES / VOLUNTEERS:

Preschool: The 2019/20 LARPD Preschool year began September 3, 2019 with 326 children registered in our fall programs. With the exception of our Pre-K PM class, all classes began the year with a waitlist status. We focused the first month of program on separation, friendship building, and becoming familiar with routine in a fun, safe environment.

Preschool has had an extraordinarily busy time having had facility upgrades to two of our sites: May Nissen and Jane Addams. The Preschool teachers have been working extremely hard to ensure a successful launch of fall programs.

LARPD Preschool hosted an activity table at the Children's Fair, using IKEA salad spinners to create beautiful spin art. Over 240 art pieces were created!

Youth Services

The start of the 2019- 2020 school year has been a huge success at all the sites. Children are adjusting to the school year routines that include homework while still having plenty of time to socialize with their friends. Both ESS and PAL are participating in a Diaper Drive to help support the diaper pantry at Hively which is the resource and referral program we work closely with in Pleasanton. The Hively Diaper Pantry provides low-income families with a one-month supply of diapers and diaper wipes. In addition, each family goes home with a children's book and educational materials to support not only healthy bee-hinds, but healthy minds, too.

Staffing is still a little slim but we are making it work through creative staffing and subbing. Staff is happy to be back in the school year routine and planning intentional and fun activities for the students. PAL is planning their Annual Pirates of Emerson night time field trip in October and their football teams are coming together for their annual Pro Bowl Football game under the lights in November.

Community Outreach

Senior Services: September is Senior Center month and the SSC celebrated with a full slate of activities, trips, and presentations. Activities included a Patriotic Rock Painting Social on 9/11, with 13 artistic attendees. On 9/20, Dutch Oven Cooking at Sycamore Grove was a hit with presenter Phil Harless cooking a delicious roast beef and fried potatoes/bacon/onions in cast iron with charcoal briquettes. On 9/24, Kathy drove the LARPD van loaded with 11 seniors to the Firehouse Arts matinee featuring historical character William Clark of the Lewis and Clark expedition. Additionally, the SSC team continued their outreach efforts in the community with Kathy Lake and Maggi Murphy visiting Heritage Estates to talk speak with 50 residents about how they can participate in the programs at LARPD.

Senior Trips: The vans and buses were full this September heading all over the Bay Area. The month began with a trio of shows including 43 seniors attending "Ripcord" at Sierra Repertory Theater on 9/4, 24 seniors attending the "Santa Cruz Follies" on 9/12, and 52 seniors hopping on the bus to San Francisco to see "Hamilton". September wrapped up with nine seniors going on a Delta Tour to Ryde and Locke on 9/22 and 17 participants heading to Pacifica to hang out on the coast.

Volunteers: Kathy Lake managed the volunteers for the district-wide Children's Fair held on 9/14. She was the point of contact for 31 volunteers and coordinated the pre-event information, sign-in, breaks, and orientations. It was a 97 degree day, but everything went smoothly with very few unforeseen challenges.

RECREATION:

Aquatics: We have officially transitioned into fall programming. The May Nissen Swim Center is now closed for the season to the public, however, will be open for a private rental for the Granada High School Water Polo program until November. The Robert Livermore Aquatics Center is open for fall programming including lap swim, water exercise, private swim lessons, synchronized swimming, and water polo. Staff is in the planning stages of their upcoming Pool Pumpkin Patch event which will be held on Saturday, October 19th from 12:00 pm to 2:00 pm at the Robert Livermore Aquatics Center.

District Operations: Staff continues to assist the District with room setup and take down for our classes and programs, along with District-wide custodial including the Park restrooms and facility rental setup and take down. The team is currently evaluating our cleaning procedure and communication methods to ensure that daily tasks are being completed. Our goal is to ensure that our facilities are cleaned and presentable to our community, and meeting our program needs.

Field and Gymnasium Rentals: As we transition into the fall, staff has been working with our contract youth user groups to facilitate and book their practice and game schedules. Staff has been doing a fantastic job as they have been working with 14 different user groups that have various needs which exceed our current facility space. Our sports field maintenance continues to pick up this time of year as we prepare for the soccer season to begin; maintenance includes brushing the synthetic turf fields, lining the grass turf fields, and ensuring goals and equipment are in working order.

Equestrian Center: Staff is currently working with colleagues at the City of Walnut Creek to better understand the day-to-day maintenance requirements of managing a Covered Arena. Our goal is to work with these professionals, have them evaluate our maintenance process, determine what we need to do differently, and identify additional resources to get our facility back in the rental circuit to rent out for high-profile equestrian events.

Front Counter Operations: The Front Counter staff continues to be the face of the District, providing excellent customer services District-wide. This month, staff attended their annual end of the summer season recap meeting; this meeting identified that staff processed over \$270K in person and over the phone summer registrations from March through August, processed \$196K of internet registrations on the first day of summer registration, and processed \$95K in person camp shelly registrations. The Front counter staff did a fantastic job this summer with balancing over the phone inquiries, the in person registrations and facility directions, as well as assisting our customers whenever requested.

Recreation Classes: Staff is evaluating our Independent Contracted recreation classes and programs. This process includes looking at each individual class's participant registration, the instructors minimum and maximum enrollment requirements, revenue and expenses associated with the class, and participant feedback. Our goal is to ensure we are offering good quality classes and services to our community.

OPEN SPACE:

General: Open Space staff patrolled open space facilities and regional trails as well as other District facilities and parks. The new bridge upstream of the Arroyo Road entrance to the park has been installed. Construction continues and the Arroyo Road entrance remains closed.

Operations & Maintenance: Open space staff and volunteers performed maintenance on trails and trimmed trees, shrubs, and grasses near trails and public areas. Open space staff continued mowing of trails and removed invasive plants from along trails. Picnic areas have been refurbished and graveled.

Public Safety: Rangers responded to reports of waterline leaks at Ralph T. Wattenburger Park and at Bruno Canziani Park. Rangers responded to Cayetano Park for reports of a locked restroom, and to Pleasure Island Park for a report of a dead rodent in the playground. Rangers responded to a report of vehicles parked on the field at Independence Park, and to Livermore Downs Park for report of an RV parked overnight in the parking lot.

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

Volunteers: Open Space volunteers worked 51 hours performing maintenance on the native gardens, resource monitoring and documentation, performing visitor services, and training and assisting with weekend programs.

Interpretive Programs:

Staff conducted one weekend nature and recreational program for the general public.

Monthly Totals

Sycamore Grove	7347
Daily Average Attendance	245
Horse Trailer Parking Use	63
Parking Fee Revenue	\$384
Nature Program Attendance	439

PARK MAINTENANCE:

Event Preparations:

- Rentals: 0 Equestrian/Rodeo
- Intent to use Permits: 4 & 3 ongoing
- Picnic Rental: 5

Parks & Trails Clean-up:

- Graffiti & Vandalism: 2 hours (large and difficult clean up at Robertson Park)

East Team

Irrigation Repairs:

- Sprinkler Repairs: 61
- Mainline Repairs: 5
- Irrigation Valve Repairs: 4
- Irrigation Valve Replacements: 3
- Lateral Line Repair: 0
- Drinking Fountain Repaired: 0
- Valve Box Replaced: 2
- Irrigation Controller Replacement: 1

Other:

- Playground swings replaced: 3

- Playground Inspections

Enhancement Team

Irrigation Repairs:

- Sprinkler Repairs: 91
- Mainline Repairs: 1
- Irrigation Valve Repairs: 6
- Irrigation Valve Replacements: 0
- Lateral Line Repair: 2
- Drinking Fountain Repaired: 2
- Valve Box Replaced: 10
- Irrigation Controller Replacement: 4

Other:

- Playground Swing Repair: 1
- Post Emergent Pesticide Sprayed: 12 gallons
- Community Gardens: 4 plots cleaned and tilled
- 35 square yards bark spread at Sunset Park
- Bench Repair: 1
- Gate Repair: 1
- Playground Inspections:

Mechanic's Report:

- Service and Repairs: 10 vehicles, 8 mowers & tractors, 5 small equipment
- Shop maintenance
- Managed calls and walk ins
- Meetings
- Road calls for 5 trucks and mowers

Staff: Eight temps working through 10/31/2019

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:

- 29,550 Gallons of water used
- 110 Gallons of weeds removed from sites
- September 21: Creeks to Bay Clean-Up, 152 volunteers removed 1,969 pounds of trash from the Arroyo Mocho, Arroyo Las Positas and Arroyo Seco
- September 24: hosted event for Workday, 28 volunteers removed 480 gallons of trash from the Arroyo Mocho at the Stanley Reach

AGREEMENTS AND SPECIAL PROJECTS:

1. Sycamore Grove Arroyo del Valle Pedestrian Bridge Project: Teichert & Son, Inc. began construction on July 15th; the Arroyo Road entrance to Sycamore Grove will be closed to the public for the duration of construction. A Groundbreaking and Dedication of the “Edward R. Campbell Bridge” was held on July 22, 2019, with Alameda County Supervisor Scott Haggerty. Discrepancy in plan changes regarding abutments results in construction delay. Alameda County approves plan changes and construction resumes. ADA improvements are being planned throughout the project area. The bridge is in place as of Friday the 27th of September and drone footage of the placement will soon be available on our website. The bridge is not accessible as of yet, but soon all will be able to use it. We will keep you all updated on our website.

CAPITAL PROJECTS:

1. Bill Clark Park: Consultant Tanaka Design Group submitted design development plans and construction cost estimates to the District. The playground manufacturer is preparing design plans. Plans have been prepared and finished; identified as a Priority A, Project No. 538 to be reviewed during the CIP budget prioritization process in fall 2019.
2. Ravenswood Historic Site Repairs: The Main House roofing is slated for replacement this fiscal year 2019/2020, after the rental season.
3. Playground Renovation Projects: The north side of May Nissen Park is complete and is in the landscape maintenance period. At the south side of May Nissen, hardscape installation is nearly complete. Tentative opening end of October beginning of November. Fencing and play equipment installation is ongoing. At Big Trees Park, nearly all play equipment and site furnishings are installed and hardscape installation is complete. The park is open and looking great. It is being well attended by the public. At Pleasure Island Park, all major work is done with pour-in-place rubber surface installation completed August 16. The park reopened August 30th. At Jane Addams Preschool, playground equipment, hardscape and irrigation work was completed in time for school, which is now in session.
4. Shade Structures: Robertson and Maitland Henry Park playground shade structures are complete. Staff will evaluate more sites for FY 2019/2020 installation.
5. Sunset Park: RRM Design Group and O’Dell Engineering prepared project bid documents and specifications incorporating plan check comments. Plans were recently approved by the City Permitting Department. Bid Opening took place on October 1. Construction is expected to start in November 2019.
6. ESS Building Upgrades: A review of four ESS sites was conducted by Jamie Hickman from Teter Engineering/Architects. Based upon the results of the review, staff received a proposal from Teter with plan sets for all four sites, combined into a single bid package, aimed at having the

improvements implemented in the summer of 2020. ESS buildings at Michell School are going to have to be replaced due to the bond improvements ongoing at the school. We are working with LVJUSD on design and cost. They will project manage this for LARPD as well as take care of all of the connections and underground work. We will be expected to pay for the replacement building(s). If done the way we think it can be done, we will be able to increase our capacity at the sight and help pay for the cost of the building in the long term.

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 schedule for this work is anticipated for this fiscal year.

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: Final plans are being completed by O'Dell Engineering for submitting documents for required applicable City permits. Once 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 2019. The scope of the project includes the addition of a new heater.

 - #729C Tex Spruiell Park Renovation: This project is currently on hold and will be considered with the proposed CIP budget 2019-22. Staff submitted preliminary plans with three options including construction cost estimates. LARPD staff met with Bob Tanaka from Tanaka Design Group to discuss irrigation, design layout, pathway options and turf reduction for Tex Spruiell Park.

 - #729D Energy Efficiency Measures: Work is completed on the implementation of energy conservation measures to reduce the energy footprint and increase the energy efficiency of the Robert Livermore Community Center and the surrounding amenities. These measures range from retro-fitted LED lighting to more efficient boilers for the pools and building heat. Upon completion of an audit by PG&E of the actual energy savings associated with the project, the District will execute its "on-bill financing" agreement with PG&E that will provide for 0% financing of the ~\$1.4M of capital investment that has been identified with the project's energy savings. The audit is completed by PG&E and the audit resulted in 1.9 million in 0% financing capital investment. This is a great improvement in our energy efficiency.

- Solar Project: On the related project to deploy solar panels atop a carport to be built in a portion of the existing Loyola parking lot at the RLCC, 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 plan is to present the agreement to the Board for its approval at the October 10, 2019 meeting. Also near completion are the sub-lease with the contractor who will be building and maintaining the solar/carport infrastructure (to be reviewed with the City of Livermore) and the extension of LARPD's lease with the City for the RLCC property itself (to coincide with the duration of the PPA). Lastly, 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 for any energy that we purchase from the provider that we cannot use.

Barn Renovations: Page & Turnbull consultants conducted a feasibility study and conceptual plan with structural engineers and architects with a priority on improved accessibility. Page & Turnbull have identified accessibility concerns as well as minor structural concerns. They 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. Staff hired environmental consulting firm, WRA, Inc., to evaluate and conduct the environmental review of the trail route. On June 26th, the Board conducted a public hearing and by resolution, certified the Final Initial Study and Mitigated Negative Declaration; adopted the Mitigation and Monitoring and Reporting Program and Findings; adopted the Zone 7 Trail Project, and authorized the General Manager to enter into an agreement with Zone 7 Water Agency for the Project. . The draft Trail Use License Agreement was presented to the Zone 7 Board of Directors on August 21st, and to the LARPD Board on August 28th. The final approval of the Agreement took place at the September 11 Board of Directors meeting; LARPD and Zone 7 Water Agency executed the Agreement. Naming of the trail will be authorized by LARPD Board of Directors. Construction is intended to be completed in the spring.
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.

Respectfully submitted,



Mathew Fuzie
General Manager