



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 2020**

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: How our world has changed in two short months. The April GM report was cancelled due to the Shelter-in-Place order put out by the State and County in response to the COVID-19 Pandemic. Since the order was made, we have closed all of our facilities except for Open Space, trails and essential services such as maintenance of facilities that may be needed for mass care and shelter and health care. We have also continued Senior Services and feeding of senior and homeless meals. Many who could work from home were instructed to do so, including the General Manager and Assistant General Manager. Since the very beginning of this event, the General Manager has been participating in the Livermore City Emergency Operations Center meetings and conferring with the City Manager and staff on an ongoing regular basis with updates and contributions to the event as it relates to the overall human reaction on a societal level. We have been utilizing ZOOM and telephonic meetings on a daily basis to communicate both at the Mutual Aid level with other entities and internally as a Management and Supervisory Team to communicate and problem solve. I think we all truly miss being around each other, but continue to do our duty to "flatten the curve" while continuing every effort we can to provide services. Internally we have managed to evaluate our revenues, expenditures and obligations and developed a plan for our financial health while planning for a worst case scenario. We have been working on many fronts, both trying to predict the future and to plan for it. We plan for the worst case scenario and the best case scenario with a gradient of plans for outcomes in between so that we can best react to what comes.

Our Facilities team and Facility attendants who work for different disciplines used this time to get much needed repairs done while preparing for the potential response to COVID-19 that might turn our facilities into Care and Shelter facilities. We have started to provide LARPD Child Care for Essential Service employees within the guidelines of the Health Officer Orders. We have two locations providing service to 40 children and can ramp up for more locations if allowed. We are also conducting virtual programs for the community both simply to provide service and also to potentially create revenue streams that we have not tapped previously. Our open spaces have been heavily attended by visitors from the area and outside of the area. We are developing program for all of our departments and divisions that meet the social distancing guidelines and some of those things are new and unique. We are thinking "outside of the box" and with creativity that is required in these types of unique situations. Human beings are incredible in this ability to adapt. We have to keep reminding ourselves that there is no playbook for this and none of us

have ever been through a pandemic before. I am truly grateful for the leadership our team and our Board of Directors has shown during this challenging time.

BOARD OF DIRECTORS:

Matters Initiated: None

Board Members attended one regular board meeting, three special board meetings, three committee meetings, and four community outreach/liaison meetings in March/April. Board members also attended two LARPD Foundation meetings. The Board Chair attended daily meetings with the GM and core staff on the District's response to COVID-19 matters.

Board actions for the month included: Reviewed the list of Capital Improvement Projects and moved them from the old process list into the new concept process; declared the existence of a Local Emergency in Livermore and temporarily authorized increased authority of the General Manager; approved the submittal of a letter written to Congressional leaders to request further clarity on the Coronavirus Relief Fund to ensure it applies to special districts; nominated Director Furst for election to the CARPD Board of Directors Director at Large Seat for the May 2020-May 2022 term; and approved the District's budgetary response to the COVID-19 incident.

ADMINISTRATIVE SERVICES - FINANCE/HUMAN RESOURCES/INFORMATION TECHNOLOGY:

Finance

1. Completed the mid-year operating and CIP plans and received Board approval in early March.
2. Pin response to the COVID-19 pandemic, prepared updated operating budget and cash flow projections for FY19-20 and FY20-21 and presented findings to the Finance Committee and Board of Directors in April.
3. Processed over 40 unemployment claims.
4. Restructured the finance team given the departure of the team's Accountant in March.
5. Resumed work on the upgrade to our unsupported Accounting application (Great Plains).

Human Resources

1. Focused on the District's response to the COVID-19 pandemic. Helped shape the District's plans to compensate staff, and drafted documentation in support of the decision to furlough part-time benefited staff in April, including specific new government programs' impact on unemployment and benefits.
2. Continued to manage day-to day responsibilities, such as workers compensation cases, employee discipline, employee benefits programs (extensions to our life, AD&D, and disability plans with CIGNA), and compensation (step increases for FY19-20).

Information Technology

1. Completed the upgrade of the Firewall infrastructure and Proofpoint deployment (security and email administration).
2. Began upgrading our WiFi environment at the RLCC (closing gaps in coverage).
3. Tested the FirstNet network from AT&T, which is exclusive to first responders and for which the District qualifies as a user (great results). We have government discounted mobile plans that will allow for more reliable and less expensive device deployment as well (expect to deploy in May).

4. Completed the cloud-based environment that will be used to house the upgraded accounting application in May (Great Plains).

COMMUNITY SERVICES:

In Senior Services/Community Outreach, staff approached the COVID-19 response by prioritizing connection and core safety net services for the Livermore senior and unhoused community. We have worked closely with our nonprofit partner, Open Heart Kitchen (OHK), to adjust the Senior Lunch Program to curbside pickup at RLCC every weekday. LARPD has also taken over the hot meal service as Asbury Methodist Church shutdown their site during the Shelter-In-Place. Between the two meal services, over 250 meals are served each weekday. LARPD staff is working at both the RLCC meal service and in the OHK main prep kitchen site. Staff is also assisting the Tri-Valley Haven Mobile Food Pantry to pack and deliver grocery bags to the Livermore Senior Living Communities. Additionally, SSC staff is working to stay connected to the seniors who are isolated in their homes by making daily friendly calls.

As a result of the dismissal of the schools and the shelter in place order, all youth services programs ended on March 13, 2020. Youth Services Admin staff has been busy preparing refunds for Preschool, ESS, and PAL programs, preparing for summer registration, and answering calls from families regarding program information. The ESS program is busy preparing to open four Essential Care Program Classrooms to care for the Essential Working families that are currently enrolled in ESS programs. State subsidized families were the first priority and full cost families were contacted next. All eleven ESS site coordinators made well check calls to their families to determine who was in need of care. Based on that information, we were able to open with forty students following the health and safety mandates put forth by the CDC, Social Services, and the CDE. PAL programs remain closed as well as Preschool.

Open Space has remained open during the Shelter in Place. We are seeing record numbers at both Sycamore Grove and Holdener Park. The staff's priorities has been to keep people safe, educate and physical distancing, and keeping the area maintained. The Rangers have done a great job at all of this.

RECREATION:

Our Recreation Supervisors are currently working on creating program videos through Zoom and YouTube. These videos are offered either through our District staff or our current Independent Contracted Instructors. Videos will be uploaded to our District website under the *Stay and Play* Virtual Recreation page. The facility rental team is currently working on creating virtual facility tours as we are receiving inquiries for the 2021 rental year. Due to the Health Officer's Executive Order, staff are cancelling and moving May facility rentals, as well as accommodating requests to move June facility rental to later in the year.

Our Front Counter staff is busy serving our community Monday through Friday from 8:00am-2:00pm with over the phone inquiries, as well as processing any refunds and program changes. Our Facility Operations team is busy supporting the District's essential services like Open Heart Kitchen with the setup and take down, and cleaning the Community Center's commercial kitchen after each program day. Staff has also been cleaning the Park Restrooms twice a day, seven days a week to accommodate our park users. Staff is supporting Open Space, Parks, and the City of Livermore Police Department on the weekends by patrolling our parks to communicate park amenity closures due to the Health Officer's Executive Order.

MARKETING AND PUBLIC INFORMATION:

Marketing and Public Information efforts in response to the COVID-19 19 Pandemic include the following updates to the website and social media platforms:

- **COVID-19 19 ALERT** – On our home page, bright orange button, next to our LARPD logo – site is filled with important information including:
 - Coronavirus COVID-19 Information with summary of changes, LARPD news release, and Letter from our GM
 - Facility Closure information
 - Program Cancellations and Suspensions
 - News Releases and Information – up-to-date news, including the most recent April 27 news on revisions to current shelter in place order extended to the end of May
 - Additional Resources for Local News, including: County of Alameda, City of Livermore and Livermore School District
 - Health and Safety information – from CDC and other public health agencies
 - Local Volunteer Opportunities
- **STAY & PLAY** – Virtual Recreation site is filled with opportunities including:
 - Virtual field trips
 - Storytime – check out our ESS teachers reading stories
 - Nature Programs – featuring our Open Space staff
 - Art & Science
 - Keep it Moving – fun ways to stay active while sheltering in place
 - In the Kitchen
 - Special Events – Bunny Cake Bake off instead of our “Breakfast with the Bunny” event
- **SOCIAL MEDIA** – ongoing updates on our Facebook and Instagram sites
- **UPCOMING** – staff are working on creating online classes and activities, such as, aquatics staff creating videos on backyard pool safety, sports staff demonstrating basketball drills you can practice at home, dance moves, Zumba, yoga, etc.

PARK MAINTENANCE:

During the state wide Shelter in Place, LARPD has been working hard to keep parks and trails clean and safe. Attendance and use of the parks and trails has been unprecedented during this time. PARKS staff has been able to successfully maintain service levels.

PARKS Crew:

Irrigation	Totals	Landscape Maintenance	Totals
Sprinkler Repairs	53	Gallons of Mix Sprayed	1077
Irrigation Valve Repairs	4	Rodent Control	23 (hours)
Irrigation Controllers Installed	1	Graffiti Abatement	3 (hours)
Backflow Repairs	2	Playground Repairs	1
Backflow Tests	17	Open Space and Trails	Mowed
Mainline Repairs	1	Neighborhood Park and Sports Fields	Mowed
Lateral Line Repairs	2		

In addition to regular maintenance at Ravenswood Historical, ESS, and the Rodeo Grounds, tot lot inspections were completed, Park Zapp was installed on tablets and the crew attended various safety and equipment training sessions. At Ravenswood, pruning, weeding and tree removal took place. At the RLCC tot lot a small turf renovation was completed.

March and April Mechanic's Report:

The LARPD Shop serviced a number of vehicles and equipment, keeping our machines in tip top operating condition.

Service and	Mowers &	Small
Repairs: 8	Tractors:	Equipment:
vehicles	10	6

Contracted Landscape Maintenance Continues at the Following Locations:

Altamont Creek & Trail	John Green Trailhead	South Side Charlotte Way
Arroyo Bike Path	Marlin Pound	Summit Park
Bill Clark	MSC	The Barn
Bruno Canziani	Northfront Park & Trail Head	Trevarno
Cayetano Park	Ravenswood	Wattenburger
Christensen	RLCC	

March and April, 2020 Living Arroyos Program:

The Living Arroyos faced challenges related to the SIP: 8 volunteer events were cancelled and field work was furloughed. Living Arroyos will resume work Monday, May 4th.

Volunteer Events: 1 on 3/7/2020	Location: Las Positas Golf	Gallons of Water Used:
	Course	11,250
Volunteers: 35	Native Riparian Plants Planted:	
	145	

AGREEMENTS AND SPECIAL PROJECTS:
CAPITAL PROJECTS:

Construction on current projects was halted in April In response to the Alameda County Department of Public Health Order issued in March. As of April 29, the seven Bay Area Public Health Officers who ordered a shelter in place in mid-March will extend the orders through May 31, while some restrictions are eased. Construction activities will be allowed to resume with specific conditions. One current project, Sunset Park Playground, will resume work in May. The Michell School project to replace portable buildings for the Extended Student Services program with Livermore Valley Unified School District will continue. In response to the COVID-19 pandemic, the District has suspended other Capital Improvement Projects until further notice.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Mathew Fuzie', is positioned above the printed name.

Mathew Fuzie
General Manager