



**GENERAL MANAGER'S MONTHLY UPDATE  
TO THE BOARD OF DIRECTORS ON ISSUES AND PROJECTS  
AUGUST 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:** The 6<sup>th</sup> of August 2020 will mark my 2nd anniversary with LARPD. It has been rewarding, fun, challenging and very meaningful to me personally. It has been a learning experience after 33 years with the State of California to come to a Special District and work with a dedicated Board of Directors. On my last day with the State an employee said to me "You are going to love being part of a Special District." She was right. June and July were very challenging months, but we managed to make real progress in adjusting to this new situation and offered many more programs and recreational opportunities than many of our fellow districts and cities. We resumed normal Board Meeting business with the full board and committees and we are tackling real issues while planning for an uncertain future. Our staff has really been working hard to answer the difficult questions that our employees and the public are asking. We anticipate August will be more of the same as we prepare for schools to distance learn and our programs continue to operate in a COVID-19 adjusted way. As soon as the Ad Hoc Budget Committee completes its work, we will begin a quick turnaround budget for the remainder of the fiscal year for the Board of Directors to consider.

**BOARD OF DIRECTORS:**

**Matters Initiated:**

July 8, 2020 Board Meeting –

- Please ask the Rangers to remind visitors to Sycamore Grove Park to wear a mask and maintain physical distancing as COVID-19 is getting worse, not better. [Furst]. – *This has become general practice at Sycamore Grove Park.*
- Please have staff set up an information session for potential candidates who want to run for the LARPD Board of Directors. [Palajac] – *As soon as we know the final list of candidates, we will work on this suggestion.*

July 29, 2020 Board Meeting – (Canceled)

Board Members attended one board meeting, six committee meetings, and three community outreach/liaison meetings in July. Board members also attended the Mayor's State of the City Address. The Board Chair attended weekly meetings with the GM and core staff on the District's response to COVID-19 matters.

Board actions for the month included:

- Resolution 2698 – Authorizing the Board Chair to sign a letter on behalf of the Board in support of the conceptual elements of the City of Livermore Isabel Neighborhood Specific Plan
- Resolution 2699 - Authorizing the Board Chair to sign a letter on behalf of the Board to the City of Livermore in support of the Arroyo Las Positas Trail T6 connection process.

## **ADMINISTRATIVE SERVICES - FINANCE/HUMAN RESOURCES/INFORMATION TECHNOLOGY:**

### Finance:

1. Annual Audit FY19-20: Kudos to the Finance team for its work to date. After spending several days here in July conducting its preliminary work, our Audit partner concluded that the District's documentation was complete and presented no concerns; the District is poised to conclude its audit in December, 2020 (would be earlier had there been no scheduling conflicts with the Audit partner).
2. CARES ACT: Finance Officer Dreher led the District's efforts to submit its request for CARES relief for COVID-related spending through the City of Livermore, which graciously invited the District to participate in its CARES submission (special districts have not been designated to receive CARES relief to date). Program staff's efforts to support the submission were an important factor in completing this vital deliverable.
3. Year-end Close: Preliminary results for the fiscal year 2019-20 have us at a negative operating contribution (revenue less operating expenses) of \$1.2 million, as expected, though property tax and expense accruals and other entries are expected to improve the net contribution by approximately \$300k (end result being a negative contribution of approximately \$0.9million).
4. Ad Hoc Budget Committee: work to identify expense control opportunities began in earnest in July and will continue in early August.
5. Progress has been made in identifying liquid cash management alternatives (the State's Local Agency Investment Fund (LAIF) program among them) and staff will be prepared to present recommendations to the Finance Committee in August.
6. Otherwise, the team's focus has been on maintaining day-to-day accounting processes, cash management, and managing unemployment claims (158 claims received as of 7/29).

### Human Resources:

1. Staff's day-to-day operations have been focused on addressing employee questions concerning COVID-19 related safety and leave considerations (FFCRA) and on several new workers' compensation cases. Work also continued on reporting and analyzing staffing trends since the onset of the COVID-19 driven hours reductions (use of leave credits and trends in hours reported and worked).
2. Interviews were facilitated by the HR team for the vacant Manager - Parks and Facilities role, which culminated in the acceptance of the role by former Facilities Maintenance Supervisor Fred Haldeman.

3. Staff presented a new District Notice related to furlough and layoff processes to the Personnel Commission and the Personnel Committee, and will present the Notice to the Board of Directors at its August 12, 2020 Board of Directors meeting.

#### Information Technology:

1. Wi-Fi enhancements to the RLCC were completed in July. Infrastructure improvements (adequate availability of IP addresses, etc.) have been completed and additional access points have been deployed, to good reviews from staff thus far.
2. 23 of 41 laptops/desktops, configured with Windows 10, have been configured, tested and deployed in July, with the balance to be completed in August (there have been some delays as equipment deliveries from our supplier have lagged).
3. Lastly, we revised the connectivity plan with AT&T to get fiber to the modular office at Sycamore Grove Park. After many fits and starts with AT&T, a new circuit has been deployed at the park and a few modest steps remain to finally get the office its internet and phone access.

#### **COMMUNITY SERVICES:**

##### Youth Services:

The Extended Student Services (ESS) program is open at all eleven sites providing care for 180 students with 35 front line staff working diligently every day. The school district has announced their education plan for the beginning of the school year which will be full distance learning. We are planning and developing schedules and budgets to actually see how this is all going to come together. We have surveyed parents and have started to call back staff so hopefully, all the puzzle pieces will fit together and we'll have a solid program plan when the school year begins.

Preschool programs will perhaps begin in October and we are planning to open one PAL middle school program when school begins as well.

##### Senior Services / Community Outreach:

Based on an enthusiastic response from our active seniors, outdoor fitness offerings were expanded in July to include multiple sessions of Zumba, Tai Chi, Line Dancing, and Light & Easy Aerobics. We've converted the back area of the Little House Preschool into a wonderful temporary Outdoor Fitness Studio where participants can safely exercise and socially distance. SSC Staff connected with some of our senior volunteers in the form of a masked/socially distanced meet-up at Almond Park and morning zoom calls. The next Shelter-In-Place YouTube class in the "Cooking with Kathy in the Bunkhouse" Series was filmed and will debut in early August. Virtual programming has continued to be a major part of our offerings, including a new chair yoga series from a local high school student, Lakshmi Sajith. Phyllis Ihle continues our regular Friendly Calls connecting with 5-8 seniors per day with calls ranging from 25 to 60 minutes.

Staff has continued working at both the RLCC meal service and in the Open Heart Kitchen (OHK) main prep kitchen site along with Tri-Valley Haven Mobile Food Pantry packing and delivering of grocery bags to Livermore Senior Living Communities providing meals and groceries to hundreds of seniors each week. Additionally, SSC staff has partnered with Hagenbach Construction to

provide free home repairs for Livermore seniors by a licensed contractor. They were able to assist 9 seniors in June, 11 in July, and we're taking requests for August.

#### Open Space:

The staff continues to work on daily and monthly tasks to keep the open space parks clean and safe for the community. Some of those tasks include fence repair, tree watering, mowing, pruning and weed whipping, and maintaining the Native Garden. The Bobcat Bridge wood decking was replaced in a collaborative effort with the Facility team. The plan was for it to be complete in two weeks; however it was done in three days. A temporary bridge (Bobkitten Bridge) was put in place in order to have a safe creek crossing. Camp Sycamore began. We provided two sessions in July, serving a total of over seventy kids. They were put into groups of twelve with two counselors. There were strict protocols put in place in order to comply with the Alameda County Health Order, which included daily health checks, social distancing, and no shared equipment or supplies. Everyone enjoyed being outside, hiking, games and crafts. The staff has done a great job. We also had two Hoot Owl programs and a creek hike.

#### **RECREATION:**

Our Facility Operations team continues to support Community Services Senior Lunch Program with setup, takedown, and the cleaning of the Robert Livermore commercial kitchen Monday through Friday. Facility staff continues to clean the park restrooms Sunday through Saturday, as well as cleaning the Robert Livermore Community Center and the Recreation Building during operating hours to ensure our facilities are clean and safe for staff, program participants, and community members. Our Front Counter Staff are serving the community and supporting District staff Monday through Friday from 8:00am-2:00pm with over the phone inquiries, and program registration and updates.

Our staff continues to work closely with the Alameda County Health Officer in regards to the current health order to receive clarification and approval for the programs and services that we are allowed to provide to our community. Our sports team completed their first three weeks of summer camp. There were 30 participants enrolled; the next session started on July 27<sup>th</sup> with another 30 participants. Aquatics is running a water polo swim camp and renting pool space to aquatics organizations. Staff are working with our sports organizations and renting out field space for their needs. Our facility rental team is currently organizing small event rentals that will not exceed more than 25 guests that will be held Ravenswood. Staff continues to work interdepartmentally to ensure that program participants are following the current health order and staying within one social bubble to limit the transmission of COVID-19 within our programs and services.

#### **MARKETING AND PUBLIC INFORMATION:**

##### Public Information:

The communications team continues to produce park signage in both English and Spanish to replace signage that is either removed or damaged in our parks. We produced the August edition of the District Constant Contact newsletter that went out to nearly 18,000 people through the Active Network system. News Releases were released for District-wide initiatives including November election, amended Ordinance No. 8 and cancellation of July 29 Board meeting. We continue communication with media outlets and reporters regarding District initiatives and programs, including The Independent.

Community Engagement and Special Events:

Community Engagement – We created a window display for placement at the Livermore Chamber of Commerce front window located downtown Livermore for Park and Recreation month. We also hosted a table at the July 30 Farmer's Market where we promoted LARPD events, programs and initiatives, and engaged the community in positive conversations about the District.

Special Events - We have been busy this month preparing for two brand new District –wide community, social distanced events – the *Snapshot Scavenger Hunt* and the *50 in 50 Fitness Challenge*.

1. The *50 in 50 Fitness Challenge* opened for registration on July 30. This virtual challenge will launch on August 1<sup>st</sup> and run from August 29 – October 17, 2020.
2. The *Snapshot Scavenger Hunt* kicked off on July 31 with nearly 80 families participating (Over 250 participants in total). In the event, which runs the weekend of July 31 – August 2, family or social bubble teams hunt for 25 items provided in list format via email. Pictures of each item will be uploaded to a Google form created by the marketing unit. At the end of the challenge, a prize will be awarded to the team who shows the most team spirit through pictures. This is a free event.

Social Media and Website:

We began two new social media campaigns this month with *Trivia Tuesday* and *Find Me Friday* which have been successful in engaging the community to keep coming back to our sites. We continue to monitor all social media outlets for mentions of LARPD and support District staff to promote our programs and initiatives. We continue to maintain and manage content on the District website to ensure information on the Health Order from the Alameda County Public Health Department and other important District information is current and accurate.

**PARK MAINTENANCE and FACILITIES:**

Irrigation Repairs:

Main Lines Repaired	3
Irrigation Valve Repairs	17
Sprinkler Repairs	60
Lateral Line Repairs	1
Valve Box Repairs	2
Drinking Fountain Repairs	1
Gallons of Pesticide Sprayed	53
Graffiti Abatement Hours	6
Rodent Control Treatments at 8 parks	40

Pruning and tree maintenance at several parks.

Continued maintenance at Rodeo Grounds, Ravenswood Historical Site.

Special shrub pruning at Bruno Canziani per public complaints.

Tot Lot Inspections and minor repairs.

Staff Training.

Mechanic's Report:

Vehicle Repairs	7
Mower and Tractor Repair	7
Small Equipment Repairs	8

Shop maintenance, road calls for E053 and 238FGZ

Living Arroyos:

Living Arroyos used 45,100 gallons of water on eight different mitigation sites to for the City of Livermore and Zone 7. The water was used to keep native riparian vegetation alive until it is able to reach the groundwater table.

Facilities:

July was another busy month in Facilities. This month we built two bridges! The Bobcat Bridge job was completed in three days in a joint effort between Facilities and Park staff. Two more bridges are schedule in the near future.

A new split rail fence was installed around the million dollar oak tree at Sunset Park. Fences were repaired at Cayetano and Vista Meadows Parks and benches and BBQs were repaired/painted at May Nissen, Robert Livermore, Independence, Jack Williams and others. Leaks were repaired in the hot water line for the AHUs at the RLCC street lights were replaced on Trevarno Road. Tennis court nets were replaced at Jack Williams Park and Mutt Mitt dispensers were removed from all of the dog parks. Quarterly building inspections were completed on all District buildings and air filters were changed in all HVAC units throughout the District.

Restoration/renovation began on the Ravenswood fountain this week and should be completed by next week.

**AGREEMENTS AND SPECIAL PROJECTS:**

**CAPITAL PROJECTS:**

1. Construction on the Sunset Park Playground is effectively done: staff met with the contractor on July 27, 2020 to complete a site walk-through and a final punch list. Project spend, while not yet final, is expected to fall roughly \$60k under the \$1.2million budget.
2. After months of silence from the vendor, the District's solar project at the RLCC is back on track. Vendor signatures are expected by the end of July on the Sub-lease agreement, which will be followed shortly by an interconnect agreement with PG&E that will solidify processes and prices for the District's sale of any excess energy that is produced (though none is expected).
3. The Michell School project to replace portable buildings for the Extended Student Services program in conjunction with Livermore Valley Unified School District continues, with the current focus being on design work and obtaining Division of State Architect (DSA) review. Spending on the Michell project is currently projected to be \$1.375M, or \$125k below the \$1.5 million project budget, which includes a contingency of 10% on all building-related costs (fabrication, foundation, and delivery/installation).

4. 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 'M. Fuzie', is written over a light gray rectangular background.

Mathew Fuzie  
General Manager