



Livermore Area
Recreation and Park District
An independent special district

**GENERAL MANAGER'S MONTHLY UPDATE
TO THE BOARD OF DIRECTORS ON ISSUES AND PROJECTS
SEPTEMBER 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: August was a very difficult month for the District due to the many emergency declarations in place. We had our own open space fire from a lightning strike and heat wave that kept Sycamore Grove Park closed for a period. I spent time working with the various agencies to provide our resources in order to complete our role in the emergencies. More detail on our role will be forthcoming to the full board at our meeting on September 9. I continue to work both in the office and at home depending on the various factors and where it makes the most sense for me to work. I attended all of the Emergency Operations Center meetings as well as a CAPRI Board Meeting and InterGovernmental Committee meeting.

All indicators are for this COVID event to continue for a long stretch to come. We are providing as much programming as the Health Orders will allow and that make budgetary sense or are designated essential. We will continue this path well into the fall.

BOARD OF DIRECTORS:

Matters Initiated:

August 12, 2020 Board Meeting –

- Chair Palajac announced that the Board had been requested to send a letter to the governor to permanently designate Tesla Park as a non-motorized preserve. She stated that since the Board had written six previous letters to elected officials about Tesla Park between April 2018 - March 2020, she greatly simplified the template and will send a copy of the letter to all Board members to review it and to provide any revisions, if needed. – [*The finalized letter was mailed to Governor Gavin Newsom on August 13, 2020.*]

August 19, 2020 Public Meeting in the Park – (Canceled)

Board Members attended one board meeting, nine committee meetings, one LARPD Foundation meeting, and two community outreach/liaison meetings in August. Board members also attended Supervisor Scott Haggerty's State of the County 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 2700 – Authorized revisions to the process for Reduction in Force of the District – District Notice 0005.

ADMINISTRATIVE SERVICES - FINANCE/HUMAN RESOURCES/INFORMATION TECHNOLOGY:

Finance:

1. Ad Hoc Budget Committee: work to identify expense control opportunities began in earnest in July and continued to be a focal point for the Finance and HR teams in August.
2. Annual Audit FY19-20: Preparing for auditors' next visit to our offices in mid-September, which involves data and document gathering. Kudos to the Finance team for its work to date. All work has gone well thus far and the District is poised to conclude its audit in December, 2020 (would be earlier had there been no scheduling conflicts with the audit partner).
3. CARES ACT: After completing the District's efforts to submit its request for Coronavirus Aid, Relief and Economic Security Act (CARES) relief for COVID-related spending through the City of Livermore in July, we await the City's determination of the share of funds to be allocated to LARPD (special districts have not been designated to receive CARES relief to date).
4. Year-end Close: Preliminary results for the fiscal year 2019-20 have us at a negative operating contribution (revenue less operating expenses) of \$0.97 million, as property tax and expense accruals and other entries improved the net contribution by approximately \$300k versus what was reported last month.
5. July, 2020 Preliminary Financial results: On revenues of \$274k, the District's preliminary net operating contribution (revenue less expenses) is (\$1.1 million), which is \$92k better than the approved budget.

Human Resources:

1. Staff's day-to-day operations have been focused on addressing employee questions concerning COVID-19 and air quality related safety and leave considerations. As mentioned above, the HR team is playing a key role in support of the ad hoc budget committee's efforts.
2. Staff presented a new District Notice (0005) related to furlough and layoff processes to the Board of Directors at its August 12, 2020 session, and the Board approved it.

Information Technology:

1. Staff completed its deployment of 41 laptops/desktops, configured with Windows 10. Kudos to IT Technician Stevens for his efforts, which resulted in a smooth and effective process.

2. The connectivity project with AT&T to get fiber to the modular office at Sycamore Grove Park was finally completed (internet and phone access).
3. Staff worked with AT&T and Comcast to upgrade internet bandwidth ESS sites, with work estimated to be completed by the end of the month (some sites have been successfully upgraded already).

AGREEMENTS AND SPECIAL PROJECTS:
CAPITAL PROJECTS:

1. Construction on the Sunset Park Playground is done, and staff will present a recommendation to the Board at its September 9th meeting to officially accept the project as completed: Project spend is \$75k under the \$1.2million budget.
2. The District's Solar project at the RLCC is back on track, and City staff will present the RLCC lease extension and Sub-lease agreement to the City Council for approval on September 28th, assuming City staff's approval of the project's entitlement, which requires an updated site plan and project description that reflect two carport structures instead of three.
3. Staff is working with the City on its proposed parks and trails in the Isabel Neighborhood Specific Plan. Work to assess the impact of the project on LARPD's parcel taxes was completed and submitted to the City on August 24th, and work will proceed to update earlier estimates for park maintenance expenses.
4. 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 \$1.5million project budget, which includes a contingency of 10% on all building-related costs (fabrication, foundation, and delivery/installation).
5. In response to the COVID-19 pandemic, the District has suspended other Capital Improvement Projects until further notice.

COMMUNITY SERVICES:

Youth Services: The last day of summer programming was August 22, 2020. School begins with distance learning on Tuesday, August 25th. ESS is offering full day programs and a few part day programs to support working parents during distance learning. Staff has been busy enrolling students and we have full rooms at each site.

ESS staff has done an amazing job working on the front line since May 4th. They have adapted their programs to follow strict COVID-19 guidelines developed by Alameda County Public Health Department. They are an amazing group of child care professionals – we are lucky to have them.

PAL will not be opening due to a lack of interest at this time. Things may change when the school moves to hybrid learning.

Preschool programs are on hold until January.

The reduced staff at Trevarno is doing an admirable job supporting each other, program staff, and parents.

Senior Services / Community Outreach:

Senior Services: This month staff has continued to serve Livermore Seniors with a combination of virtual and outdoor classes. August began with a free virtual class by retired social worker, Lani Hickman, who taught “Mindful Stress Reduction” techniques, tips and tricks. Recreation Coordinator, Kathy Lake, starred in the latest edition of “Cooking with Kathy in the Bunkhouse” where she taught her recipe for Tortellini Chicken Potato Salad on the LARPD YouTube Channel and hosted a Zoom Social with the 50+ Fun Activities Club after the premiere. Outdoor fitness offerings were expanded to include Yoga and Deep Relaxation Through Guided Meditation. Senior Services is now running 12 outdoor fitness classes at three locations. Unfortunately, statewide fires and unhealthy air quality forced staff to postpone several classes in late August. Instructors will make up any missed classes at the end of the session.

Community Outreach / Volunteers: On August 28, staff debuted “Friday Fun Days” where volunteers have the opportunity to create inspiring signs while spreading joy and connection during the senior lunch program. This pilot program is scheduled for the next few Fridays and will likely be offered several times per month. Staff has continued working at both the RLCC meal service and in the Open Heart Kitchen 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.

Open Space: On Sunday morning, August 16th Sycamore Grove Park was struck by lightning which started a fire. While fire is a natural activity, we unfortunately lost 178 acres of our beautiful open space to the fire.

Since then, our staff has been diligently working on putting out any smoldering trees left from the fire and cutting down trees that could be dangerous to the public. We are excited about opening back up to the public and welcoming our community to a safe Sycamore Grove Park.

Due to the SCU fire, Sycamore Grove Park was put on an evacuation warning on Saturday, August 22nd. Once we were notified, the staff secured our valuable items, i.e. the trailer, tractor, and program supplies that are hard to replace in a safe place.

RECREATION:

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. 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 program needs. Staff continues to offer creative and engaging programming to our community while working interdepartmentally to ensure we are following the current Health Order to limit the transmission of COVID-19 within our programs and services.

We continue 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. This month was extra exciting as the District was called into action to support and assist the City of Livermore and Alameda County Emergency Operations Center (EOC). The facility operations team has been working with the City of Livermore this past month by opening the Robert Livermore Community Center as a Cooling Center for excessive heat and poor air quality due to the surrounding fires. From Sunday 8/23 to Tuesday 8/25, the District assisted the Alameda County Emergency Operation Center by opening the Robert Livermore Community Center as a Temporary Evacuation Point (TEP) in response to Cal Fire's voluntary evacuation orders for the unincorporated areas of Alameda County due to the SCU Lightning Complex Fire and Red Flag Warning. The TEP was operated by the County in partnership of the American Red Cross, the Society for the Prevention of Cruelty to Animals (SPCA), the City of Livermore, and the District. The American Red Cross was held in the Cresta Blanca Ballroom, and the SPCA was in our Larkspur Room. The TEP was not a shelter; the County's goal was to provide a safe location for individuals who were affected by the temporary evacuation notice to go to and to receive support in finding temporary housing and assistance for their animals. The District supported the County's EOC with facility operations and custodial; this was a 24-hour TEP.

MARKETING AND PUBLIC INFORMATION:

Public Information: August has been an interesting month with many unexpected twists and turns. The high temperatures and the fire in Sycamore Grove Park on Sunday, August 16 sparked a series of events in which this unit offered support. We provided urgent public information notifications and messaging regarding the opening of a cooling center, and later a clean air center in response to the fires impacting Livermore and Temporary Evacuation Point, at the Robert Livermore Community Center.

Marketing: The team created and launched a virtual Parks & Play activity guide for the fall season, creating a brand new interactive and visually appealing web page. An online activity guide provides the opportunity to edit quickly as programs may change for any reason, including changes in the Health Order, and keep the information current. *Going Green* and moving away from the traditional print activity guide resulted in a nearly \$22,000 cost savings to the District.

Special Events: Planning is underway for several events including the annual "Dogtoberfest" event which is going virtual for 2020, "Unity Day" – an event in celebration of National Bullying Prevention Day, and "Halloween Spooktacular Week" – a week of virtual Halloween challenges and contests. The official launch of the "50 Miles in 50 Days Fitness Challenge" began on August 29. Participants need to sign up by September 6 to receive a commemorative t-shirt. Visit larpd.org to register.

PARK MAINTENANCE and FACILITIES:

Irrigation Repairs:

Main Lines	2
Lateral Line Repairs	0
Sprinkler Repairs	60
Valve Box Repairs	2
Controllers Repairs	1
Irrigation Valve Repairs	17
Gallons of Pesticide Sprayed	94

Graffiti Abatement Hours 5

The Parks team was very busy in August with pruning and mechanical weeding at parks. They performed extensive broken branch removal at multiple parks and ongoing trail maintenance. The Trevarno Garden prep work was completed and Tot Lot inspections were conducted. Staff training topics covered heat stress and hearing safety. Staff assisted with the Sycamore Grove Park wildland fire clean up. Staff also continued maintenance work at the Rodeo Grounds and Ravenswood Historic Site.

The police were called to Robert Livermore Community Park due to a suspicious person with 10 bicycles; an arrest was made by LPD.

Staff Report: Field Supervisor, Robert Martinez retired as of 8/21/2020.

Mechanic's Report:

Vehicle Repairs	7
Mower and Tractor Repair	6
Small Equipment Repairs	8

Shop maintenance, rangers call out, road call and security training.

Living Arroyos: Living Arroyos used 36,250 gallons of water at 10 different mitigation sites for the City of Livermore and Zone 7 Water Agency during the month of August.

Facilities: It's been a hot and smoky month for the Facilities team.

- We have updated all of the park signage to reflect the new hours of operation.
- Added signage to trash cans that will be removed from the parks.
- Created an accessible pathway in Sycamore Grove Park.
- Demolished a steel storage enclosure and performed site prep in Independence Park.
- Repaired several damaged gates and fences throughout the District.
- Began painting inside the RLCC.
- Performed slide maintenance in Aquatics.
- Finished the restoration of the Ravenswood fountain.
- Began servicing drinking fountains throughout the District.
- Repaired a broken sewer main at Marilyn ESS.
- Inventoried damaged benches throughout the District and ordered parts under full warranty.
- Performed Preventive Maintenance on Air Handling Units at the RLCC.
- Added hot water for shower and kitchen sink at the Cross House in Sycamore Grove Park.

Respectfully submitted,



Mathew Fuzie
General Manager