



**GENERAL MANAGER'S MONTHLY UPDATE
TO THE BOARD OF DIRECTORS ON ISSUES AND PROJECTS
NOVEMBER 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: As we move through the different stages of the pandemic we are opening more amenities and able to serve more of our constituents. We have had to be very creative and communicative in order to make certain our offerings will not violate any portion of the health orders. The various health officers have been very good to work with. We completed our transition to the new organizational structure and these changes have been communicated to our partners and constituents. The district will reach its lowest cash flow level this month and will have a balance in the mid three million dollar range. Thank you all for your good work. We are moving forward with our initiative to better understand and improve our unfunded future liability for retirement and all of the other initiatives for a healthy fiscal standing that we are working with the Ad Hoc Budget Committee to examine.

BOARD OF DIRECTORS:

Matters Initiated:

October 14, 2020 Board Meeting –

- Director Furst mentioned that last month he pointed out a dangerous condition on the connector trail from the Edward R. Campbell Bridge going in the direction of the Arroyo Road staging area for Del Valle as it crosses the blacktop road. He complimented Mr. Haldeman and Ms. Kirk for facilitating the appropriate changes. He stated the equestrian community is very appreciative of the new, safer crossing.
 - a. The equestrians have requested signage on each side directing the equestrians where to safely cross – [***This item has been turned over to the Facilities Manager for consideration.***]
 - b. They also have asked to have gravel put down at the Wetmore entrance to Sycamore Grove in the equestrian parking area before the winter to avoid extreme muddy areas and for better footing. – [***Staff is analyzing this request for the best outcome. Gravel can be problematic for many reasons.***]
- On behalf of the Ravenswood Progress League (RPL), Director Furst stated that the RPL has lost its 501(c)(3) status. He asked if the District can help them retain/retrieve their non-profit status. – [***We are not in a position to help them regain their status, but we have pointed them in the right direction.***]

October 28, 2020 Board Meeting – None.

Board Members attended two board meetings, six committee meetings, one LARPD Foundation meeting, and three community outreach/liason meetings in October. 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 2702 – Proclaiming October 2020 as Bullying Prevention Month and October 21, 2020 as Unity Day.

ADMINISTRATIVE SERVICES - FINANCE/HUMAN RESOURCES/INFORMATION TECHNOLOGY:

Finance:

1. Annual Audit FY19-20: The Oct 5th/6th auditors visit went well and was reduced to one day as a result. All data documentation and reporting is complete and we plan to review the results with the Finance Committee on November 23rd prior to bringing the report to the Board for its approval on December 9th.
2. September, 2020 Preliminary Financial results: For the three months ended September 30th, the District's Net Operating Contribution (Revenues less operating expenses) were \$492k better than Forecast and \$285k better than the Approved Budget, driven primarily by better than expected Property Taxes (via adjustments to property values) and lower than projected Salary and Benefit Expenses (leave credit usage did not reach projected levels).
3. Staff is now focused on updating the District's Forecast, which will consist of actual results through September and projected results from October through the end of the year.
4. Procurement: Staff has focused on a series of modest but impactful purchasing initiatives, including mobile phones/numbers/hotspots for all ESS sites and procuring and deploying desktop equipment and Mitel phones for the modular Ranger Station. Our focus now is on copier lease administration (closing out legacy leases/returning related equipment) and equipping the modular ranger station with a new copier). Lastly, two policy updates are in the works: mobile communications/reimbursement and Cal Card use.

Human Resources:

1. The HR staff's focus in early October was on supporting the processes associated with the organizational changes that were approved by the Board on September 22nd. Staff partnered with Managers to communicate and process changes for all 27 staff members who were laid off, effective October 4th, as well as the 10 staff members whose job classification and/or benefit tiers were affected.
2. As well, the HR team has been busy preparing for the coming Open Enrollment period, which will extend from November 30th to December 11th. No changes are in place for our offerings, and only modest increases in employee contributions (none for employee only participants) are outlined.
3. Staff are focused on updating the District's leave and holiday policies, and plan to discuss them with the Personnel Commission and the Personnel Committee on November 10th.

Information Technology:

1. Work focused on administering the files and emails of those staff who were laid off.
2. The District signed an inexpensive but necessary support agreement to provide end-user support and training for our Mitel phone system (the prior agreement only covered break fixes and software upgrades).

AGREEMENTS AND SPECIAL PROJECTS:

CAPITAL PROJECTS:

1. The District's Solar project at the RLCC will be delayed another month, as the Contractor has requested some modest adjustments, with which Staff agree, to the duration of the sub-lease, which will similarly impact on our Master Lease for the RLCC, and to the Power Purchasing Agreement (PPA). The terms of the PPA will only be revised to update language related to the Commercial Operation Date (COD) of the project: because the agreement was signed so long ago, we need to extend LARPD's right to terminate in the event the project's required COD is not met. (currently set at 6 months from the effective date of 12/2/19). The City is aware of this and has pulled our project from the Council's November 9th meeting.
2. The Michell School project to replace portable buildings for the Extended Student Services program in conjunction with Livermore Valley Unified School District continues. Following conversations between GM Fuzie and the City's Administrative Services Director, this project is confirmed to be eligible for AB1600 funding, which will amount to \$1.375 million over the life of the project, of which ~\$675k will be spent during the current fiscal year.
3. The District's CIP strategy is evolving in response to the COVID-19 pandemic, and plans are forming to consider initiatives that are focused on outdoor activities that involve spending levels that are modest in comparison to recent activity, while immediately impactful to the LARPD community.

COMMUNITY SERVICES:

Youth Services: The ESS programs are doing well. Distance Learning has become an easier part of the program. Technology seems to be working and students are in the groove with their schedules and multiple platforms they participate in daily. Currently our enrollment is about 262 students. All sites are open.

Staff will be updating their CPR and First Aid training through the help of Patrick Lucky – Aquatics Supervisor. Training will be completed electronically and Patrick will arrange for the in person skills test.

Staff will be surveying families to see who will be attending programs during the Thanksgiving and Winter Breaks which will allow us to plan fun and innovative programming during these non-school days. Staff is looking forward to a little bit of normal programming.

We are preparing for rainy weather by researching the amount of pop-ups canopies the district has so we can borrow them for our daily health screens at all of the sites. Under county orders, parents are not allowed in the buildings therefore the health screening must take place outdoors.

The Morale Committee placed small treats in everyone's site boxes at Trevarno to show their appreciation for all of their hard work.

Senior Services / Community Outreach:

Senior Services: Two new programs were launched this month to help Livermore seniors stay connected. On Tuesday, October 6, the SSC team launched the Curbside Lending Library where seniors can drive-thru to select their favorite genre of books and be surprised by new titles each week. The lending library is offered weekly on Tuesdays during the Senior Lunch Program from 12-1pm. On Friday, October 23 we offered two sessions of Flower Arranging at Ravenswood Historic Site. Volunteer Gayle Thorsen-McCune guided 21 seniors through the process of creating a beautiful fall floral arrangement. Additionally, on October 15, Senior Services partnered with Legal Assistance for Seniors to provide a free virtual presentation reviewing the changes to Medicare and Open Enrollment for 2021.

Volunteers: Unity Day provided several volunteer opportunities including assembling and distributing Kindness Rock Kits and hanging and removing orange ribbons commemorating Unity Day in downtown Livermore. Volunteers also assisted with grocery bag assembly at Tri-Valley Haven Food Pantry, Friday Fun Days at the Senior Lunch Program, and the new Curbside Lending Library.

Community Outreach: On October 21st, LARPD partnered with LVJUSD and the City of Livermore to recognize Unity Day where participants unite in the commitment to stop bullying and to promote healthier communities through kindness, acceptance, and inclusion. The three agencies offered community activities along with a coordinated social media campaign to honor the occasion. The Safe Parking Program has seen another drop in the numbers down to 24 for September. The good news is, since COVID-19 began, City Serve has placed six families (8 individuals) registered in the Safe Parking Program into hotels and three more in permanent housing. LARPD staff has continued to support our local nonprofit service providers during the COVID-19 response including Tri-Valley Haven Mobile Food Pantry, Open Heart Kitchen, and Safe Parking Program along with referrals to Senior Support of the Tri-Valley and Spectrum Meals on Wheels.

- Tri-Valley Haven Mobile Food Pantry Sept. Deliveries: 140 bags of groceries delivered to Livermore Seniors
- Open Heart Kitchen September Senior Meals Served at RLCC: 1920
- Open Heart Kitchen September Hot Meals Served at RLCC: 3275
- Safe Parking Program September Vehicle/Occupancy Count: 24

Open Space: As you well know, October has been rather hectic in Sycamore Grove Park. Sycamore Grove and Holdener were closed from October 12th - October 19th due to PG&E removing outdated power lines and power towers. These power towers were some of the oldest remaining in the state and date back 100 years. While these closures have been frustrating to both staff and the public, we believe the improvements to the overall visual beauty of Sycamore Grove will benefit everyone for generations to come. During the time the park was closed, Rangers began a major campaign trimming trees back from the trails and chipping woodpiles.

Alameda County Vector Control came out and closed up all the entry points for rodents in the Cross house next to the Ranger office. They were also checking for rodents with disease throughout the park and were unable to find any diseases in any of the rodents they captured in Sycamore Grove Park.

More split rail was installed to keep visitors from blazing unauthorized trails. This will aid in keeping the park beautiful and keeping the visitors safe.

Sycamore Science Camp began its second session. Staff is working diligently to educate eager young minds about the wonders of the natural world. After our initial program last month for our first homeschool group, we have received increased interest from more homeschool groups this month.

We are looking forward to getting 2020 behind us by getting ready to begin selling annual passes for 2021. We will be selling them out of the Wetmore entrance starting on November 7th & 8th, from 9:00am to 11:00am.

RECREATION:

We are excited that Alameda County Public Health Department gave us permission to open our District playgrounds on Friday, October 16th. As playgrounds pose a risk of spreading COVID-19 due to their high-touch surfaces, and encourages group gatherings and mixes households, District playgrounds are a use at your own risk park amenity. We are encouraging the community to follow the State of California's health and safety guidelines while utilizing a District playground. District staff posted the State's guidelines on the District's website and at each park location. In conjunction with our playgrounds opening, we have also opened our group picnic reservation sites. Individuals will be required to follow the current Alameda County Health Order while utilizing a group picnic area, which includes requiring individuals two (2) years and older to wear a facial covering at all times, unless while eating or drinking. There will be a maximum capacity of no more than 25 people at each picnic site location. The District website and the application have been updated to reflect the current Health Order requirements.

Staff has been assisting organizations with their request on renting out District parking lots to host drive by events and pickups. To receive an Intent to Use permit, applicants are required to submit the application with the nature of their request, a Site Safety Plan that is consistent with the County's current Health Order, and pay the permit fees. All applications are reviewed and approved by District staff prior to issuing a permit. To ensure our Intent to Use permit process is consistent with our current practices and procedures, we have updated the website and the application.

On Saturday, October 24th we hosted our first Halloween Trunk and Boo at the Robert Livermore Community Center in the Loyola Parking Lot. This was our unique way of providing an opportunity for our community to celebrate Halloween in a safe and fun environment, which included individual arts and crafts, dance parties at their cars, and a contest for most silliest, scariest, cutest, and creative. We followed and implemented the current Health Order, and enforced physical and social distancing between cars and families, and completed a COVID-19 health screening of all participants. We had a total of 30 cars in attendance, and each family came in costume and decorated their vehicle's trunk to participate. This was a great and fun event that we hope to continue in the future.

This month we hosted four (4) Minimonies and eight (8) photo permits at Ravenswood. The Sports division secured a morning gym rental on Tuesdays and Thursdays from 6:30am-8:30am, as well as evening gym rentals from 4pm to 8:30pm. We continue to support Community Services with their setup and take down of Open Heart Kitchen and the Lending Library, and the deep cleaning

of the commercial kitchen Monday through Friday. Park restrooms are cleaned once a day Sunday through Saturday.

PARK MAINTENANCE and FACILITIES:

Irrigation Repairs:

Main Lines	10
Lateral Line Repairs	5
Sprinkler Repairs	84
Valve Box Repairs	1
Backflow Repairs	2
Irrigation Valve Repairs	5
Backflow Tested	23
Ground Rod and Surge Protected Install	1

Enhancement Activity:

20 pounds Diphacinone for squirrel bait stations
80 hours rodent control
7 hours graffiti abatement
50 hours vandalism turf repair at Robert Livermore Park
Pruning and weeding at parks
Broken branch and tree removal at parks (3 trees removed)
Tot lot maintenance for opening of tot lots
3 week turf renovation at Marlin Pound (aerating, verticutting, seeding, sprinkler maintenance)

Maintaining & repairs at ESS sites, Rodeo grounds, Ravenswood Historic Site, and Weekender maintenance schedules.

Tree assessments and other tree concerns and continue with tot lot and parks inspections.

Safety meetings: Chipper use: pre-check, starting, stopping, and chipping tree basics.

Graffiti/vandalism: Brian Hall 3 hours, Stephen Boothe 7 hours = 10 hours total.

Weekend call outs.

Mechanic's Report:

Vehicle Repairs	6
Mower and Tractor Repair	7
Small Equipment Repairs	5

Additional Tasks Performed: Shop maintenance, road calls and prepared out of service vehicles for pick up.

Living Arroyos: Living Arroyos used approximately 30,000 gallons of water on eleven different projects to help young riparian vegetation to survive the dry season. Additionally, the program harvested and processed over 1,000 acorns for future plantings.

Facilities: Exciting things that happened in October with the Facilities Team:

- Bill Clark Park tot lot got a makeover! We removed 190 cubic yards of sand from the two playgrounds and spread it out in the rodeo parking lot at Robertson Park. The sand will be replaced with engineered wood chips the first week of November.

- 19 trucks were prepped for transport to go to auction. The work entailed charging batteries, adding fuel, airing tires and washing.
- A vandalized door was replaced at Camp Shelly and a punch list was generated identifying needed repairs/improvements to be done next spring before opening.
- Asphalt repairs were done at El Padro Park.
- A small split rail fence was installed at May Nissen Park to deter unauthorized vehicle access.
- An underground waterline/valve was repaired at Jane Addams preschool.
- Roof maintenance and cleaning was performed on most District buildings in preparation for fall and winter.
- Park COVID signage was removed and replaced with the new State provided signage for playgrounds.
- A voting ballot box provided by the County of Alameda was installed at Summit Park.
- Quarterly building inspections were performed at District operated facilities.
- A washer/dryer unit and toilet were installed at the Cross House in Sycamore Grove Park.
- HVAC filters were changed out at the RLCC.
- Repairs and maintenance were performed on HVAC units at Bothwell.
- Repairs were made to the fire monitoring system at Trevarno and Ranch ESS.
- All buildings at Ravenswood were pressure washed. All windows were cleaned.
- In addition, all regularly scheduled preventive maintenance was performed throughout the District.

Respectfully submitted,

Mathew Fuzie
General Manager