



Livermore Area
Recreation and Park District
An independent special district

**GENERAL MANAGER'S MONTHLY UPDATE
TO THE BOARD OF DIRECTORS ON ISSUES AND PROJECTS
JUNE 2021**

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: June 15th will bring us some anticipated challenges with increased demand on our facilities and staff. We intend to be an open community center with some social distancing and learned best practices still in place as we track the COVID-19 numbers through the summer. It is unclear what recommendations will remain once the tier system is removed. Each county can impose their own health orders. My feeling is any restrictions beyond common sense recommendations will not be received well by the public. We have been slowly working with our partners in regard to back rent and other financial arrangements. We have much to do in the upcoming year to continue building our strong financial backbone and prepare for any future negative events such as what we have just weathered.

Pension Obligation Bonds and Budget will be the primary topics for the month of June. I have made a few minor changes to our organization moving forward. I am having Human Resources report directly to the General Manager and moved the front desk into what we are now calling Business Services which is run by Jeffrey Schneider.

BOARD OF DIRECTORS:

Board Members attended two regular board meetings, five committee meetings, one LARPD Foundation meeting, and four community outreach/liaison meetings in May.

Board actions for the month included:

- Motion to keep the Personnel Commission.
- Resolution No. 2712 approving and adopting a debt management policy and pension funding policy in connection with future consideration of the issuance and sale of pension obligation bonds to refund outstanding obligations of the District to the Alameda County Employees' Retirement Association (ACERA).

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

Finance:

1. Financial results: For the month of April, 2021, the District's Net Operating Contribution (revenues less expenses) of \$4.6million was (\$97k) below the Board-approved Mid-year Budget, as revenue from Property taxes was below budget (\$90k) and revenue from operations was less than Budget by \$34k. Camp Shelly revenues were budgeted at \$50k for the month, but registration did not begin until May, and we will now be deferring revenue for Shelly to be recognized when actual activity occurs. Otherwise, expense control continues to result in favorable variances vs Budget (\$27k for the month). Relative to last April, when the District began seeing a significant impact of the onset of COVID-19, the Net Operating Result for this April is \$594k, or 15% better, as Revenues from Operations are up \$335k, or 169%, versus last April.

Year-to-date revenues of \$15.6million are essentially on budget, while expenses are modestly below the Budget (\$161k, or 1%). Net operating results of \$2.4million are \$85k above Budget and \$723k (43%) above last year, driven by across the board expense reductions, a 3% increase in property taxes, and the onset of the significant impact of COVID-19 at this time last year.

2. After discussions with our audit partner, at the behest of the Recreation management team, and after discussing with the Finance Committee, the District will begin deferring revenue recognition for summer registration until the related programs occur. Our recreation software was implemented to recognize revenue on a cash basis, but the Finance Officer has outlined a process to overcome this challenge. Impact is to have a one-time shift in revenue from FY20-21 to FY21-22 of approximately \$200-\$250k. We will continue this practice going forward.
3. Pension Obligation Bonds (POBs) – On May 26th, the Board of Directors approved the establishment of two new policies that are a necessary step toward issuing POBs: Pension Funding and Debt Management, though these policies will be of value regardless of whether the District moves forward with issuance of POBs. The next major milestones for this initiative are: a) complete a call with credit analysts on June 4th, and b) bring a proposal for the issuance of POBs to the Board for its approval on June 9th. If approved, the POBs will be issued before the end of June.
4. On March 17th, the Finance Committee favorably reviewed the District's Operating Budget for FY21-22 and CIP Plan for FY21-23, with the understanding that one change will be reflected in the Budget that will be proposed to the Board on June 9th, the impact of the aforementioned change in revenue recognition for recreation programs.

Human Resources:

1. Recruiting Efforts in May:
 - a. Full time Recreation Coordinator - Youth & Adults Sports: One Recreation Coordinator started on May 24th, while the second job offer was declined, and the position was reopened. An interview for the second position was conducted and the person selected for the position accepted the offer and is in the pre-employment process.

- b. Full time Park Worker: Three Park Workers started on May 10th. After one of the new hires abruptly resigned, staff selected a candidate off the eligibility list who accepted the offer and is now in the pre-employment process.
 - c. Hiring efforts for casual workers were significant in May: Park Ranger Aide (3– pre-employment), Program Leader (5– rehire plus 1– pre-employment), Teacher (3– rehire plus 3 – pre-employment), Recreation Leader I/II - Camp Counselors (6 at each level, with all 12 in pre-employment), Park Enhancement Aide (1– pre-employment) Facility Attendant (2– rehire plus 2 new hires) Lifeguard I (15 positions, still in progress).
2. Five job classifications were presented to the Personnel Commission and the Personnel Committee in May, and with the support of the Commission and Committee, will now move forward to the Board on its consent agenda on June 9th. These roles include: Park Maintenance Tech I (new), Park Maintenance Tech II (revised), Human Resources Analyst, Interpreter (open space), and Facility Maintenance Field Supervisor.
 3. On May 11th, the Personnel Committee favorably reviewed the District's salary and benefit plans for FY21-22, paving the way for a presentation to the Board on June 9th.
 4. Organization changes were announced by the General Manager (GM) and are effective in June: the Human Resources team will now report directly to the GM, while the "front desk" team that has to date been a part of the Recreation department will be renamed "Customer Service Center" and report to the Finance Officer. Collectively, the organization including Finance, IT, and Contract Admin/Procurement will be called "Business Services" and the Administrative Services Manager will now have the title of Business Services Manager.

Information Technology:

1. The Office 365 project to upgrade the District's email and Office suite of products was completed in May and, while we continue to pursue avenues for on-going education in the use of the new Microsoft tools, was met with a very positive response from staff. The District has thus moved from unsupported, unreliable on-premise based email to a current/supported, cloud-based environment. Communication via Microsoft Teams is proving quite effective, with chat, video, and audio conferencing available in a user-friendly form.
2. The District began investigating a replacement to our on-premise, difficult to support Mitel phone system. Cloud-based, easy to maintain alternatives abound.

AGREEMENTS AND SPECIAL PROJECTS:

1. The Solar project at the RLCC is near completion. By mid-June, we should receive a permit to operate (PTO) from PG&E and then begin to receive clean electricity directly from the solar array at the RLCC.
2. O'Dell Engineering's work on the design phase of the proposed pump track, to be located at the Sunken Gardens site, began in earnest.

COMMUNITY SERVICES:

Youth Services: Preschool is winding down for the school year with their last day being June 10, 2021. The Summer Camp sessions will begin on June 22 with three, two-week sessions. These camps are full with a small waiting list.

Fall preschool is full and will begin September 7, 2021. We will have five classrooms at this time, and they are all full. As program restrictions ease, we will continue to add children to the existing programs and consider adding afternoon classes in January 2022.

Extended Student Services – ESS is recruiting staff which will enable the program to grow. Recruiting has been slow; however, we have four new staff in the process of onboarding and five returning staff in the process of being reactivated.

ESS staff is looking forward to summer! It has been a long school year with distance learning. Staff is busy planning walking trips to parks, swimming trips- hopefully, and all sites have scheduled a visit from our very own Rangers for a nature experience.

Senior Services / Community Outreach:

Senior Services: May wrapped up the extended Tax Season where LARPD partnered with AARP Tax-Aide volunteers to provide free tax preparation services to 104 Livermore Seniors. This year's COVID modifications limited the number of seniors we could serve significantly but those that were assisted gave positive feedback and appreciation. Our staff offered a mix of other fun events this month including a virtual presentation by City Historian, Richard Finn, on "The History of Livermore Schools" and an outdoor tour and picnic at the Hagemann Ranch with the Livermore Heritage Guild. Staff also partnered with Aetna to provide a Drive-Thru Spring Snack & Activity Pack to 100 seniors on May 14. Lastly, on May 25, we partnered with the docents at the Ravenswood Historic Site for a beautiful afternoon of tours, tea, and games on the lawn.

Community Outreach/Volunteer Program: May was the last month for our virtual volunteer opportunities which included homemade cards by volunteers delivered to the Veterans Hospital for Memorial Day and Spring Cards for the Senior Lunch Program and Meals on Wheels. Staff also met with a new crop of teen volunteers to assist with LARPD's Summer Nature Camp, Park Ambassador Program, Senior Services, Preschool, Sports Camps, and Open Space Projects. Summer volunteer opportunities kick off in mid-June.

LARPD Foundation: The CHEF Spring Giving Campaign was an enormous success where the LARPD Foundation raised \$15,000 to help support Livermore senior programs, scholarships for youth and seniors, safety supplies for ESS classrooms, and enhances outdoor education with supplies and teaching tools among other critical projects to serve our community's love for outdoors and recreation.

Open Space: Camp Shelly reservations opened this month. We have had a positive response, with reservations coming quickly. Some of the rangers and facility staff will be going up the second week of June to do maintenance and get everything ready for opening day, June 21st. We are currently in the process of hiring two Ranger Aides to staff the campground this summer.

Due to Covid, many 5th graders missed the opportunity to attend science camp this year held at either Camp Arroyo or Camp Campbell. We were contacted by a teacher at Croce who asked if we could put together a day program for their classes. Ranger Danny and Ranger Doug did a

great job providing an educational and fun day for the kids. Everyone had a great time, and we are hoping we can offer this to future classes.

Nature Camp is beginning to fill up. Interviews were completed for staff, and we are excited for a week of training prior to the first day of camp. The Rangers have a great summer planned.

The Rangers continue to maintain open space, keeping things safe for the community.

RECREATION:

Sports Facility Rentals

Park Location	Total Rental	Total Rental Hours
Robertson Park	62	258
Cayetano	22	68
Bill Payne	40	120
Robert Livermore	50	190
Christensen	42	129
Max Baer	25	82
Independence	38	128
Altamont Creek	22	60
Gymnasium	34	64
Total:	335	1,099

Sports & Fitness Programs and Classes

We are excited to welcome our new Recreation Coordinator, Tommy Cook to our team. He came to us from the City of Burlingame and brings a vast knowledge of sports and fitness. He is currently working with our team to get familiarized with our current programs and participants; we cannot wait for you to meet him.

This month, we continue to offer a wide variety of sports and fitness programs and classes to our community. Below are our May program numbers.

Program	Total Registered Participants
LARPD Hot Shots Basketball Camp	24
LARPD Sports Fitness Action Camp	15
Arora Tennis	14
Arora Tennis Private Lesson	4
Skyhawks Baseball Tots Camp	8
Skyhawks Soccer Tots Camp	16
Skyhawks Multisport Tots Camp	16
Skyhawks Soccer Skills Camp	14
Total Participants Served:	111

Picnic Reservations

We are continuing to accept picnic reservations in May Nissen Park, Independence Park, Big Trees, and Hagemann Park. Applicants can review our Picnic Reservation Calendar online through ActiveNet (our registration software) by scanning our newly created QR Code that is posted in the park's kiosk or by visiting our website. Reservations are processed on a first-come, first-serve basis.

Picnic Location	Total Number of Reservations
May Nissen Park	10
Hagemann Park	1
Total for the Month:	11

Aquatics

The Ruby Hills Swim Team and Livermore Aqua Cowboys Swim Team are continuing to rent lanes from us; they are currently sharing the facility. We are continuing to offer Lap Swim as a monthly program. We hosted four dual swim meets this month.

Program Name	Registered Participants
Lap Swim	156
Ruby Hills Swim Team	100
Livermore Aqua Cowboys Swim Team	125
Swim Team Dual Meets	4

Facility Rentals

As we continue to move through the tiers, we are now offering both indoor and outdoor facility rentals at Ravenswood and in the Robert Livermore Cresta Blanca Ballroom. Within the Orange Tier, we can have up to 50% of the facility's capacity for indoor facility rentals. Applicants have the option to either book a minimonie with a max capacity of 25 guests for 4 hours, or they can rent our facility per the traditional rental process (Health Department guidelines will be enforced).

Facility	Type of Activity	Total Rentals for the Month
Ravenswood	Minimonies	4
Ravenswood	Rehearsal	1
Ravenswood	Facility Rental Tours	6
Ravenswood	Photo Permits	2
Cresta Blanca	Facility Rental Tours	7
Total Facility Rentals for the Month:		20

Facility Operations

Staff continue to support and assist with District-wide facility operations.

- Vaccination Pods

Date	Day	Staff Time	Location	Staff
5/6	Thursday	7:00am-6:00pm	Robert Livermore Community Center	2
5/7	Friday	7:00am-6:00pm	Robert Livermore Community Center	2
5/8	Saturday	7:00am-6:00pm	May Nissen Park	2

5/15	Saturday	7:00am-6:00pm	May Nissen Park	2
5/20	Thursday	11:00am-8:00pm	Robert Livermore Community Center	2
5/26	Wednesday	9:00am-6:00pm	Robert Livermore Community Center	2

- Day-to-Day Operations

Operations	Staff	Days	Time	Total Hours Weekly	Total Hours Monthly
Outlying Park Restrooms	2	M-F	6:30am-11:30am	50 hours	200 hours
Outlying Park Restrooms	1	Sat & Sun	8:00am-4:00pm	16 hours	64 hours
RLCC Operations & Custodial	2	M-F	7:30am-5:30pm	100 hours	400 hours

- Community Services programs and services:

Program	Task	Staff	Days	Total Hours Weekly	Total Hours Monthly
Open Heart Kitchen	Setup & Takedown	2	M-F	15 hours	60 hours
Lending Library	Setup & Takedown	1	Tuesdays	30 minutes	2 hours
Pet Food Distribution	Setup & Takedown	1	Wednesdays	30 minutes	2 hours
AARP Tax Services	Setup & Takedown	1	T/TH	2 hours	16 hours
Occasional Events	Setup & Takedown	2	Fridays	30 minutes	1 hour

PARK MAINTENANCE and FACILITIES:

There are a lot of big jobs happening this month within the Facilities department:

- The large bridge inside Robertson Park had the deck planks replaced. The entire job was completed by the Facilities team in only 2 ½ days!
- The new solar array in Robert Livermore Park was connected to the PG&E electrical grid through the RLCC. The work was done after hours so as not to impact facility operations.
- Tennis court renovations began at May Nissen Park on May 24th. Phase 1 includes the demolition of the old court fence and the installation of a new fence. Phase 2 will be court resurfacing and striping to accommodate tennis and pickleball.
- Also at May Nissen Park, work began on the two swimming pools as part of the resurfacing/re-plastering project. This project is expected to be completed in July.
- At Robertson and Cayetano Parks, maintenance/rehabilitation was performed on the three artificial sports fields. This work was done to restore safe playability and increase the useful life of the fields.

In addition to these large projects, the day-to-day District maintenance goes on:

- ESS maintenance, including cleaning, trash pickup, landscape maintenance, building repairs, product delivery, and a water heater replacement.
- All new pool lights at May Nissen were replaced in preparation for the replastering.
- Graffiti removal continues at May Nissen and other locations.
- A new pool slide fence was installed at the RLCC.
- HVAC maintenance and repairs at the RLCC, Trevarno and ESS sites.
- Fire alarm and burglar alarm repairs performed at the RLCC.
- Park restroom door repairs completed in response to vandalism at Robert Livermore Park.
- All District fire extinguishers received their annual service.
- And countless other scheduled and non-scheduled maintenance and repairs that make up the month of a maintenance technician.

Quarterly Sports Field aeration completed in May.

233 gallons of post-emergent pesticide has been sprayed in May. Gophers continue to be trapped throughout the district. 48 gophers caught in May.

Dead trees and branches have been removed from several parks and trails throughout the District. Bark is being refreshed in areas of turf reduction in Parks.

May Irrigation Repairs

Main line repairs – 6

Sprinkler repairs – 135

Irrigation Valve repairs – 23

Valve Box repairs – 1

Lateral line repairs – 2

Irrigation controller repairs – 5

Irrigation controller installation - 1

Backflow prevention devices tested – 15

Backflow prevention devices repaired – 1

1 - Irrigation controller installed (new) at Cayetano Park.

Mechanic's Shop:

Vehicle service and repairs:

- V36- service and brake VIB: Replace front pads and rotors.
- V29- Service / inspection
- V25- Repaired TPMS light on, screw in left and right tire
- V49- TPMS light on, set tire pressure- trained sensors.
- V45- RIF tire low, repaired leak and set tire pressure- reset TPMS.

Mower and tractors services and repairs:

- Service and inspection for E053, E080, E054
- E053- Replace broken blade belt and rear tires replace.
- E034- Replace belt on the rack-o-vac.
- E038- Replace battery and 4 tires.
- E080- Replaced beacon light.
- E082- Replaced hydraulic lines and repaired range selector level.

Small equipment services and repairs:

- S202 & S228- No start, changed plug and fuel.

Additional tasks perform shop maintenance, two road call E055, and RLCC 238CZG

Living Arroyo Program:

During the month of May 2021, Living Arroyos used 28,900 gallons of water on twelve different sites to keep recently planted native riparian and wetland vegetation alive for the City of Livermore and Zone 7.

Respectfully submitted,



Mathew Fuzie
General Manager