



Livermore Area
Recreation and Park District
An independent special district

Board of Directors

Maryalice Faltings
Director

David Furst
Director

Jan Palajac
Chair

Philip Pierpont
Vice Chair

Beth Wilson
Director

Welcome to the Board of Directors' Meeting

You are welcome to attend all Board of Directors' meetings. Your interest in the conduct of public business is appreciated. Any citizen desiring to speak on any item not on the agenda may do so under Item 2 "Public Comment" when the Chair requests comments from the audience.

If you wish to speak on an item listed on the agenda, please wait until the item is up for discussion, the opening staff or committee presentation has been made, and the Board has concluded its initial discussion. Then, upon receiving recognition from the Chair, please state your name, and tell whether you are speaking as an individual or for an organization. Each speaker is limited to three minutes.

Materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the District office, 4444 East Avenue, Livermore, during normal business hours.

Pursuant to Title II of the Americans with Disabilities Act and section 504 of the Rehabilitation Act of 1973, LARPD does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age or sexual orientation in the provision of any services, programs or activities. To arrange an accommodation in order to participate in this public meeting, please call (925) 373-5725 or e-mail Lvanbuskirk@larpd.org by noon on the day of the meeting.

AGENDA REGULAR MEETING

WEDNESDAY, AUGUST 12, 2020, 2:00 P.M.

NOTICE: Coronavirus COVID-19

In accordance with Governor Newsom's Executive Orders, the Livermore Area Recreation and Park District Board of Directors and staff will be participating in this meeting via teleconference. In the interest of maintaining appropriate social distancing, members of the public may participate in the meeting electronically, and shall have the right to observe and offer public comment at the appropriate time during this Board meeting.

We have also provided a call in number, as identified on this Agenda, and encourage you to attend by telephone.

PARTICIPATION:

Zoom Webinar ID: 972 9074 0282

Please click the link below to join the webinar:

<https://zoom.us/j/97290740282?pwd=V2E5MHFOaWdrU3AySkVpeXVVNUVIZz09>

Passcode: Board

Or Telephone: Dial 1 669 900 9128

1. **CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE**
2. **PUBLIC COMMENT**
3. **CONSENT ITEMS** (Motion)
 - 3.1 Approval of the Minutes of the Regular Board Meeting of July 8, 2020
 - 3.2 General Manager’s Monthly Update to the Board – August 2020
4. **DISCUSSION AND ACTION ITEMS**
 - 4.1 **DISTRICT NOTICE 0005 – REDUCTION IN FORCE**

The Board will review and consider approving District Notice 0005, Reduction in Force, which will supersede the following sections of the District’s Personnel Rules and Regulations: Section XV, “ABOLITION OF POSITION”, and Section XVI, “REDUCTION IN FORCE -- COMPETITIVE SERVICE EMPLOYEES”.

Resolution No. _____, approving District Notice 0005, Reduction in Force. approving revisions to the process for reduction in force of the District. (Resolution)
5. **INFORMATIONAL ITEMS** (No Action Required)
 - 5.1 **PROGRAM UPDATES:**

The General Manager and Staff will report on programs in their respective departments.
6. **COMMITTEE REPORTS**
7. **MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS**
8. **MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER**
9. **OPEN SESSION DISCLOSURE REGARDING CLOSED SESSION ITEMS PURSUANT TO GOVERNMENT CODE SECTION 54957.7**
10. **CLOSED SESSION**
 - 10.1 **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Pursuant to Government Code Section 54957
Title: General Manager
11. **RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION – PURSUANT TO GOVERNMENT CODE SECTION 54957.1**
12. **ADJOURNMENT**



Livermore Area
Recreation and Park District
An independent special district

**LIVERMORE AREA RECREATION AND PARK DISTRICT
REGULAR MEETING of the BOARD OF DIRECTORS**

DRAFT MINUTES

WEDNESDAY, JULY 8, 2020

2:00 P.M.

NOTICE: Coronavirus COVID-19

In accordance with Governor Newsom's Executive Orders, members of the Livermore Area Recreation and Park District Board of Directors and staff participated in this meeting via teleconference. In the interest of maintaining appropriate social distancing, members of the public also participated in this meeting electronically.

DIRECTORS PRESENT: Directors Faltings, Furst, Pierpont, Wilson and Chair Palajac

DIRECTORS ABSENT: None

STAFF MEMBERS PRESENT: Mat Fuzie, Patricia Lord, Alexandra Ikeda, Fred Haldeman, Jeffrey Schneider, Jill Kirk, David Weisgerber, Joseph Benjamin, Julie Dreher, Linda VanBuskirk, Lynn Loucks, Megan O'Connor, Michelle Newbould, Nancy Blair, Natalie Kaaiawahia, Robert Sanchez, Sandra Kaya, Stacey Kenison, Vicki Wiedenfeld, Rod Attebery, Andy Pinasco

OTHERS PRESENT: Ashley Vera (City of Livermore), Andy Ross (City of Livermore), Bob Vinn (City of Livermore)

1. CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE:

Chair Palajac called the meeting to order at 2:00 p.m. All Directors were present, via Zoom. Chair Palajac led the Pledge of Allegiance.

2. PUBLIC COMMENT: There were no public comments.

3. CONSENT ITEMS (Motion)

- 3.1 Approval of the Minutes of the Regular Board Meeting of June 24, 2020
- 3.2 General Manager's Monthly Update to the Board – July 2020

Moved by Director Wilson, seconded by Director Furst, approved the Consent Agenda, by the following roll call vote:

AYES: Directors Wilson, Faltings, Furst, Pierpont, and Chair Palajac
NOES: None
ABSTENTIONS: None
ABSENT: None

4. DISCUSSION AND ACTION ITEMS

4.1 CITY OF LIVERMORE PROJECT UPDATE ON ISABEL NEIGHBORHOOD SPECIFIC PLAN

GM Fuzie reported that this item (and the next item) came before the Facilities Committee on July 2, 2020. After a robust discussion, the Facilities Committee recommended approval of the plan by the full Board. GM Fuzie and staff now recommend approval of the plan and moving forward with acceptance of the parks in the plan. He confirmed that LARPD will be involved in all aspects of park planning as developer design plans are reviewed. These parks will be highly programmable and an asset to the District.

Assistant General Manager Patricia Lord introduced City of Livermore staff members Bob Vinn, Assistant City Engineer; Ashley Vera, Associate Planner, and Andy Ross, Associate Planner.

Mr. Ross provided a detailed presentation on the Isabel Neighborhood Specific Plan (INSP) which highlighted an overview of the plan and the planning process for development, including the parks, trails and open space envisioned within the plan. The vision for the INSP is to create a vibrant and complete neighborhood (i.e. a neighborhood with a variety of uses and amenities to serve the needs of the community, including a range of housing types, parks, trails, shopping and restaurants) with access to regional transit.

City Staff recommended the LARPD support the INSP and provide comments, and accept the operations, programming and maintenance of the proposed Parks and Trails identified within the INSP as part of the LARPD system and continue to collaborate with City Staff in developing the parks and securing maintenance funding.

City Staff responded to Board questions/comments regarding Capital Costs and Maintenance Costs of the three parks and trail corridors; coordination and partnership between LARPD and the City during the development process, especially regarding the parks and trails; use of recycled water; timing of overpass near Park A; existing underpass/trail that connects north and south of 580 on east side of INSP; potential purchase of land north of Cayetano Park, currently owned by Shea.

Chair Palajac opened public comment. No public comments were received. Public comment was closed.

Moved by Director Wilson, seconded by Director Furst, adopted Resolution No. 2698, authorizing the General Manager to send a letter on behalf of the Board in support of the Isabel Neighborhood Specific Plan, by the following roll call vote:

AYES: Directors Pierpont, Faltings, Furst, Wilson, and Chair Palajac
NOES: None
ABSTENTIONS: None
ABSENT: None

4.2 CITY OF LIVERMORE UPDATE ON TRAIL T6

AGM Lord thanked City of Livermore Staff for attending the board meeting to provide an update on the Arroyo Las Positas Trail T6.

Andy Ross, Associate Planner with the City of Livermore provided an update on the progress made on Trail T6 located near the Las Colinas overpass between Redwood Road and the Las Colinas overpass. He reported that the City is in negotiations with an adjacent development to construct the trail through a development agreement. If the project is approved, along with the development agreement, the trail will be constructed in coordination with post-entitlement work, such as recording the subdivision map, constructing improvements and constructing the homes. This item was approved (4-1) by the City Planning Commission and will be going before the City Council in August.

Board members expressed excitement to see this project coming to fruition and thanked City Staff for their support, updates and presentation.

GM Fuzie provided clarification regarding the resolution verbiage as shown on the agenda. He stated that because the Lassen Road Townhome Project will be going before the City Council soon, he drafted a letter stating that the District's interest in the Lassen Road Development is due to its strong support for the creation of the Arroyo Las Positas Trail T6.

Chair Palajac opened public comment. No public comments were received. Public comment was closed.

Moved by Director Furst, seconded by Director Faltings, adopted Resolution No. 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, by the following roll call vote:

AYES: Directors Wilson, Pierpont, Faltings, Furst, and Chair Palajac
NOES: None
ABSTENTIONS: None
ABSENT: None

4.3 AMENDMENT TO THE MEMORIAL AND COMMEMORATIVE POLICY

This item was pulled by the General Manager for additional Staff work.

4.4 MAY NISSEN POOL

The Board reviewed and discussed the status of the May Nissen pools, including the impact on recreation offerings, and discussed potential funding opportunities such as Proposition 68 grant funds. GM Fuzie reported that the pools are not open to the public due to COVID-19, but would not be open now regardless because the plaster has been sloughing off and could become a safety issue. The cost to replaster both pools is approximately \$300K. Both pools are at the end of their usable experience.

Discussion ensued regarding maintaining the facility vs. the idea of a grander swim complex which may qualify as a capital project. Replastering the pools would allow LARPD to reopen for the 2021 swim season, and could buy the District time to work toward the idea of a larger swim complex for the future.

Board consensus was that staff will bring potential solutions to the Facilities Committee once the financial picture becomes clearer.

4.5 JOE MICHELL SCHOOL PROJECT

GM Fuzie reported that the Extended Student Services buildings at Joe Michell School must be removed and replaced by LARPD. By law, the Livermore Valley Unified School District (LVJUSD) cannot spend money on LARPD's program. The cost for this project is approximately \$1.3M. During the COVID-19 process, Staff has been considering potential funding sources. Staff would like to pursue AB1600 funds, if it is determined that this is a legal avenue. This project will be adding capacity, not just replacing capacity. Board questions/comments included: The amount of money available to LARPD from the AB1600 funds. [*\$2.5M in spend for this coming fiscal year.*] Would the Board be amenable to having Staff pursue switching to the AB1600 funding source, if that proves to be a possibility? Board consensus was "yes" and gave direction to Staff to explore this avenue.

5. INFORMATIONAL ITEMS (No Action Required)

5.1 2020 UPDATE OF "PARKS AND FACILITIES GUIDE"

AGM Lord gave a brief report regarding the 2020 update of the Parks and Facilities Guide. The guide was designed as a reference for staff and board members and may be useful to City staff, Chamber of Commerce, the Livermore Valley Unified School District and other community partners. Since its last revision in 2016, a number of Capital Improvement Projects have been completed, necessitating a more current update.

- Regarding The Barn: Director Wilson discussed the significance of the arts community in maintaining and improving The Barn throughout its history and suggested it would be appropriate to mention that in the guide.

5.2 PROPOSITION 68 ALLOCATIONS AND GUIDELINES

GM Fuzie reported that Proposition 68 is the Parks and Water Bond Act of 2018. The Per Capita Grant Program provides funds for local park rehabilitation, creation, and improvement grants to local governments on a per capita basis. Grant recipients are encouraged to utilize awards to rehabilitate existing infrastructure and to address deficiencies in neighborhoods lacking access to the outdoors. In Livermore, the District's allocation is \$177,952 plus per capita \$0.61 per person within our population which totals approximately \$230K-240K. Because Livermore is not considered an underserved community, the District's portion of the match is 20%. This is a

reimbursement program. The Office of Grants and Local Services (OGALS) will be hosting technical training for agencies on how the monies should be used. Before we commit the District to a specific project, Board approval of the project would be necessary.

- Do we want to avail ourselves of the funds?
- Are the restrictions that come with it so onerous that it is not worth the 25 years of reporting?
- What kind of projects could we complete and where would we see the greatest need?
- Could the funds be used along with AB1600 funds or others?

6. COMMITTEE REPORTS

- a) Director Furst reported on the July 2, 2020 Facilities Committee meeting.
- b) Director Furst reported on the July 1, 2020 Chamber of Commerce Business Alliance meeting.
- c) Director Pierpont reported on the June 29, 2020 Ad Hoc Committee regarding Memorial and Commemorative Program meeting.
- d) Director Pierpont reported on the July 7, 2020 Ad Hoc Committee regarding Budget meeting.

7. MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS

- a) Director Faltings announced she will be moving this weekend, and may be incommunicado over the next few days. If you need to contact her, she can be reached on her mobile phone. She will let Linda VanBuskirk know her new address once she is settled in.
- b) Director Furst spoke about an incident he witnessed at Sycamore Grove Park where groups of people are not wearing masks or social distancing on the trails. He suggested that the Park Rangers remind/educate visitors that COVID-19 is getting worse, not better, and that we must be considerate of others to avoid exposure.
- c) Director Pierpont reported that he witnessed a similar situation at Sycamore Grove Park as the one Director Furst discussed.
- d) Director Wilson also witnessed a similar situation at Sycamore Grove Park as those reported by Directors Furst and Pierpont.
- e) Chair Palajac announced that the July 29, 2020 Public Meeting in the Park will be canceled, given the recent rise in coronavirus cases in this area.
- f) Chair Palajac asked staff to schedule an information session for potential candidates who want to run for the LARPD Board of Directors. The nomination period for candidates to file their paperwork will run from July 13 to August 7. If an incumbent does not file a Declaration of Candidacy by the end of the nomination period, the seat will be extended for another 5 calendar days.
- g) Chair Palajac asked if LARPD would set up a table at the upcoming Farmers Market as it provides an opportunity for LARPD to let the community know what kind of offerings we are able to provide during the COVID-19 pandemic and to find out from them what types of activities they are interested in having us explore. AGM Lord responded that our Marketing and Public Information Officer, Stacey Kenison, will be taking the lead on hosting an LARPD table at the Farmers Market.

8. MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER

GM Fuzie made the following announcements:

- a) The Sprinklers in the Park program has been canceled.

- b) Because of the way rules are currently written, our programs operating now cross check with each other to make sure that participants are only participating in one program, i.e. you cannot go to Nature Camp in the morning and then go to an athletics camp in the afternoon. LARPD staff has been working very hard to provide programs for the community while navigating tight restrictions. Staff is to be commended for their creativity during this time.
- c) AGM Lord shared that LARPD has won two awards recently: One is from the California Association of Recreation and Park District's 2020 Award of Distinction for "Outstanding Renovated Facility" for the May Nissen Community Park. The other is a safety award for "Outstanding Performance" from the California Association for Park and Recreation Indemnity.
- d) District Counsel Rod Attebery re-introduced associate Andy Pinasco to the Board and staff. Mr. Pinasco will continue to join in on these board meetings.

9. ADJOURNMENT: The meeting was adjourned at 3:45 p.m.

APPROVED,

Jan Palajac
Chair, Board of Directors

ATTEST:

Mathew L. Fuzie
General Manager and
Ex-officio Clerk to the Board of Directors



**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 6th 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 27th 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 1st 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 'MF', is written over a light gray rectangular background.

Mathew Fuzie
General Manager

Livermore Area Recreation and Park District Staff Report

TO: Chair Palajac and Board of Directors

FROM: Mat Fuzie, General Manager

PREPARED BY: Jeffrey Schneider, Administrative Services Manager
Megan Shannon, Human Resources Officer

DATE: August 12, 2020

SUBJECT: District Notice 0005 – Reduction in Force

COMMITTEES: Personnel Commission July 7, 2020 (recommended approval w/ changes incorporated)
Personnel Committee July 14, 2020 (recommended approval w/ changes incorporated)

RECOMMENDATION: That the Board of Directors approve District Notice 0005, “Reduction in Force”.

This District Notice (DN) supersedes Section XV, “ABOLITION OF POSITION”, and Section XVI, “REDUCTION IN FORCE -- COMPETITIVE SERVICE EMPLOYEES” of the District’s Personnel Rules and Regulations), which are attached as Exhibit A.

Purpose: To establish procedures for implementing and managing temporary furloughs and permanent layoffs, ensuring the fair and equitable treatment of all District staff in the event a reduction in force is deemed necessary.

Highlights: principal changes to Personnel Rules and Regulations:

1. A specific consideration of furloughs (previously, only layoffs were addressed);
2. Elimination of the “bump” process outlined in Exhibit A, whereby a full-time employee who is subject to a layoff could supplant another employee in a job classification for which she/he is qualified, based upon seniority with the District;
3. Elimination of any unique process for “competitive service” employees (defined as full time staff); this DN0005 outlines processes that are fair and clear for all employees;
4. Explicit mention that there are no appeal rights within the District for employees who are affected by a furlough or layoff action;
5. Specific criteria are outlined to guide management in determining who is to be furloughed, who is subsequently invited back to work, and who is to be laid off;
6. Specific statements about what employees can expect if they are furloughed.

DISTRICT NOTICE 0005 – REDUCTION IN FORCE

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Purpose: To establish procedures for implementing and managing temporary furloughs and permanent layoffs, ensuring the fair and equitable treatment of all District staff in the event a reduction in force is deemed necessary.

Scope: DN0005 applies to all employees.

1. Furloughs – a temporary layoff :

- 1.1. The General Manager may furlough benefited employees because of lack of work and/or concerns over the financial viability of the District.
- 1.2. A specific duration for a furlough must be announced to employees at the time of the furlough; however the existence of an end date of a furlough is not a guarantee of the return to work of anyone who is subject to the furlough. The District may elect to extend the furlough and/or determine that layoffs are necessary.
- 1.3. Prior to the termination of a furlough period, the General Manager may elect to renew the furlough for some, or all, of the furloughed employees depending on the availability of work and the financial condition of the District.
- 1.4. If conditions warrant it, the General Manager may elect to pursue permanent layoffs (see section 2, below) for some, or all, of the furloughed employees.
- 1.5. Furloughs will be implemented by job classification. If work exists for a particular job classification, factors that will determine which employees will remain at work include (in order of importance):
 - 1.5.1. District needs / special skills: the employee has special skills, knowledge or abilities which are necessary for effective operation of the District.
 - 1.5.2. Employee standing – based upon considerations including, but not limited to, the existence of any disciplinary cases in the past 12 months and the existence of a performance improvement plan (active or not).
 - 1.5.3. Seniority, defined as time in that job classification.
 - 1.5.4. Employee Type, in order of priority: full-time, part-time benefited, and casual;

- 1.6. While on furlough, employees:
 - 1.6.1. May file for unemployment;
 - 1.6.2. May use leave credits (vacation, floating holidays, sick, compensatory time, administrative leave) up to their normally scheduled hours (40 per week for Regular staff, 32 per week for part-time benefited staff), unless doing so is no longer financially viable for the District.
 - 1.6.3. Will continue to receive their normal District contributions to their health and retirement plans unless doing so is no longer financially viable for the District.
 - 1.6.4. Will not accrue vacation and sick hours, and floating holidays will not be replenished until they return to active status.
 - 1.6.5. Must notify Human Resources immediately of a change in:
 - 1.6.5.1. Contact information (address, email, phone number);
 - 1.6.5.2. Employment status;
 - 1.6.5.3. Enrollment in another health plan.
 - 1.6.6. Will not receive any change in salary, including cost of living adjustments (COLAs) and step increases.
 - 1.6.7. Must not conduct District work during the duration of the furlough period.
- 1.7. Returning to work: When demand for work in a particular job classification and the District's financial condition supports it, the General Manager may invite furloughed employees to return to active status.
 - 1.7.1. The District will consider return to work by job classification, with the following priorities in determining the order of invitations to return to active status:
 - 1.7.1.1. District needs / special skills: the employee has special skills, knowledge or abilities which are necessary for effective operation of the District.
 - 1.7.1.2. Employee standing (as defined in 1.5.2).
 - 1.7.1.3. Seniority in that job classification (as defined in 1.5.3).
 - 1.7.1.4. Employee Type (as defined in 1.5.4).
 - 1.7.2. Upon being returned to active status, an employee who does not to return to work and who misses 5 scheduled work days over a two week period without an acceptable explanation for his/her absences (Manager's assessment), will be considered to have abandoned his/her job and will be subject to termination.
 - 1.7.3. Employees returning to active status will be eligible to receive a step increase in their salary to the extent that it is financially feasible for the District to provide for step

increases. The next step increase for furloughed employees will be determined in one of two ways, depending on the timing of their current anniversary date and their return to work. The following examples illustrate the two possible scenarios:

- Example 1 (anniversary date occurs after the employee returns to duty): an employee returns to work on March 1st, has an anniversary date of April 15th, and was furloughed for 90 days. This employee will be eligible for a step increase on July 14th (90 days after their current anniversary date) and any subsequent step increases, assuming the employee is not at the top step already, will occur on July 14th (which will become their new anniversary date for purposes of determining step increase timing).
- Example 2: (anniversary date occurs while an employee is on furlough): an employee returns to work on April 15th, has an anniversary date of March 1st, and was furloughed for 90 days. This employee will be eligible for a step increase on July 14th (90 days after their return to work) and any subsequent step increases, assuming the employee is not at the top step already, will occur on July 14th (which will become their new anniversary date for purposes of determining step increase timing).

1.8. Furlough (and layoff) decisions are not subject to District appeal.

2. Layoff – permanent employment termination(s)

- 2.1. The General Manager may lay off employees because of material changes in duties or assignment, reorganization/position elimination, concerns about the financial stability of the District, or simply a lack of work for a particular job classification.
- 2.2. If work exists for a particular job classification, factors that will determine which employees will remain employed versus those who will be included in a layoff include (in order of importance):
 - 2.2.1. District needs / special skills: the employee has special skills, knowledge or abilities which are necessary for effective operation of the District
 - 2.2.2. Employee standing (as defined in 1.5.2).
 - 2.2.3. Seniority (as defined in 1.5.3).
 - 2.2.4. Employee Type (as defined in 1.5.4).
- 2.3. Employees who are subject to a layoff will, upon the effective layoff date, be terminated.

- 2.3.1. Final payout of accrued leave balances, which includes Vacation and Comp. Time balances as of the layoff date, will be provided to employees who are laid off no later than the next payroll process.
- 2.3.2. Benefited employees who are laid off will be eligible for COBRA health benefits; District contributions to health care will cease at the end of the calendar month during which the layoff occurred.
- 2.3.3. District contributions to retirement plans (Pension or 457 plan) will cease as of the effective layoff date.

2.4. As stated in section 1.8 above, layoff decisions are not subject to District appeal.

2.5. Re-employment Rights

- 2.5.1. Former employees appointed from re-employment lists within 12 months of their layoff date shall have the following restored as applicable:
 - 2.5.1.1. Seniority for purposes of determining vacation and sick leave accrual rates (hours per pay period);
 - 2.5.1.2. Seniority for consideration of any future furlough or layoff actions if a subsequent reduction in force is deemed necessary (one of several factors to be considered for such actions);
 - 2.5.1.3. The base salary for an employee who returns to the District will be determined by the General Manager and will be based on the then-current Salary Schedule for the employee's new job classification. If the employee is returning to his/her last job classification, they will return to their prior salary grade and step at the then-current salary level.
- 2.5.2. An employee who declines to accept an offer of re-employment for which he/she is qualified within 12 months of having been laid off, shall relinquish all of the re-employment rights that are outlined in section 2.5.1.

EXHIBIT A – Extract from LARPD’s Personnel Rules and Regulations

XV. ABOLITION OF POSITION

The Board of Directors reserves the right to abolish any position in the best interest of the District, for reasons such as lack of work, lack of funds, reorganization, or changes in duties and assignments. If the position abolished is held by an employee in the competitive service, the employee shall be laid off in accordance with the Reduction in Force Rules. If the position abolished is held by a noncompetitive service employee, the employee shall have no right to remain employed or to be re-employed with the District following abolition of the position.

XVI. REDUCTION IN FORCE -- COMPETITIVE SERVICE EMPLOYEES

This section applies solely to competitive service employees. Noncompetitive service employees who are impacted by a reduction in force shall have no right to remain employed or to be re-employed with the District following the reduction in force.

A. General Layoff Provisions

1. The General Manager, subject to the approval of the Board of Directors, may lay off an employee in the competitive service because of material changes in duties or assignment, reorganization, lack of work or lack of funds, or because a position has been abolished.
2. Layoff shall be accomplished within the competitive service by classification in inverse order of seniority. For purposes of these Rules and Regulations, seniority shall be defined as the total number of days on paid status as a competitive service employee for the District.
3. An employee in a classification affected by a reduction in force may, in lieu of layoff, elect to demote to a lower paying classification provided that such employee is capable by virtue of prior training and experience to perform the work required. The General Manager shall determine whether an employee who elects a demotion in lieu of layoff is capable of performing the work. When a demoted employee and an employee in the lower paying classification have equal seniority, the employee in the lower paying classification shall be laid off first.
4. The Board of Directors, upon recommendation of the General Manager and Personnel Commission, may authorize retention of any employee, irrespective of the employee’s seniority; if it is determined the employee has special skills, knowledge or abilities which are necessary for effective operation of the District.
5. The District shall give as much notice as possible to employees who are to be laid off, but in no case shall notice be less than 10 working days prior to the effective date of the layoff.
6. If an employee elects demotion in lieu of layoff, and if the employee's previous salary level falls within the salary range for the new classification, the compensation shall be set at the salary level the employee had earned in the prior classification. If the salary range for the new classification is lower than the salary level in the previous classification, then the compensation shall initially be set at the top of the new classification's salary range. If the General Manager determines that the employee’s pay will be set lower

than the top of the new classification's salary range, the reduction in pay will be phased in over a period of three months in equal increments.

7. Employees who have been laid off shall not continue to accrue seniority or receive District-paid benefits.

B. Re-employment Rights

1. Employees who have been laid off, or who have been demoted in lieu of layoff, shall have re-employment rights to future vacancies in their former classification and to all other lower classifications for which the employee is qualified. The names of laid off or demoted employees shall be placed in order of seniority on the re-employment list for the classification. These names shall remain on the re-employment lists for a period of 15 months following the date of termination, subject to section 4 below. Vacancies in classifications for which there is a re-employment list shall be filled in order of seniority.

2. Former employees appointed from re-employment lists within 15 months of their layoff date shall have the following benefits restored:

a. Prior sick leave accrual.

b. Seniority at the time of layoff for purposes of determining merit increases, vacation accrual, and future reductions in force.

c. The same base salary that the employee earned before the layoff, unless that base salary is not within the salary range assigned to the new position, in which case, the base salary will be set at the top of the salary range for the new classification.

d. Employees electing demotion in lieu of layoff shall be subject to a probationary period of six months in a position they have previously held with the District. The probationary period shall be one year when demoting to a position the employee has never previously held with the District.

3. Preferential rehire rights are limited to vacant positions.

4. An employee who is on a re-employment list, and who declines to accept an offer of re-employment for which he/she is qualified, shall be dropped from the re-employment list for that position and from any positions of equal or lower salary level. Acceptance of an appointment from a re-employment list for a lower classification shall not affect the right of any employee to re-employment in the class from which the employee was laid off or from which the employee accepted demotion. Such acceptance will result in the employee's name being removed from all other re-employment lists for positions of equal or lower salary. A written offer of re-employment shall be mailed to the employee's last known address. Failure to respond in writing within 15 days of mailing will be deemed a rejection of the offer and the employee will be dropped from the re-employment list.

5. When multiple layoffs occur, one re-hire list will be made for each classification.

6. An employee who has re-employment rights in accordance with this Section shall have the same right to compete for promotion.