



**DRAFT GENERAL MANAGER'S MONTHLY UPDATE
TO THE BOARD OF DIRECTORS ON ISSUES AND PROJECTS
MAY 2023**

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.

GENERAL SUMMATION:

April began our serious march toward summer. Registrations are strong for all of our programs and camps. We are hiring and getting ready to deliver on all of those registrations. We continue to be strong in our finances. The Master Property Agreement preparation is almost completed with final reviews leading to some minor tweaks. We anticipate a smooth transition to the next fiscal year. Several BOD members and I will be attending the CARPD Conference at the Tenaya Lodge in Yosemite in the middle of May. I will be at Community Day and Wine Down in the Grove the next two Saturdays.

BOARD OF DIRECTORS:

In April, Board members attended two regular board meetings and five committee meetings. Additionally, some Board Members attended the California Special Districts Association's webinar entitled "How and Why Involvement in LAFCO Matters for Special Districts" presented by Gary Ball and Matthew Summers with Colantuono, Highsmith & Whatley, PC. Directors also attended meetings at the following:

- LARPD Foundation
- Livermore Downtown, Inc.
- Livermore Cultural Arts Council (LCAC)
- Chamber of Commerce Business Alliance
- Visit Tri-Valley Destination Strategic Planning Steering Committee

Board actions for the month included:

- Resolution No. 2781 nominating General Manager Mathew Fuzie for Election to the CARPD Board of Directors Administrator Representative Seat for the May 2023-May 2025 Term;
- Resolution No. 2782 authorizing the Board Chair to sign a letter on behalf of the LARPD Board of Directors to the State Assembly in Support of AB 817; and
- A motion to dissolve the Personnel Commission and utilize a third party ombuds investigator.

HUMAN RESOURCES:

Staffing continues to take center stage for the summer months. We continue to believe that we are well positioned for summer hires.

Employment Statistics:

- New Hires (4)
- In Pre-Employment (6)
- New Job Postings (6)
- Returned from Inactive Status (40)
- Terms (2)

To ameliorate the shortage in early childhood careers staffing, a contract was set up with Childcare Careers. This is a staffing agency that provides short-term substitutes and may be able to alleviate some pressure over the summer months.

HR in Action:

Personnel Committee April 11, 2023:

The HR Team, led by Human Resources Analyst (HRA) Chelynn Watkins presented the DEI plan to the Personnel Committee on April 11th. The focus is on providing support and resources to staff so that employees may impact the change and that they believe to be valuable.

HRA Amber Maugeri also led the Personnel Committee through an overview of the HR intranet. HRA Maugeri has been instrumental in working with IT and LARPD business partners to shape the look and layout of the intranet.

Youth in Government Day April 19, 2023:

HR staff and GM Fuzie attended Youth in Government at the City of Livermore. The morning session was a “career fair” where high school students could learn about the types of roles and career paths in LARPD and other government agencies. The latter part of the day, GM Fuzie was paired with a student and provided an overview of the day in the life of a GM.

Early Childhood Careers Day at Las Positas April 26, 2023:

HR attended this career fair focused on our Youth Services programs. Youth Services continues to be the toughest area to staff.

Human Resource Information System (HRIS) Upgrades and Changes:

HRA Maugeri is working on updating the employee landing page and dashboards in UKG/Kronos, our HRIS system. HRA Maugeri is also updating policies and checklists that get rolled out to new hires through our HRIS.

Staff Training – Supervisors Meeting April 12, 2023:

Supervisors' monthly meetings provide a great opportunity to share and disseminate information to staff. The month of April's session focused on a lot of material. Updated policies were discussed that included Bereavement, Employment of Relatives, Harassment, Drivers, and Dress Code.

The focus then changed to rehiring employees for the summer and the process needed to ensure we are both compliant and efficient. Lessons learned from last year were shared in hopes of avoiding issues that are costly to troubleshoot. Opportunities to share applicants were discussed.

HRA Maugeri is Developing a training for the SharePoint Intranet Site Administrators.

CAPRI Site Audit April 24, 2023:

CAPRI is the insurer for the District. They were on site to evaluate many policies and procedures, including several in the HR space. The results are not back from the audit, but all appeared to go well with our CAPRI partner.

BUSINESS SERVICES - FINANCE/INFORMATION TECHNOLOGY/CUSTOMER SERVICE:

Finance:

1. Property and Parcel Tax income received in April were essentially right on Budget:

TOTAL:

Actual: \$6,033,981
Budget: \$6,025,166
Delta: \$ 8,815 (0.15% favorable)

Property Tax Component:

Actual: \$5,294,124
Budget: \$5,277,866
Delta: \$ 16,258 (0.3% favorable)

Parcel Tax Component:

Actual: \$739,857
Budget: \$747,300
Delta: \$ 7,443 (1.0% unfavorable)

2. Financial Results through March, 2023: The District's Net Operating Results through March are \$33k better than the Final Budget that was approved by the Board in March. Salary and Benefits are essentially on budget: \$31k (0%) better than the \$8.9 million year-to-date budget, and Services and Supplies are \$68k (1%) better than the \$6.1 million budget. Operating Revenues are \$76k (1%) better than the \$5.8 million budget, and Property and parcel tax revenues are \$85k (1%) better than the \$7.7 million budget. Unanticipated capital spend to replace failed mowers and replacement pool equipment (covers and a vacuum) drove a negative variance in Operating Capital.
3. Staff received a proposal from Bank of the West that outlined their offerings across all of the District's needs, from credit card processing to investment support. Staff will assess this proposal vs the current services provided by USBank but does not envision a transition, if any, until the fall.
4. Staff reviewed over 30 resumes for the Financial Analyst position. An offer was made to a very senior candidate who, while interested, elected to take another position. A second candidate has received an offer and will make a decision by May 1st.
5. Staff established the District's first formal definitions for Capital Improvement program classification versus Operating Capital and have affected these definitions in its budget material that will be reviewed with the Facilities and Finance Committees and at the Board Budget workshop in May.
6. Agreements: General Manager (GM) Fuzie and Business Services Manager Schneider reviewed the latest draft of the Master Property Agreement (MPA) with the Ad Hoc

Committee (Palajac and Furst) on April 26th. The Ad Hoc members will provide further feedback by May 3rd and, barring any material changes, staff plan to present a final draft of the MPA to the Board to request it authorize GM Fuzie to sign the agreement at its May 10th meeting.

The Revenue Sharing Agreement with the City (for cell towers on city property that we manage) was approved by the Planning Commission on March 21st and subsequently approved by the City Council on April 24th. Otherwise, no changes to the status of the following: The Operating Agreement for the Ravenswood Vineyard awaits a signature from Coastal Viticultural Consultants so that the City can conclude its approval process; permitting reviews between the City and vendors for two new cell towers (one at Max Baer and the other at Robertson Park) continue; and the Sunken Gardens Property Lease will be completed once indemnification language is concluded.

Information Technology:

1. Staff began the effort to re-introduce an important security tool: KnowBe4, an end-user focused application that provides current information and periodic training to enhance awareness of phishing threats. Roll-out is expected by June and will include less onerous messaging and training deadlines versus what we last deployed.
2. End-user training remains a focus: results from a staff survey that was concluded in March will be presented to management in May and the results will shape 1/1 and group training sessions, as well as intranet-housed documentation. Work continued with HR to assess on-line education resources for staff (Cornerstone, Udemy are leading candidates).

COMMUNITY SERVICES:

Youth Services:

Preschool is fully enrolled for the 2023 Summer Camp Programs, which will be held at the Jane Addams location. Preschool is full for the 2023-2024 school year and Mommy and Me and Toddlers on Trevarno will be opening registration next week for the 2023 – 2024 school year. Preschool staff are enjoying the warmer, drier weather and planning fun spring activities outdoors. Many classes have explored spring flowers and insects, following the process of caterpillar to butterfly and one of the programs. Children are super happy to be in our programs and they are thriving.

ESS is still short-staffed and relying on college students to apply to work as program leaders for the summer. Recruiting has been a challenge, and staff has to get very creative with loaning staff to other sites until their enrollment for the day drops, and they can return to their original site. The curriculum has been Spring-based, and group games are thriving due to better weather. Staff are busy planning for the summer, and we are preparing for a training series of three sessions beginning at the end of April. The topics will cover Room Management, Curriculum Development, and Socialization.

ASES was open for Spring Break and took both sites, Junction and Marylin to the Oakland Zoo for a field trip. Site coordinators are busy booking field trips for the summer and working on enrolling for the 2023 – 2024 school year.

Aquatics:

	Total Bought	Usage
Lap Swim		
Lap Swim Light	28	161

Lap Swim Senior Light	30		200
Lap Swim Unlimited	7		85
Lap Swim Senior Unlimited	22		253
Adult Drop In	285		270
Senior Drop-in	276		279
Lap Swim Totals	648		1248
Water Exercise			
Water Ex Light	0		0
Water Ex Senior Light	15		110
Water Ex Unlimited	0		0
Water Ex Senior Unlimited	7		73
Water Ex Adult Drop-in	2		2
Water Ex Senior Drop-in	64		64
Water Exercise Total	88		249
Lap Swim	648		
Water Exercise	249		
LAC RLCC	160		
LAC MN	140		
Masters	65		
ASES Swim Lessons	35		
Total	1297		

Community Outreach:

Community Outreach:

Outreach and Aquatics staff presented at the Migrant Education Parent Advisory Committee meeting on April 26 to share signup information about the Community Support Scholarship program and the new swim lesson scholarship program for families. The scholarship program is funded through the LARPD Foundation and Livermore Rotary Foundation to provide all families with swim lessons and recreation opportunities.

Open Heart Kitchen Meal Program:

March Meals:

Senior Meals: 1863 meals served to 163 unique seniors.

Hot Meal Program: 5271 meals served to 1318 hot meal clients.

LARPD Foundation:

The LARPD Foundation was awarded a \$12,000 matching grant for the Community Support Scholarship program from the Livermore Rotary Foundation, doubling the available funds from \$12,000 to \$24,000 this year. This allowed LARPD to offer swim lessons at May Nissen for \$10 per session for qualified families. Tickets are also available for their upcoming Wine Down in the Grove Fundraiser scheduled for Saturday, May 13, at Ravenswood Historic Site. **TICKET INFORMATION**

Volunteer Program:

Staff held the volunteer assessment for 67 teen volunteers across two days on April 19 and 20. Program staff talked about the various volunteer opportunities, and teens participated in a number of activities throughout the afternoon to give staff a chance to get to know them. Teens will volunteer with LARPD summer camps, ESS, preschool, seniors, and open space through the Counselor in Training Program.

Upcoming Key Dates/Events:

Mystery Movie at the Vine (50+): Wednesday, May 3. Join us for our monthly movie at the Vine Cinema with friends! We'll be surprised by what movie we're seeing. After the show, join us for appetizers at Zephyr Grill and Bar to chat about the movie and produce our collective "review" of the film. [MORE INFO](#)

Community Service Day at Carnegie Park: Saturday, May 6, 8:30 am. LARPD is partnering with the City of Livermore and Livermore Valley Joint Unified School on the upcoming **Community Service Day** scheduled for Saturday, May 6, at Carnegie Park. [MORE INFO](#)

Ravenswood Victorian Tea, Sunday, May 7, at Ravenswood Historic Site. Join us in the Main House for an elegant afternoon of decadent treats and fine teas. Donations benefit the Ravenswood Historic Site Furnishing Fund. [MORE INFO](#)

Jack London State Historic Park (50+), Thursday, May 11. Enjoy a private group tour of Jack London State Historic Park in the beautiful countryside of Glen Ellen, California, led by experienced and knowledgeable docents who delight in sharing London's legacy and natural beauty. [MORE INFO](#)

LARPD Foundation Wine Down in the Grove at Ravenswood Historic Site: Saturday, May 13, 4-7 pm. The LARPD Foundation will host the 2nd Annual Wine Down in the Grove Fundraiser to be held at Ravenswood Historic Site in Livermore on May 13, 2023, to advance our Community Support Program. [MORE INFO](#)

Water Safety Day, May Nissen Pool, Saturday, May 13. Join LARPD Aquatics Staff for a free Water Safety Day at May Nissen on May 13 from 1 - 3 pm. Staff will do water safety presentations, crafts, free swim assessments, and in-water activities with our lifeguards! [MORE INFO](#)

Swim Lesson Registration, Tuesday, May 16. Registration for all swim lesson classes will begin on Tuesday, May 16, at 9 am. [MORE INFO](#)

Kids Night Out | Super Hero Night: Saturday, May 20, 6 pm. Looking for a sitter on a Saturday night? Look no further; LARPD has you covered! We'll provide your child with a night full of fun activities and games and a pizza dinner for those who may be interested! [MORE INFO](#)

Holdener Hills with Ranger Danny, Sunday, May 21, 9 am. Join Ranger Danny for a hike around the Holdener Hills! We will be looking for wildflowers and some great views of Livermore from the hilltops! [MORE INFO](#)

Sonoma Plaza and Historic Mission, Tuesday, May 23. Join the senior services team on a trip to Sonoma, where they'll visit General Vallejo's house, tour the Mission and Barracks, and end the evening at the Tuesday night Farmer's Market. [MORE INFO](#)

Senior Services:

After closing out March with the sold-out seats of the SF Movie Tour the month of April welcomed the opportunity to offer a sellout trip to the SF Broadway production, "Come From Away". 54 people signed up for lunch at Union Square, followed by the inspiring musical. Our second trip in April took 26 seniors on an adventure to Acampo for a guided 'Bird Walk' through the riparian woodland and vineyards of the Heritage Oak Winery, followed by a catered hot picnic lunch on the oak-shaded patio.

The April Mystery Movie at the Vine Theater hit maximum capacity with 15 Seniors. The movie "AIR" was viewed and critiqued by the participants. Back-to-back Movie Madness in our Vintage Lounge included the movie "Tesla" one day, followed up with the Firehouse Arts live Chautauqua production of "Tesla" the next day led by LARPD volunteer Linda Wallace. Partnering with Ranger Eric Whiteside, 16 of the Seniors hiked on the back side of Brushy Peak. Our ever-popular flower arranging social is filled with 21 Seniors to enjoy step-by-step "how-to" instruction by staff member Gayle Thorsen-McCune. Participants felt rewarded and happy with the masterpiece that they created themselves. The LARPD Golden Circle Crafters group initiated two 4-part "Learn to Knit" sessions for April and May and quickly reached enrollment capacity with 8 people.

Our FREE seminar, What Medicare Covers in Full, had 7 registrants, and Estate Planning saw 12 registrants learning about their Wills and/or Trusts. Senior Fitness classes remain strong, especially in Light & Easy Aerobics, with an average of 16 registrants, and Tai Chi classes, with an average of 10 registrants. Our usual audience for Zumba, Yoga, and Chair Strength, Balance, and Flexibility are staying fit just the same.

Pictures from our trips and activities are on LARPD's social media outlets.

Open Space:

This month things have really started to heat up out in open space. The welcome heat has begun to dry out our wettest trails.

It is mowing season, so staff have diligently used lawn mowers, weed whips, and brush cutters to mow fire breaks throughout Sycamore and Holdener Park.

At the same time, the staff is trying to hurry and repair trails that have been damaged from the deluge we experienced earlier in the year.

Programs have continued to shine as the staff have maintained their exemplary level of customer service. Sprouts has continued to engage the youngest members of our community, while programs like Sycamore Science Camp have stimulated the minds of our older kids. Staff also continued going into classrooms and doing programs for ESS and ASES.

Staff hosted several Ravenswood events this month. 4th graders from different schools came to learn a little about what life would have been like in the 1800s.

Interpretive Staff held their first Spring Break Camp. It was an amazing success. Children got to spend their spring break out in the majesty of Sycamore Grove Park.

Staff led two long format programs for the Girl Scouts, teaching them about the power of citizen science.

Ranger staff continued doing Valley Wilds weekend and late-night Hoot Owl programs. One program about cryptozoology was held on April Fool’s day. All had a fun time. Ranger Explorers was led on a hike through Sunol Regional Wilderness.

Staff also put together an Earth Day event on April 22nd. Kids learned what they could do to help protect their home, planet Earth.

Staff also worked with other agencies throughout the city to reach even more people. This month we did an Innovation Fair, library talks at the Livermore Library, spoke at two Family Science Nights, and ran a table at the Dia Del Ninos event at the Civic Center. Staff also led a program teaching children about the occupation of Park Ranger at a career event hosted by CERI.

We even went on two educational hikes through brushy peak and Vasco Caves with East Bay Parks staff. Both departments shared knowledge about the area as we learned about this awe-inspiring place’s beauty and cultural significance.

We also worked with volunteers and did an invasive removal day. Volunteers and staff removed several garbage bags full of invasive plants.

This month staff and volunteers had a blast putting on the egg-stravaganza egg hunt event for multiple age groups of kids in Livermore.

Next month we look forward to welcoming volunteers at community service day and getting ready for the hustle and bustle of summer.

Facility Rentals:

Facility rentals are held at the Ravenswood Historic Site, the Robert Livermore Community Center, and the Veterans Memorial Building. Facility rental information is located on our website at larpd.org.

Facility	Type of Activity	Total Rentals for the Month	Total Monthly Hours
Ravenswood	Facility Rentals	3	27
Ravenswood	Wedding Rehearsals	2	2
Ravenswood/RLCC/Veterans	Facility Rental Tours	24	24
Ravenswood	Photo Permits	0	0
RLCC	Facility Rentals	12	108
RLCC	On-going Rentals	5	20
Total Facility Rentals for the Month:		46	181

Facility Operations:

Facility operations staff are scheduled Monday through Friday from 7:30 am-10:00 pm to support District-wide facility operations, programming, and custodial. Weekend hours vary depending on programming and facility rentals.

- Day-to-Day Operations & District Support:

Operations	Staff	Days	Time	Total Hours Weekly	Total Hours Monthly
Outlying Facility Restroom Cleaning: Ravenswood, Carnegie, & Vets Hall	1	M/W/F	6:30 am-9:30 am	9	36
RLCC Operations & Custodial	3	M-F	7:30 am-10:00 pm	217.5	870
RLCC Operations & Custodial	2	Saturdays	8:00 am-8:00 pm	24	96
Park Restrooms: Field Rentals	2	Sat	8:00 am-8:00 pm	24	48
Park Restrooms: Field Rentals	2	Sun	7:00 am-3:00 pm	16	32

- Community Services program and service support:

Program	Task	Staff	Days	Total Hours Weekly	Total Hours Monthly
Open Heart Kitchen	Setup & Takedown	2	M-F	15 hours	60 hours
Pet Food Distribution	Setup & Takedown	2	Wednesdays	30 minutes	2 hours
Occasional Events (Seniors; 1-2/mo.)	Setup & Takedown	2	Days vary	30 minutes	1 hour
Line Dancing	Setup	1	Mondays, Tuesdays, Thursdays	30 minutes	6 hours
Golden Circle	Setup & Takedown	2	Mondays	30 minutes	2 hours
Movie Madness	Setup & Takedown	1	Monday	1 hour	2 hours
Tai Chi	Setup & Takedown	2	Monday, Friday	30 minutes	2 hours
3-D Greeting Cards	Setup & Takedown	1	Friday	30 minutes	1 hour
Mah Jong	Setup & Takedown	1	Wednesday	30 minutes	2 hours
Spring Flower Arranging Social	Setup & Takedown	1	Friday	30 minutes	1 hour
AARP Tax-Aide	Setup & Takedown	1	Tuesday	30 minutes	2 hours

Estate Planning	Setup & Takedown	1	Wednesday	30 minutes	1 hour
Light & Easy Aerobics	Setup & Takedown	1	Tuesday, Thursday	30 minutes	2 hours
Strength, Balance, and Flexibility	Setup & Takedown	1	Tuesday, Thursday	30 minutes	2 hours
What Medicare Covers in Full	Setup & Takedown	1	Thursday	30 minutes	1 hour
Woodcarving	Setup & Takedown	1	Wednesday	30 minutes	2 hours

- Recreation Classes and Programs (Setup & Takedown average 30 minutes/week/program)

Program/Camp	Monthly Registration
Cooking Round the World (Food Fusion)	7 registrants
Adult Beginning Guitar	8 registrants
Muffins with Bunny (special event)	300registrants
Total Registered:	315 registrants

Sports Facility Rentals:

Picnic season opened as of March 1st. Reservations are coming in daily for birthday parties, baby showers, family gatherings, company picnics, etc.

A 3-day elite basketball tournament was held in the gymnasium. This was a college exposure tournament utilizing nine different facilities, with 210 teams participating from CA, OR, AK, BC, AZ, WA, ID, NV, NM, UT, CO, HI

Two additional regional basketball tournaments were held in the gymnasium as well.

Park Location	Total Rentals	Total Rental Hours
Robertson Park	93	406
Cayetano	40	142
Ernie Rodrigues	17	30
Robert Livermore	36	150
Christensen	18	53
Max Baer	29	112
Independence	6	24
Altamont Creek	36	110
Bill Payne	15	60
Hagemann	24	48
May Nissan Pickleball Courts	29	78
Gymnasium	49	134
Total:	392	1347

Picnic Rentals	Total Rentals	Number of Attendees
May Nissen (main site)	7	285
May Nissen (tennis court)	10	353
Big Trees	6	195
Hagemann	2	80
Independence	1	50
Robertson Park Pole Barn	1	15
Totals	27	978

Sports & Fitness Programs and Classes:

LARPD Adult Softball League spring league has 30 teams registered
 Ernie Rodrigues was the host site for the Livermore High School Girls Varsity Stampede Softball tournament.

One sports birthday party was held in April. We’ve gotten positive feedback and additional parties booked from parents attending one of the held parties.

LARPD Soccer League kicked off in March with 120 participants. A combination of parent volunteers and LARPD recreation staff coaches this league.

Program	Total Registered Participants
LARPD Spring Break Camp	39
LARPD Hot Shots Basketball	70
LARPD Pee Wee	48
LARPD Kids Night Out	34
LARPD Youth Soccer League	120
Arora Tennis	68
Skyhawks Sports	51
Youth/Adult Karate	13
LARPD Adult Softball	450
Adult Yoga	42
Pickleball Introduction	24
Drop-In Pickleball	195
Total Participants Served:	1,154

FACILITIES AND PARK MAINTENANCE:

The worst of the winter rains are finally behind us, and it is time to begin repairs to our damaged trails. The largest project was the Arroyo Mocho Trail clean-up. In a joint effort between City of Livermore and LARPD staff, hundreds of tons of sediment were cleared from the trail and relocated to an off-site storage facility. It was a small team of only 6 people, but the work was completed in only 2 ½ days. There are still repairs to be made to some areas of asphalt and concrete near the Concannon and Stanley crossings, but the majority of the trail is intact and usable.



Trail clean-up

Some of our smaller trails also took a beating from the heavy rains. Decomposed granite pathways are no match for flooded streets and overtaxed storm drains. Several trails throughout town and inside Sycamore Grove Park experienced washouts and rutting. Some of these had previously been repaired in February, in the hopes that the worst of the winter's storms had passed us. Unfortunately, that wasn't the case.



Trail repair

The final phase of the HVAC replacement for the Merritt building on Trevarno Road was completed on April 24th. With the aid of a very large crane, the Facilities Team installed the last two HVAC units on the roof in less than two hours. This project clearly demonstrates how some out-of-the box thinking and a highly skilled team can really benefit the District.



Trevarno HVAC Installation



Trevarno HVAC Installation

The Rodeo stadium improvement project will wrap up by the end of April. Structural reinforcements were added to the canopy to enhance its stability. In an effort to reduce the overall cost of the project, staff performed touch-up painting on the newly welded surfaces.



Rodeo Stadium Improvements

These are some of the major projects performed in the month of April. But this month, like every month, was filled with hundreds of projects and other duties that are part of the daily routine of the Facilities Team as we endeavor to keep our facilities running smoothly and safely.

Parks Maintenance:

29 hours of vandalism (graffiti abatement) hours have been reported.

149 gallons of post-emergent weed control have been sprayed.

Mechanical weed abatement (mowing) along rural trails, etc., is in progress.

Ongoing dead tree removal and safety pruning continues throughout the District's parks and trails.

April Irrigation Repairs:

Sprinkler repair/replacement - 188

Main line repairs – 2

Irrigation Valve repairs – 42

Lateral line repairs - 9

Drinking fountain repairs – 1

Valve Box repairs – 4

Backflows tested - 27

Backflow repaired - 5

2 - new irrigation controllers installed at Bruno Canziani Park

Mechanic's Shop:

Vehicle service and repairs:

- V29- Flat Repair, reset TPNIS system
- V36- Radio will not turn off, reset the radio audio system
- 238CQW- tire light on, set pressure reset TPMS
- V09- Exhaust regeneration
- V40- No start, dead battery
- 238FG9- Hard start, replace the battery
- 238FGZ- Replace (2) front tires
- V38 & V49- Service/ Inspection
- V32- Pre smog inspection

Mower and tractors services and repairs:

- E083- Replaced R/F deck wheel fork.
- E080- Replaced R/F Tire

Additional tasks performed:

- Road call- 238D6F
- New chipper prep./ training
- DMV for new chipper
- Shop maintenance
- Ordering parts for inventory
- Monthly report

Trails Update:

There are no updates to report.

Respectfully submitted,



Mathew Fuzie
General Manager

MF/lvb/ph