



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.

Since this is a special meeting, only items on the agenda may be discussed, as prescribed by Section 54956 of the Government Code.

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 SPECIAL MEETING

**TUESDAY, JUNE 9, 2020
3:30 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 special meeting.

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

PARTICIPATION:

Webinar ID: 988 4902 4535

Please click the link below to join the webinar:

<https://zoom.us/j/98849024535?pwd=ZmpsOU5rVUdFRFdWQ2U0YlJWdHxZz09>

Password: Board

or iPhone one-tap: US: +16699009128,,98849024535#

Or Telephone: Dial US: +1 669 900 9128

1. CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE
2. PUBLIC COMMENT
3. PRESENTATION
The Board will receive a presentation by General Manager Mat Fuzie on LARPD's accomplishments during the present COVID-19 crisis and planning for re-opening once shelter in place orders are lifted.
4. CONSENT ITEMS (Motion)
 - 4.1 Approval of the Minutes of the Special Board Meeting of May 13, 2020
 - 4.2 General Manager's Monthly Update to the Board – June 2020
5. CONSENT AGENDA RESOLUTIONS
 - 5.1 DISTRICT ELECTION
Resolution No. _____, a resolution calling for the District's election on November 3, 2020 and requesting that the Board of Supervisors of Alameda County permit consolidation with the statewide general election on November 3, 2020.
6. DISCUSSION AND ACTION ITEMS
 - 6.1 DISCUSSION AND CONSIDERATION OF AMENDMENTS TO ORDINANCE NO. 8 – DISTRICT RULES AND REGULATIONS
The Board will consider the introduction of amended Ordinance No. 8 (Motion)
 - 6.2 PRELIMINARY FISCAL YEAR 2020-21 OPERATING BUDGET
The Board will consider approving the District's Preliminary FY 20-21 Operating Budget. (Resolution).

Resolution No. _____, approving the District's Preliminary FY 20-21 Operating Budget.
 - 6.3 PRELIMINARY FISCAL YEAR 2020-23 CAPITAL IMPROVEMENT PLAN (CIP) BUDGET
The Board will consider approving the District's Preliminary FY 20-23 Capital Improvement Plan (CIP) Budget. (Resolution)

Resolution No. _____, approving the District's Preliminary FY 20-23 Capital Improvement Plan (CIP) Budget.

- 6.4 REVISION TO BOARD MEETING SCHEDULE FOR REMAINDER OF 2020
The Board will review and discuss a revision to the time and place of Board meetings and consider adopting a revised Board Meeting Schedule for the remainder of 2020.
(Motion)
- 6.5 TRI-VALLEY COMMUNITY TELEVISION RECORDING OF BOARD MEETINGS:
The Board will review and discuss services provided to LARPD by the Tri-Valley Community Television during the COVID-19 pandemic and shelter in place order.
(Discussion and Direction)
- 6.6 BOARD LETTER IN SUPPORT OF H.R. 7073:
The Board will review and consider approving a letter in support of H.R. 7073, the Special Districts Provide Essential Services Act, which would bring much-needed relief resources to special districts in our community, throughout California, and across the nation. (Resolution)

Resolution No. _____, authorizing the Board Chair to sign a letter on behalf of the Board of Directors of the Livermore Area Recreation and Park District to federal elected officials in support of this legislation.

- 7. INFORMATIONAL ITEMS (No Action Required): None.
- 8. COMMITTEE REPORTS
- 9. MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS
- 10. MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER
- 11. ADJOURNMENT



Livermore Area
Recreation and Park District
An independent special district

LIVERMORE AREA RECREATION AND PARK DISTRICT

SPECIAL MEETING of the BOARD OF DIRECTORS

DRAFT MINUTES

WEDNESDAY, MAY 13, 2020

2:00 P.M.

ROBERT LIVERMORE COMMUNITY CENTER
4444 EAST AVENUE, LIVERMORE, CALIFORNIA

And Via Zoom Webinar

- DIRECTORS PRESENT: Directors Faltings, Furst, Pierpont, Wilson and Chair Palajac
- DIRECTORS ABSENT: None
- STAFF MEMBERS PRESENT: Mathew Fuzie, Patricia Lord, Jeffrey Schneider, Jill Kirk, Fred Haldeman, Joseph Benjamin, Nancy Blair, Julie Dreher, Natalie Kaaiawahia, Sandra Kaya, Stacey Kenison, Lynn Loucks, Patrick Lucky, Michelle Newbould, Vicki Wiedenfeld, Linda VanBuskirk, Rod Attebery, Monica Streeter
- MEMBERS OF THE PUBLIC: Tony Kukulich, Seth Eddings

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. General Manager Mat Fuzie led the Pledge of Allegiance.
2. **PUBLIC COMMENT:** There was no public comment.
3. **CONSENT ITEMS:**
 - 3.1 Approval of the Minutes of the Special Board Meeting: Budget Workshop of April 28, 2020
 - 3.2 General Manager's Monthly Report – May 2020

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

AYES: *Directors Faltings, Furst, Pierpont, Wilson, and Chair Palajac*

NOES: *None*

ABSTENTIONS: None
ABSENT: None

4. DISCUSSION AND ACTION ITEMS:

None.

5. INFORMATION ITEMS (No Action Required)

5.1 TRASH MANAGEMENT IMPROVEMENTS IN PARK SYSTEM:

Assistant General Manager Patricia Lord reported on LARPD's plans to implement operational efficiencies in managing trash collection in its Parks and Open Space areas. The item was raised as a safety issue at the February Safety Committee meeting, and was later reviewed and recommended by the Facilities Committee on May 7, 2020.

The Board reviewed and discussed the proposed trash receptacle designs, cost estimates, safety factors, and draft marketing information as a public information campaign to promote the benefits of "Pack it In -- Pack it Out" efforts throughout the District's parks, trails and open space areas.

Board members had questions/comments regarding the following: annual replacement of trash receptacles; approval of the steel, side opening receptacle design; how to manage the reduction of trash receptacles in neighborhood parks by 50% and replacement with recommended design; size and cost of recommended design standard; statistics on park usage annually along with pounds of trash generated and the staff time necessary to service that; program standards; how removal of dog waste bags will affect parks; importance of keeping the community educated about the program.

This was information only and no recommendations and no action was taken.

5.2 LARPD AQUATICS IN LIGHT OF USA SWIMMING

General Manager Mat Fuzie reported that USA Swimming recently published a guidance plan for re-opening of aquatics facilities in a way that promotes physical and mental health opportunities compliant with public health directives. LARPD is contemplating how it can adopt in Phase 2, and has been working with local public health officials to allow this program.

Board members had questions/comments regarding the following: the importance of ensuring that physical distancing and other safety practices are followed when swimmers are not in the water; maintaining safe distances between people on deck and in the water.

This was information only and no recommendations and no action was taken.

6. COMMITTEE REPORTS:

- a) Director Furst reported on the May 7, 2020 Facilities Committee meeting.
- b) Director Furst reported on the May 6, 2020 Livermore Chamber of Commerce Business Alliance meeting.

- c) Director Furst reported on the May 13, 2020 Alameda County Special Districts Association meeting. He attended on behalf of Director Faltings. The meeting was hosted by the East Bay Regional Park District.
- d) Director Pierpont reported on the May 5, 2020 Ad Hoc Committee re: Memorial and Commemorative Gift Program meeting.
- e) Director Pierpont reported on the May 12, 2020 Intergovernmental Liaison Committee meeting between LARPD and East Bay Regional Park District.
- f) Director Wilson reported on the May 12, 2020 Personnel Committee meeting.
- g) Director Wilson reported on the May 6, 2020 Livermore Cultural Arts Council (LCAC) meeting.

7. MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS

- a) Director Faltings thanked everyone for welcoming her back.
- b) Director Furst welcomed Director Faltings back.
- c) Director Pierpont welcomed Director Faltings back. He spoke on the issue of dog parks. This item was discussed during the LARPD/EBRPD Liaison Committee meeting, reported on above. Dog parks are an aspect of parks and recreation that could benefit from more focus, like other areas of recreation have been, about how LARPD can do things more creatively. How can LARPD raise visibility with the State on this issue? There is a lot of public demand for reopening of the dog parks, although at this time the Alameda County health order prohibits this. LARPD should be prepared to open creatively once the order allows dog parks to reopen. – [*Staff will be prepared to open the dog parks when authorized to do so.*]
- d) Director Wilson asked about the rodeo grounds. How soon will the large seating area of the rodeo grounds be usable by people/groups if they are properly spaced? Have the rodeo grounds improvements begun? - [*GM Fuzie stated that any proposals should be sent to him so that he may compare it against any current existing health orders and best practices. Rodeo grounds improvements have been put on hold until the end of the next fiscal year. The work scheduled does not preclude use.*]

8. MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER

GM Fuzie made the following announcements:

- a) During the COVID-19 situation, it is recommended that LARPD have a standing budget item at every board meeting. The Board concurred.
- b) The District's worst case scenario, as reported during the April 28th Board meeting, is turning out to be just that – and LARPD is not anywhere near that scenario. The District is doing better. The assumptions have been tracking where expected.
- c) District Counsel Rod Attebery suggested the Chair give the public members attending the meeting an opportunity to speak on any of the items presented herein. Chair Palajac opened public comment. There was no public comment.

9. ADJOURNMENT: The meeting was adjourned at 3:10 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
JUNE 2020**

TO: BOARD OF DIRECTORS

FROM: MATHEW FUZIE, GENERAL MANAGER

Information contained in this report is intended to help keep the Board of Directors informed on current projects and study issues. Reported below is the most current and available information. Since work on these items is ongoing, the information is subject to rapid change. If a project or issue has not changed from the previous month's report, the information provided may be the same as was previously reported. Please note that some projects are not directed or managed by LARPD, but they are included below as informational only. More information and updates on the projects are posted on the District's website at <https://www.larpd.org/departments/cip>

GENERAL SUMMATION: As the summer creeps up on us and as restrictions throughout the State of California begin to ease, Alameda County continues to be a hot spot for the Coronavirus. Alameda County has not seen the flattening of the curve that the Health Officer had hoped. Eastern Alameda County is not seeing the high numbers of cases and still remains in a good position regard hospital bed availability and capacity to respond to increases in cases. We are opening facilities at LARPD as they are allowed to be opened by the latest health order. We have maintained our parks in ready position to open and our open space has been open since day one. We continue to track all of our expenses related to this emergency in the hopes that we will recover some if not all of them to help our bottom line. Staff has been very creative and is working to create virtual content for our constituents as well as future content with specific restrictions that comply with the health orders. Financially we are prepared still for the worst case scenario, however as expected we are trending better.

Our current new push is working to be able to provide a cooling center when heat emergencies are declared this summer. We are working with the City and County on protocols. These declarations will be part of the COVID-19 event and we will track our expenses for reimbursement.

BOARD OF DIRECTORS:

Matters Initiated:

May 13, 2020 Board Meeting –

- Dog parks are an important aspect of parks and recreation. How can LARPD raise visibility with the State on this issue? There is a lot of public demand for reopening of the dog parks, although at this time the Alameda County health order prohibits that. LARPD should be prepared to open creatively once the order allows dog parks to reopen. [Pierpont] -- *Staff will be prepared to open the dog parks when authorized to do so.*
- How soon will the large seating area of the rodeo grounds be usable by people/groups if they are properly spaced? Have the rodeo grounds improvements begun? [Wilson] – *GM Fuzie stated that any proposals should be sent to him so that he can compare it against any current existing health orders and best practices. Rodeo grounds improvements have been put on hold until the end of the next fiscal year. The work scheduled does not preclude use.*

Board Members attended one special board meeting, five committee meetings, one ad-hoc committee meeting and four community outreach/liaison meetings in May. Board members also attended one LARPD Foundation meeting and a virtual annual conference event produced by the California Association of Recreation and Park Districts (CARPD). The Board Chair attended twice weekly meetings with the GM and core staff on the District's response to COVID-19 matters.

Board actions for the month included: No resolutions were passed in May.

ADMINISTRATIVE SERVICES - FINANCE/HUMAN RESOURCES/INFORMATION TECHNOLOGY:

Finance:

1. The team's focus has been on maintaining day-to-day accounting processes, managing unemployment claims (99 received as of 5/26), beginning to revise financial projections in preparation for the June 9, 2020 Board Budget Workshop, beginning FY19-20 Audit, tracking the financial impact of COVID-19 for FEMA purposes, and concluding the project to move to a supported, cloud-based release of our accounting software.
2. Operating financial results by unit and at the District-consolidated level through April, 2020 were distributed to the Finance Committee on May 18, 2020. Bottom line: the District's operating contribution (Revenue less expenses) is in line with expectations (using our COVID-19 Financial projections as presented to the Board on April 28, 2020 as our plan of record), with two exceptions: a) Property taxes, where county adjustments led to an under-run of ~ \$175k; and b) refund timing in Recreation, where we assumed refunds for activity booked through August as well as pre-April refunds that had yet to be "booked" would hit in April. \$388k total, with approximately \$320k left to be realized.

Human Resources and Payroll:

1. HR focused its efforts on COVID-19-related employee communication, including a memo that focused on expectations for staff whose roles are now deemed essential and who will be asked to return to work to safely perform critical assignments. Staff is working with Finance to track the impact of COVID-19 on staffing levels and leave credit balances.
2. Staff's day-to-day operations have been focused on employee performance management (employee discipline cases) and organizational moves (park and facilities maintenance management).

Information Technology:

1. Aging firewalls were successfully replaced at the RLCC, Virtual Private Network (VPN) access was revised and enhanced for staff who are working remotely, the purchase of a limited number of desktop and laptop devices was initiated to provide long overdue upgrades to a supported release of Windows (10) and reliable hardware for heavy IT users. Work was completed on the establishment of a cloud-based platform to which our Great Plains accounting system will be migrated (to get off of a non-supported, on premise release). Field testing of Mobile devices has been completed and in June approximately 40 users will move to AT&T's FirstNet network (used only by first responders and related service providers like LARPD), using new devices that will be obtained and supported by local-government discounted prices. Lastly, the IT team is still struggling to work with AT&T to complete the deployment of AT&T circuits to the modular ranger office at Sycamore

Grove. All Covered and Maverick Solutions technicians will work together to complete this long-overdue project.

COMMUNITY SERVICES:

Youth Services:

As a result of the dismissal of the schools and the shelter in place order, all youth services programs ended on March 13, 2020. Youth Services Admin staff has been busy preparing refunds for Preschool, ESS, and PAL programs, preparing for summer registration, and answering call from families regarding program information.

The ESS program is in full swing with four Essential Care classrooms open for the Essential Working families that are currently enrolled in ESS programs. State subsidized families were the first priority and full cost; Essential Working families were contacted next.

Staff is busy preparing for summer programming and staff is eager to get started. The programs will still be limited to 10 children per class room, mandated by Community Care Licensing. With that in mind, we are planning for a much smaller program this summer. PAL programs for the summer are in the planning stages. Preschool camps have been cancelled; however, we will be offering a four week, three days per week, Pre - Kindergarten/ Preschool session for the month of July. This will assist this age group in getting back into the routine of going to school before starting TK or Kindergarten in the fall.

Senior Services / Community Outreach:

Staff has worked closely with the City of Livermore and our local non-profit partners to prioritize the Livermore senior and unhoused community. The Open Heart Kitchen (OHK) curbside pick-up Senior Lunch Program has grown throughout the shelter-in-place order. Staff is regularly serving over 100 meals to seniors on any given weekday. LARPD is also working with OHK on the Hot Meal program which is distributed curbside at the RLCC on weekdays. On Friday, May 22, staff served a new high of 239 meals between 1-3 pm. Staff have been working at both the RLCC meal service and in the OHK main prep kitchen site. Staff is also continuing to assist the Tri-Valley Haven Mobile Food Pantry with packing and delivering grocery bags to the Livermore Senior Living Communities.

Additionally, SSC staff is working to stay connected to the seniors who are isolated in their homes through daily friendly calls, hosting zoom socials, and virtual recreation activities. May's virtual activity was "Greenery Arranging with Kathy and Gayle" which has been viewed well over 100 times. This month we also debut live virtual classes with Zumba instructors. We had 68 participants sign up to take Virtual ZOOMba from their homes while the instructors stream their class from the studio. Participants will also have access to the recordings for the duration of the 4-week session.

Open Space:

We continue to see record numbers during the shelter in place. We have had to close Sycamore Grove Park on a few weekend days due to overcrowding. As the days heat up, our numbers have dropped some. The staff's priorities continue to keep people safe, educate and physical distancing, and keeping the area maintained. We have added a donation box at the beginning of the trail at the Wetmore parking lot. This money will be turned over to the LARPD Foundation for scholarships to be used for summer camp.

RECREATION:

Our Recreation Supervisors are currently creating program videos through Zoom and YouTube. These videos are offered either through our District staff or our current Independent Contracted Instructors. Videos are uploaded to our District website under the *Stay and Play* Virtual Recreation page. The facility rental team is currently working on creating virtual facility tours as we are receiving inquiries for the 2021 rental year. Due to the Health Officer's Executive Order, staff cancelled and moved May facility rentals, as well as accommodating requests to move June facility rental to later in the year.

Our Front Counter staff is busy serving our community Monday through Friday from 8:00am-2:00pm with over the phone inquiries, as well as processing any refunds and program changes. Our Facility Operations team is busy supporting the District's essential services like Open Heart Kitchen with the setup and take down, and cleaning the Community Center's commercial kitchen after each program day. Staff has also been cleaning the Park Restrooms once a day, seven days a week to accommodate our park users. Staff is supporting Open Space, Parks, and the City of Livermore Police Department on the weekends by patrolling our parks to communicate park amenity closures due to the Health Officer's Executive Order.

MARKETING AND PUBLIC INFORMATION:

May was a very busy month for the Marketing and Public Information Division. The following highlights some of the key initiatives:

- Develop and launch "Pack It In, Pack It Out" trash management campaign
- Design and launch Livermore Area Recreation and Park District YouTube Channel
- Program Committee Presentation – "Marketing and Communications During COVID-19"
- "Livermore Lego Wars" virtual special event promoted on social media – 38 entries
- Completion of development and design of LARPD Logo Style Guide outlining proper use of the logo.
- Video production of a positive message for the community – "LARPD Staff are working hard for you until we can see you again." The video was posted on the LARPD website home page and Facebook.
- Channel 7 news zoom interview with Public Information Officer regarding cooling center action plan once the Community Center is re-opened to the public.
- Virtual Community activities on "Stay & Play" Virtual Recreation and Social Media:
 - Spirit week – different activity each day of the week i.e. Crazy hair day, twin day
 - Family Movie and Fort Night – build a fort in your living room and watch a movie with your family
 - Facebook challenges such as, chalk obstacle course
- Design Signage, develop messaging and website updates related to COVID-19
- May Constant Contact Newsletter
- Launch of Summer Photo Contest
- "Stay & Play" virtual recreation center website updates with new videos produced by LARPD staff
- Regular website updates.
- Planning stages of virtual 5K/10K Fun Run and Summer Sprinklers in the Park

- Regular social media communications – Facebook/Instagram
- Participate in Communications Strategies committee meeting with local PIO's to share what agencies are doing, and assist with community messaging regarding shared issues
- Work with all divisions with flyers, signage, and unit specific messaging to get the word out about programs and activities.

PARK MAINTENANCE and FACILITIES:

Irrigation Repairs and Enhancement Activity:

Sprinkler Repairs	72	Graffiti Abatement (in hours)	3
Irrigation Valve Repairs	8	Open Space and Trails Mowed	
Main Line Repair	5	All Sports Fields Aerated	
Lateral Line Repair	2	Pruning and Mechanical Weeding at Parks & Trails	
Backflow Tests	9	Fence Repair at Robertson Park (in hours)	16
Backflow Repair	1	Rodent Control 7/parks/16 treatments	
Gallons of Pesticide Sprayed	243		

Mechanic's Report:

Vehicles	Mowers and Tractors	Small Equipment	Additional Tasks
7	5	3	Shop Cleaning and Maintenance
			Road Call E053
			Foremen Meeting

Clean Up Team:

Full maintenance at all ESS sites
 Turf rescues performed at both Robertson and Ravenswood Historic
 Tot Lot Inspections completed and minor repairs made
 Arborist reports completed
 Conducted staff meetings and safety training
 Responded to complaints and inquiries from the general public

Living Arroyos:

Used 8,200 gallons of water in May, to irrigate various sites for the City of Livermore and Zone 7 to supplement the sparse rainfall and keep mitigation projects thriving.

Facilities:

In May, the Facilities team has been primarily focused on restroom renovations in the parks. We completed Ernie Rodrigues late last year but this month at Robert Livermore we painted epoxy floors, painted interior walls, added new fixtures and will paint the exterior this week. At Robertson Park, we performed repairs to the floor and painted epoxy, painted partitions, and replaced fixtures. At Independence Park, we painted epoxy floors and the partitions, installed hand dryers, painted interior walls and next week will replace the roof. All but Independence Park were under \$1000 in material costs.

We also re-filled/recharged all of the fire extinguishers throughout the District, including vehicles. This is an annual requirement.

We also located and repaired a huge water leak at May Nissen pool. The cost to locate the leak was \$600 and the cost for the repair was less than \$100 in materials and one day labor for two technicians.

Today we installed a closed circuit security camera system at the ranger office at the Wetmore entrance at Sycamore Grove Park.

There were a lot of little things too but those are the highlights. Staff is focusing on projects with the most “bang for the buck” and projects that are difficult to do when our facilities are in use. We’re staying very busy.

AGREEMENTS AND SPECIAL PROJECTS:
CAPITAL PROJECTS:

Construction on current projects was halted in April In response to the Alameda County Department of Public Health Order issued in March. As of April 29, the seven Bay Area Public Health Officers who ordered a shelter in place in mid-March extended the orders through May 31, while some restrictions were eased. Construction activities will be allowed to resume with specific conditions. One current project, Sunset Park Playground, resumed work in May. The Michell School project to replace portable buildings for the Extended Student Services program with Livermore Valley Unified School District will continue. In response to the COVID-19 pandemic, the District has suspended other Capital Improvement Projects until further notice.

Respectfully submitted,



Mathew Fuzie
General Manager

Livermore Area Recreation and Park District

Staff Report

TO: Chair Palajac and Board of Directors

FROM: Mathew Fuzie, General Manager

PREPARED BY: Linda VanBuskirk, Executive Assistant to the General Manager

DATE: June 9, 2020

SUBJECT: District General Election

RECOMMENDATION: That the Board of Directors adopt Resolution No. _____, approving the following items:

- 1) Calling for the District's election for two Director seats on November 3, 2020.
- 2) Authorizing a charge to candidates for estimated costs associated with Candidate Statements.
- 3) Requesting that the Board of Supervisors of Alameda County permit consolidation with the statewide general election on November 3, 2020.
- 4) Determining that the election precincts, polling places, voting booths and election officials in each of the precincts shall be the same as provided for the statewide election.
- 5) Authorizing the County of Alameda to canvass the returns of said election and mail the results to the District as soon as the result of the canvass is determined.

BACKGROUND: Two seats on the Board of Directors, those currently occupied by Chair Jan Palajac and Director Beth Wilson, are up for re-election in November 2020. The two seats to be filled are for four-year terms ending in December 2024.

As required by Public Resources Code Section 5787, all District elections are called, held and conducted in conformity with the Uniform District Election Law. The Livermore Area Recreation and Park District has chosen to hold its elections on the first Tuesday after the first Monday in even numbered years so that the General District Election can be consolidated with the State General Election. As such, the District should hold its next General District Election on November 3, 2020.

The resolution (draft attached) addresses the details listed above. This is standard procedure for the District in an election year.

ATTACHMENT: Draft Resolution

**THE BOARD OF DIRECTORS
OF THE
LIVERMORE AREA RECREATION AND PARK DISTRICT**

RESOLUTION NO. _____

**A RESOLUTION CALLING FOR THE DISTRICT'S GENERAL ELECTION
ON NOVEMBER 3, 2020 AND REQUESTING THAT
THE BOARD OF SUPERVISORS OF ALAMEDA COUNTY
PERMIT CONSOLIDATION WITH THE STATEWIDE GENERAL ELECTION
ON NOVEMBER 3, 2020**

WHEREAS, under Public Resources Code Section 5787, all District elections are called, held and conducted in conformity with the Uniform District Election Law; and

WHEREAS, the Livermore Area Recreation and Park District has chosen to hold its election on the first Tuesday after the first Monday in an even numbered year in order that the General District Election can be consolidated with the State General Election also held at that time; and

WHEREAS, said District should hold its next General District Election on November 3, 2020; and

WHEREAS, the elective offices to be filled at said election are two (2) members of the District Board of Directors; and

WHEREAS, the two seats to be filled during said election are for four-year terms ending in December 2024.

NOW, THEREFORE BE IT RESOLVED, that a General District Election shall be held in this District on November 3, 2020, for the purpose of electing two (2) members to the District Board of Directors.

BE IT FURTHER RESOLVED, that the Board of Directors authorizes that candidates for the Office of Director shall pay to the District, upon the filing of candidacy papers, a deposit for the estimated costs of printing, handling, translating and mailing their Candidate's Statements, said sum to be credited by the District against the costs of the Candidate's Statements as determined by the Registrar of Voters.

BE IT FURTHER RESOLVED, that said Board hereby requests that the General District Election in the District on November 3, 2020, be consolidated by the Alameda County Board of Supervisors with the Statewide General Election to be held in this County on the same day.

BE IT FURTHER RESOLVED, that the election precincts, polling places, voting booths, and election officials in each of the precincts shall be the same as provided for the Statewide election on said day.

BE IT FURTHER RESOLVED, that Alameda County is hereby authorized and instructed to canvass the returns of said election and that a statement of results be mailed to this District as soon as the result of the canvass is determined.

ON MOTION of _____, seconded by _____, the foregoing resolution was passed and adopted this 9th day of June, 2020, by the following roll call vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Approved this 9th day of June, 2020,

Jan Palajac
Chair, Board of Directors

ATTEST:

Mathew Fuzie
General Manager and ex-officio Clerk
to the Board of Directors

Livermore Area Recreation and Park District

Staff Report

TO: Chair Palajac and Board of Directors

FROM: Mathew Fuzie General Manager

PREPARED BY: Patricia Lord, Assistant General Manager

DATE: June 9, 2020

SUBJECT: Amendments to Ordinance No. 8 Park Hours of Operation

COMMITTEE: Recommended by Facilities Committee on May 7, 2020

RECOMMENDATION: That the Board of Directors introduce amended Ordinance No. 8 – Rules & Regulations Governing Conduct on Use of Parks and Other District Facilities on Chapter 300-Access: §301(a) Section 301 – Hours of Operation

BACKGROUND: The District’s Rules and Regulations (Ordinance No. 8) was adopted in April of 2008 and subsequently amended in February 2009, January 2012, September 2016, and March 2018. Periodic amendments are required to reflect:

1. Changes in Federal, State and County laws.
2. The need to clarify or correct existing rules and regulations.
3. Changes within the community such as, technology, behaviors, interests, etc.
4. New District facilities, programs, technology or services.

The approval process for amending Ordinance No. 8 is as follows:

- Ordinance No. 8 is introduced at Board Meeting on June 9, 2020, after being recommended by Facilities Committee on May 7, 2020 (See Attachment A – Notice of Hearing Published May 28, 2020).
- Board will consider approving amendments to Ordinance No. 8 and determine if there is any revision or alteration to amended Ordinance (See Attachment B – Revisions to Ordinance No. 8 on Chapter 300-Access: §301(a) Section 301 – Hours of Operation).
- Staff to post a Notice of Hearing indicating that amendments to Ordinance No. 8 will be considered by the Board at its next meeting date on June 24, 2020.
 - Notice of Hearing to be published at least five days prior to the June 24, 2020 Board meeting and text of the proposed amendments is made available to the public.
- Public Hearing conducted at the June 24, 2020 Board meeting, during which the Board will consider approving amendments to Ordinance No. 8.

- If Board adopts amendments by Resolution, then staff to post a legal notice within 15 days, summarizing the amended Ordinance and indicating who voted for and against the amendments.
- Public Review copy of certified copy of full text of amended Ordinance available at LARPD District office and online. The amended Ordinance becomes effective 30 days from the date on which the amendments were approved.

The proposed amendments concern hours of operations. The current hours of operation has raised concerns about safety, vandalism, and unwanted activities with park use after dark and inconsistent practices throughout the Parks system. The legal definition of dark is one half (1/2) hour after sunset. Best practices with other public park agencies hours of operation are sunrise to one half (1/2) hour after sunset.

Ordinance No. 8 Rules and Regulations, Section 301- Hours of Operation, Section 301(a) states:

It shall be unlawful to enter or remain in or on any District Facility, Parkland or Trail, after said Facility, Parkland or Trail is closed for public use, without a Permit. All District Facilities, Parklands and Trails shall be closed for public use during the hours of 10:00 p.m. of one day and 6:00 a.m. of the following day, except as may be otherwise posted.

The proposed park hours of operation and amendment to Ordinance No. 8:

It shall be unlawful to enter or remain in or on any District Facility, Parkland or Trail, after said Facility, Parkland or Trail is closed for public use, without a Permit. All District Facilities, Parklands and Trails hours of operation shall be Sunrise to one half (1/2) hour after Sunset, except for lighted sports facilities that are permitted for use up until 10:30 PM.

FISCAL IMPACT: The estimated cost for publishing two legal notices and cost for printing is \$1,000. Additional costs for updating the existing high-pressure laminate park rules signage in parks is estimated at \$10,000.

ATTACHMENTS:

A = Notice of Hearing Published May 28, 2020

B = Revisions to Ordinance No. 8 on Chapter 300-Access: §301(a) Section 301 – Hours of Operation



Proposed Amendments to Ordinance No. 8 Rules and Regulations Governing Conduct and Use of Parks and Other District Facilities

NOTICE OF HEARING

Livermore Area Recreation and Park District Ordinance No. 8 - Rules and Regulations Governing Conduct and Use of Parks and Other District Facilities was adopted by the Board of Directors of the Livermore Area Recreation and Park District on April 9, 2008. Ordinance No. 8 was subsequently amended by the Board of Directors on Feb. 25, 2009, Jan. 25, 2012, Sept. 14, 2016, and Jan. 31, 2018.

It has become necessary to further amend the ordinance regarding Park Hours. The amended ordinance will be considered for adoption by resolution at a Special Meeting of the LARPD Board of Directors on June 9, 2020 at 3:30 PM, via Zoom. Details for the Zoom meeting will be available to the public 72 hours prior to the meeting.

A certified copy of the full text of the proposed amended ordinance follows this notice. Revisions are shown in red color text. A certified copy of the full text of the proposed ordinance is also available for use and examination by the public at the LARPD District Office, located at the Robert Livermore Community Center, 4444 East Ave., Livermore, CA 94550, by appointment between the hours of 8 AM and 2 PM, Monday -Friday.

All comments or questions must be directed in writing to plord@larpd.org or via U.S. mail to LARPD, Attn: Patricia Lord, Assistant General Manager at the above address. For additional information, call (925) 373-5700.

This Notice of Hearing to remain posted through June 9, 2020



Ordinance No. 8
Rules & Regulations

Revision – Hours of Operation

- 301(a)** *It shall be unlawful to enter or remain in or on any District Facility, Parkland or Trail, after said Facility, Parkland or Trail is closed for public use, without a Permit. All District Facilities, Parklands and Trails hours of operation shall be Sunrise to one half (1/2) hour after Sunset, except for lighted sports facilities that are permitted for use up until 10:30 PM.*

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
Julie Dreher, Finance Officer

DATE: June 9, 2020

SUBJECT: **Preliminary 2020 – 21 Operating and 2020-2023 CIP Budgets**
Agenda Items 6.2 and 6.3

RECOMMENDATION: That the Board of Directors adopt Resolution No. _____, approving the District's Preliminary FY20-21 Operating Budget, and Resolution No. _____, approving the District's Preliminary CIP Budget for FY20-23.

BACKGROUND: The District is required to obtain Board approval of its Preliminary Operating and CIP Budgets prior to receiving Board approval for the Final Budgets by June 30th.

Each year, the District conducts a Budget Workshop that provides the Board with a view of its Preliminary Budgets for the coming fiscal year and obtains the Board's feedback and guidance. This year, the Workshop was conducted immediately prior to the June 9, 2020 Board meeting. Staff also benefited from Board guidance obtained from a detailed financial review of the District's financial plans through FY20-21 that was held with the Board on April 28, 2020.

The Final Operating and CIP Budgets will be presented to the Board for its approval at the June 24, 2020 Board meeting.

A complete view of the District's Preliminary Operating and CIP Budget recommendations is presented in Attachment A, "Preliminary Financial Plans and Assumptions for FY20-21".

ITEM NOS. 6.2 AND 6.3



Livermore Area Recreation and Park District
6/9/20 Board Meeting

Preliminary Financial Plans and Assumptions for
FY20-21

Contents / Agenda

1. Preliminary Budget Overview
2. Key Assumptions
 - A. District-wide
 - B. Department-specific
3. Cash Flow Projections
4. Risks and Opportunities
5. Conclusions and Recommendations
6. Board Guidance

Operating Results Trend: FY18-19 – FY20-21

“Reserves are required to balance the budget, as current expense management plans, while significant, are not enough to offset declining Revenue.”

District Totals	FY18-19	FY19-20		FY20-21	Variances B/(P)		
	Actual	Mid-Yr	Current Fcst	Preliminary	FY19-20 vs Mid-Yr	FY20-21 vs Mid-Yr	TOTAL for FY19-21
Revenue	\$22,661,449	\$23,369,751	\$19,724,450	\$19,193,045	(\$3,645,301)	(\$4,176,707)	(\$7,822,008)
Salaries and Benefits	14,733,868	15,855,240	14,806,711	14,405,577	\$1,048,529	\$1,449,663	\$2,498,192
Services and Supplies	6,303,227	6,856,496	6,111,842	5,140,329	\$744,654	\$1,716,166	\$2,460,820
District Contingency		602,422	0	0	\$602,422	\$602,422	\$1,204,843
Capital	318,780	55,594	22,776	0	\$32,818	\$55,594	\$88,412
Net Operating Results	\$1,305,574	\$0	(\$1,216,879)	(\$352,861)	(\$1,216,879)	(\$352,861)	(\$1,569,740)

Key Assumptions

District-wide:

1. Salaries and benefits projections are worst case from an expense perspective: while staff who have been furloughed or had their hours reduced can apply for unemployment, we are assuming they will report their normally scheduled hours by using leave credits.
2. Of the District's 43 Part-time benefited staff, 32 were furloughed as of April 19th, for up to 120 days (through August 17th).
3. Casual staff are largely going unscheduled unless there's no alternative for non-furloughed benefited staff to fill a need; Savings: \$616k in FY20 and \$739k in FY21.
4. No COLA in July, 2020 (\$280k) and no Step increases are assumed in FY20-21 (\$200k)
5. No Increase is assumed for the District's contribution to employee health benefits
6. No changes are required to meet the State's mandated minimum wage for FY20-21 (which stands at \$14.00 per hour)

Key Assumptions (Continued)

District-wide:

7. ACERA Rates will increase once again for FY20-21, effective September, 2020:

District Contributions - New Rates per ACERA 4/29/20

Count		19-20	20-21	% incr
8	401(a) Tier1	33.62%	38.07%	13.2%
20	401(a) Tier3	38.41%	43.62%	13.6%
24	401(a) Tier4	32.14%	36.60%	13.9%
<u>52</u>				

8. No change to the District's 2% contribution to the 457 plan (deferred income) for Regular (full-time but non-pensioned) staff, nor to the District's 457 match, which is up to 4% of employee salaries and available to all Part-Time Benefited and Regular employees.
9. Workers' compensation rates are preliminary, as CAPRI is revisiting its base rates by employee classification once revised salary projections (COVID-19-influenced) are provided to them:

Classification		WC RATES effective 7/1/19			Base Rate assumed change for FY20-21	WC RATES effective 7/1/20		
		% of gross salary				% of gross salary		
		Base Rate	Exper Mod Factor	Full Rate		Base Rate	Exper Mod Factor	Full Rate
8810	Clerical	0.41%	111.00%	0.46%	5.00%	0.43%	110.00%	0.47%
9410	Recreation	2.26%	111.00%	2.51%	5.00%	2.37%	110.00%	2.61%
9420	Manual	9.72%	111.00%	10.80%	5.00%	10.21%	110.00%	11.23%
7720	Park Rangers	4.29%	111.00%	4.76%	5.00%	4.50%	110.00%	4.95%

Key Assumptions (Continued)

District-wide:

10. CIP projects: Only three projects are assumed in FY20-21:
 - A. Sunset Park project is assumed to be completed (\$300k left; AB funding) by August, 2020 and is expected to be completed within the approved \$1.2M budget.
 - B. Rodeo Stadium Improvements – now pushed out to May 2021 (\$340k)
 - C. Michell Buildings – budgeted at \$1.5M, is in progress (Design phase) and is now assumed to be completed in the Spring of 2022.
11. The District's revised CIP planning process, which allows for the critical review of projects as major phases are completed (Concept, Design, Bid, Construction), will support discussion of additional projects as clarity surrounding the District's financial projections improves.

Key Assumptions (continued)

Recreation:

1. Limited program activity through August. Most program areas are projected to return to approximately normal levels by September, with the exception of Facility Rentals, which will not reach normal activity levels until March, 2021.
2. Robert Livermore Aquatic Center programming is being driven by restrictions set forth by the Alameda County Health Department. Program offerings will be minimal until these restrictions ease up.
3. May Nissen Swim Center will remain closed for the foreseeable future as a result of the need to resurface both pools and address other maintenance concerns.
4. Services (janitorial) have been eliminated and replaced by internal staff.

Key Assumptions (continued)

Community Services:

1. ESS, Preschool, and Open Space plans are heavily dependent upon the LVJUSD 20-21 school schedule.
2. ESS enrollment resumed in May at 3 sites, with a total of 4 classrooms supporting ~10 kids per room (37 kids total). Activity is projected to reach approximately 60% of normal levels by August and then 70% of normal levels by January, 2021, remaining there through June 2021.
3. Preschool enrollment resumes in earnest in August, 2020.
4. Middle School enrollment is not expected to reach “normal”, pre-COVID-19 levels, and revenue and expenses have been adjusted accordingly.
5. Senior Trips do not resume until January, 2021

Key Assumptions (continued)

Parks and Facilities Maintenance:

1. Water usage is projected at levels that are 30-50% below previously projected use, some of which is due to favorable weather but also a conscious move to reduce costs while allowing for a modest recovery time once limitations are lifted.
2. Contract work for park maintenance is reduced to 50% of current levels by September, 2020, and remains at that level; Services for four temp staff doing rudimentary tasks eliminated in April, 2020
3. No new leased vehicles for FY20-21.

Key Assumptions (continued)

Administration:

1. Property Tax revenues will not be impacted by COVID-19 in December, 2020, and are projected at current year levels for April, 2021. Parcel Taxes assume a 2% increase vs FY19-20 fees.
2. Marketing's Dogtoberfest, Childrens' Fair, and Applefest events are not in the plan through June, 2021.
3. Program Guides are assumed to be digital as of August 2020 (the Fall guide) because we are not yet sure of what can feasibly be offered (costs drop from \$29k per production to ~\$7-\$8k). When conditions allow, the return to normal production of the guide will be reconsidered.

Operating Results Trend by Dept.

District Totals					Variances B/(P)		
	FY18-19	FY19-20		FY20-21	FY19-20 vs	FY20-21 vs	TOTAL for
	Actual	Mid-Yr	Current Fcst	Preliminary	Mid-Yr	Mid-Yr	FY19-21
Administration (1)							
Revenue	\$12,247,165	\$13,001,005	\$12,636,618	\$12,843,087	(\$364,387)	(\$157,919)	(\$522,306)
Salaries and Benefits	1,902,768	2,494,540	2,459,731	2,339,544	\$34,809	\$154,996	\$189,806
Services and Supplies	1,418,985	1,699,439	1,653,648	1,697,764	\$45,790	\$1,675	\$47,465
District Contingency	0	602,422		0	\$602,422	\$602,422	\$1,204,843
Capital	318,780	55,594	22,776		\$32,818	\$55,594	\$88,412
Net Operating Results	\$8,606,632	\$8,149,011	\$8,500,463	\$8,805,779	\$351,452	\$656,768	\$1,008,220
Community Services							
Revenue	7,167,012	7,423,794	\$5,238,756	\$4,550,699	(\$2,185,038)	(\$2,873,095)	(\$5,058,133)
Salaries and Benefits	6,771,018	7,060,090	6,517,045	5,952,040	\$543,046	\$1,108,050	\$1,651,096
Services and Supplies	625,347	703,472	560,257	465,568	\$143,215	\$237,904	\$381,119
Net Operating Results	(\$229,353)	(\$339,768)	(\$1,838,546)	(\$1,866,909)	(\$1,498,777)	(\$1,527,141)	(\$3,025,918)
Recreation							
Revenue	\$2,814,308	\$2,556,712	\$1,477,928	\$1,413,411	(\$1,078,784)	(\$1,143,301)	(\$2,222,085)
Salaries and Benefits	2,990,788	2,961,076	2,549,308	2,627,846	\$411,768	\$333,230	\$744,998
Services and Supplies	1,069,443	934,382	740,111	579,225	\$194,271	\$355,157	\$549,428
Net Operating Results	(\$1,245,923)	(\$1,338,746)	(\$1,811,491)	(\$1,793,660)	(\$472,745)	(\$454,914)	(\$927,659)
Parks and Facilities Maintenance							
Revenue	432,964	388,240	\$371,148	\$385,848	(\$17,092)	(\$2,392)	(\$19,484)
Salaries and Benefits	3,069,294	3,339,534	3,280,627	3,486,147	\$58,906	(\$146,613)	(\$87,707)
Services and Supplies	3,189,452	3,519,203	3,157,826	2,397,772	\$361,377	\$1,121,431	\$1,482,808
Net Operating Results	(\$5,825,782)	(\$6,470,496)	(\$6,067,305)	(\$5,498,071)	\$403,191	\$972,426	\$1,375,617

(1) Administration includes GM/AGM, Marketing, Finance, HR, IT, and CIP Admin

Revenue View

“The significant impact of the COVID-19 Pandemic can be quantified using the Mid-Year FY20-21 Budget as a gauge. The importance of our tax income is greater than ever.”

	Mid-Year FY19-20 Budget	% of Total	FY19-20		Var B/(P) vs Mid-Yr		FY20-21		Incr/Decr vs FY19-20 Forecast	
			Current Forecast (*)	% of Total	\$	%	Preliminary Budget	% of Total	\$	%
Property Taxes	\$11,333,233	48%	\$11,006,144	56%	(\$327,089)	(3%)	\$11,191,762	58%	\$185,618	2%
Parcel Taxes (97-1)	\$1,641,000	7%	\$1,609,223	8%	(\$31,777)	(2%)	\$1,641,000	9%	\$31,777	2%
Marketing	\$26,772	0%	\$21,251	0%	(\$5,521)	(21%)	\$10,325	0%	(\$10,926)	(51%)
ESS	\$5,365,708	23%	\$4,142,066	21%	(\$1,223,642)	(23%)	\$3,417,800	18%	(\$724,266)	(17%)
Preschool	\$464,860	2%	\$284,693	1%	(\$180,167)	(39%)	\$484,750	3%	\$200,057	70%
Middle School	\$612,682	3%	\$506,441	3%	(\$106,241)	(17%)	\$301,521	2%	(\$204,920)	(40%)
Believes	\$149,340	1%	\$150,529	1%	\$1,189	1%	\$149,194	1%	(\$1,335)	(1%)
Senior Svcs	\$221,211	1%	\$133,867	1%	(\$87,344)	(39%)	\$132,434	1%	(\$1,433)	(1%)
Open Space/Shelly	\$609,993	3%	\$21,160	0%	(\$588,833)	(97%)	\$65,000	0%	\$43,840	207%
Rec - Facility Use	\$746,886	3%	\$465,010	2%	(\$281,876)	(38%)	\$257,288	1%	(\$207,722)	(45%)
Rec - Field/Gym Rentals	\$524,087	2%	\$390,277	2%	(\$133,810)	(26%)	\$403,301	2%	\$13,024	3%
Rec - Aquatics/Concessions	\$538,760	2%	\$294,628	1%	(\$244,132)	(45%)	\$266,780	1%	(\$27,848)	(9%)
Rec - Youth and Adult Sports	\$538,008	2%	\$231,579	1%	(\$306,429)	(57%)	\$381,260	2%	\$149,681	65%
Rec - Recreation Classes	\$188,358	1%	\$78,679	0%	(\$109,679)	(58%)	\$84,000	0%	\$5,321	7%
Rec - Other (refunds, admin fees)	\$20,613	0%	\$17,755	0%	(\$2,858)	(14%)	\$20,782	0%	\$3,027	17%
Parks	\$388,240	2%	\$371,148	2%	(\$17,092)	(4%)	\$385,848	2%	\$14,700	4%
TOTAL	\$23,369,751	100%	\$19,724,450	100%	(\$3,645,301)	(16%)	\$19,193,045	100%	(\$531,406)	(3%)
	\$0		\$0				\$0			
Taxes	\$12,974,233	56%	\$12,615,367	64%	(\$358,866)	(3%)	\$12,832,762	67%	\$217,395	2%
Marketing	\$26,772	0%	\$21,251	0%	(\$5,521)	(21%)	\$10,325	0%	(\$10,926)	(51%)
Community Services	\$7,423,794	32%	\$5,238,756	27%	(\$2,185,038)	(29%)	\$4,550,699	24%	(\$688,057)	(13%)
Recreation	\$2,556,712	11%	\$1,477,928	7%	(\$1,078,784)	(42%)	\$1,413,411	7%	(\$64,517)	(4%)
Parks and Facilities	\$388,240	2%	\$371,148	2%	(\$17,092)	(4%)	\$385,848	2%	\$14,700	4%
TOTAL	\$23,369,751	100%	\$19,724,450	100%	(\$3,645,301)	(16%)	\$19,193,045	100%	(\$531,406)	(2%)

(*) Actual results through April, 2020, plus updated forecast for May-June 2020

Personnel Expense View

“Staff levels have been dramatically reduced due to limitations on program offerings.”

Comparison of Current Forecast for FY19-20 with Mid-Year FY19-20 Budget (Approved Mar20, Business as Usual) and FY20-21 Preliminary Budget

	Mid-Year FY19-20 Budget		FY19-20		Var B/(P) vs Mid-Yr		FY20-21		Incr/Decr vs FY19-20 Forecast	
	FY19-20 Budget	% of Total	Current Forecast (*)	% of Total	Var B/(P) vs Mid-Yr		Preliminary Budget	% of Total	Forecast	
					\$	%			\$	%
Full-Time Salaries	\$7,288,335	46%	\$7,135,538	48%	\$152,797	2%	\$6,951,726	48%	(\$183,812)	(3%)
Part Time Benefitted Wages	\$1,590,010	10%	\$1,568,666	11%	\$21,344	1%	\$973,140	7%	(\$595,525)	(38%)
Part Time Wages	\$2,454,424	15%	\$1,838,438	12%	\$615,987	25%	\$1,715,265	12%	(\$123,172)	(7%)
Board of Directors Stipends	\$30,000	0%	\$31,350	0%	(\$1,350)	(5%)	\$36,000	0%	\$4,650	15%
Retirement Expense	\$1,533,731	10%	\$1,389,297	9%	\$144,434	9%	\$1,834,203	13%	\$444,906	32%
Employee Group Insurance	\$1,915,142	12%	\$1,889,544	13%	\$25,598	1%	\$1,985,808	14%	\$96,264	5%
Workers Compensation	\$462,649	3%	\$423,491	3%	\$39,158	8%	\$434,713	3%	\$11,222	3%
Unemployment Claims	\$0	0%	\$7,340	0%	(\$7,340)	-	\$0	0%	(\$7,340)	(100%)
Medicare FICA Expense	\$580,948	4%	\$523,048	4%	\$57,900	10%	\$474,720	3%	(\$48,328)	(9%)
TOTAL	\$15,855,240	100%	\$14,806,711	100%	\$1,048,529	7%	\$14,405,577	100%	(\$401,134)	(3%)
			\$0				\$0			
Administrative Services (**)	\$2,494,540	16%	\$2,459,731	17%	\$34,809	1%	\$2,339,544	16%	(\$120,187)	(5%)
Community Services	\$7,060,090	45%	\$6,517,045	44%	\$543,046	8%	\$5,952,040	41%	(\$565,004)	(9%)
Recreation	\$2,961,076	19%	\$2,549,308	17%	\$411,768	14%	\$2,627,846	18%	\$78,538	3%
Parks and Facilities	\$3,339,534	21%	\$3,280,627	22%	\$58,906	2%	\$3,486,147	24%	\$205,519	6%
TOTAL	\$15,855,240	100%	\$14,806,711	100%	\$1,048,529	7%	\$14,405,577	100%	(\$401,134)	(3%)
			\$0							

(*) Actual results through April, 2020, plus updated forecast for May-June 2020

(**) Administrative Services includes Finance, HR, IT, Marketing, and GM/AGM

Services and Supplies View

“Significant reductions are envisioned in all areas, with an aim to avoid long-term impact on the quality of our services, parks, and facilities .”

	FY19-20		FY19-20		FY19-20		FY20-21		FY20-21		Incr/Decr vs FY19-20	
	Mid-Year FY19-20 Budget	% of Total	Current Forecast (*)	% of Total	Var B/(P) vs Mid-Yr		Preliminary Budget	% of Total	Forecast		\$	%
					\$	%			\$	%		
Unit 01 - Administration	\$1,112,422	16%	\$1,068,042	17%	\$44,380	4%	\$1,160,531	22%	\$92,489	9%		
Unit 17 - Marketing & Public Information	\$196,222	3%	\$146,970	2%	\$49,252	25%	\$88,414	2%	(\$58,556)	(40%)		
Unit 18 - Technology & Communication	\$386,912	6%	\$436,253	7%	(\$49,341)	(13%)	\$444,929	9%	\$8,676	2%		
Unit 45 - Capital Equipment	\$55,594	1%	\$39,128	1%	\$16,466	30%	\$55,000	1%	\$15,872	41%		
Unit 60 - CIP Administration	\$3,883	0%	\$2,383	0%	\$1,500	39%	\$3,890	0%	\$1,507	63%		
Subtotal, Administrative Services	\$1,755,033	25%	\$1,692,776	28%	\$62,256	4%	\$1,752,764	34%	\$59,988	4%		
Unit 05 - Building Maintenance	\$770,091	11%	\$639,215	10%	\$130,876	17%	\$404,230	8%	(\$234,985)	(37%)		
Unit 07 - Park Operations	\$2,749,112	40%	\$2,518,611	41%	\$230,501	8%	\$1,993,542	38%	(\$525,069)	(21%)		
Subtotal, Parks and Facilities	\$3,519,203	51%	\$3,157,826	51%	\$361,377	10%	\$2,397,772	46%	(\$760,054)	(24%)		
Unit 02 - Recreation Classes	\$100,912	1%	\$88,305	1%	\$12,607	12%	\$60,000	1%	(\$28,305)	(32%)		
Unit 03 - Adult Sports & Fitness	\$67,660	1%	\$46,543	1%	\$21,117	31%	\$36,150	1%	(\$10,393)	(22%)		
Unit 04 - MN POOL	\$19,000	0%	\$12,000	0%	\$7,000	37%	\$12,000	0%	\$0	0%		
Unit 20 - Customer & Business Services	\$193,956	3%	\$161,499	3%	\$32,457	17%	\$169,870	3%	\$8,371	5%		
Unit 25 - Facility Use & Rentals	\$101,789	1%	\$70,958	1%	\$30,831	30%	\$16,350	0%	(\$54,608)	(77%)		
Unit 26 - Youth Sports & Fitness	\$97,556	1%	\$88,241	1%	\$9,315	10%	\$75,750	1%	(\$12,491)	(14%)		
Unit 27 - Field & Gym Rentals	\$73,057	1%	\$49,844	1%	\$23,213	32%	\$70,300	1%	\$20,456	41%		
Unit 31 - Recreation Administration	\$6,668	0%	\$4,283	0%	\$2,385	36%	\$13,845	0%	\$9,562	223%		
Unit 42 - Building Operations	\$117,431	2%	\$95,771	2%	\$21,660	18%	\$45,730	1%	(\$50,041)	(52%)		
Unit 54 - Aquatics	\$134,618	2%	\$113,531	2%	\$21,087	16%	\$65,130	1%	(\$48,401)	(43%)		
Unit 57 - Concessions	\$21,735	0%	\$9,136	0%	\$12,599	58%	\$14,100	0%	\$4,964	54%		
Subtotal, Recreation	\$934,382	14%	\$740,111	12%	\$194,271	21%	\$579,225	11%	(\$160,886)	(22%)		
Unit 06 - Camp Shelly	\$26,544	0%	\$20,279	0%	\$6,265	24%	\$14,030	0%	(\$6,249)	(31%)		
Unit 09 - Extended Student Services	\$387,492	6%	\$311,430	5%	\$76,062	20%	\$208,926	4%	(\$102,504)	(33%)		
Unit 10 - Senior Services	\$141,169	2%	\$99,041	2%	\$42,128	30%	\$88,172	2%	(\$10,869)	(11%)		
Unit 11 - PRESCHOOL	\$12,996	0%	\$10,304	0%	\$2,692	21%	\$14,000	0%	\$3,696	36%		
Unit 16 - Open Space	\$104,158	2%	\$89,605	1%	\$14,553	14%	\$124,390	2%	\$34,785	39%		
Unit 32 - Community Outreach	\$4,437	0%	\$4,437	0%	\$0	0%	\$8,050	0%	\$3,613	81%		
Unit 40 - Believes	\$0	0%	\$0	0%	\$0	-	\$0	0%	\$0	-		
Unit 41 - Middle School Program	\$26,676	0%	\$25,161	0%	\$1,515	6%	\$8,000	0%	(\$17,161)	(68%)		
Subtotal, Community Services	\$703,472	10%	\$560,257	9%	\$143,215	20%	\$465,568	9%	(\$94,689)	(17%)		
District Totals	\$6,912,090	100%	\$6,150,970	100%	\$761,120	11%	\$5,195,329	100%	(\$955,641)	(16%)		

Cash Flow Forecast – Highlights

1. Focus is on the District's General Fund (excludes AB1600 funds)
2. As of the end of May, 2021, our Cash Balances in the General Fund (excluding AB1600) amounted to \$9.2 million
3. The General Fund Balance will reach its nadir in November, 2020, at \$2.0 million
4. The vast majority of Property and Parcel taxes are received in April and December each year (tax adjustments are seen in other months)

Cash Flow Forecast – model illustration

Beginning Balance - General Fund (as of 5/31/20)	\$5,755,070			9,210,292			FY20-21												
	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21				
Revenue, net of refunds	\$5,151,536	\$332,297	\$678,578	\$165,748	\$369,093	\$693,865	\$434,118	\$447,115	\$6,738,903	\$621,893	\$1,143,436	\$545,780	\$5,948,848	\$861,069	\$1,223,178				
Salaries and Benefits	(\$1,042,669)	(\$1,563,659)	(\$1,146,650)	(\$941,626)	(\$1,050,985)	(\$1,080,442)	(\$1,645,570)	(\$1,090,871)	(\$1,054,453)	(\$1,103,647)	(\$1,125,688)	(\$1,124,296)	(\$1,113,509)	(\$1,748,485)	(\$1,326,006)				
WC quarterly Payment	(\$123,128)			(\$134,922)			(\$134,922)			(\$134,922)			(\$134,922)						
WC expense (from Sal/Ben) - add back - in Sal/Ben bu	\$34,258	\$57,000	\$40,932	\$35,348	\$39,215	\$40,634	\$61,604	\$40,935	\$39,730	\$41,230	\$41,836	\$41,796	\$41,555	\$65,372	\$50,434				
A/P - For pre-April items	(\$462,000)		(\$188,000)																
Services and Supplies	(\$311,959)	(\$391,816)	(\$449,226)	(\$442,452)	(\$438,779)	(\$372,609)	(\$394,349)	(\$360,969)	(\$541,114)	(\$365,088)	(\$332,294)	(\$396,474)	(\$440,809)	(\$471,889)	(\$583,504)				
Operating IN/(OUT) Flows	\$3,246,037	(\$1,566,177)	(\$1,064,366)	(\$1,317,904)	(\$1,081,456)	(\$718,552)	(\$1,679,119)	(\$963,790)	\$5,183,066	(\$940,534)	(\$272,710)	(\$933,194)	\$4,301,162	(\$1,293,933)	(\$635,897)				
Cash Balance before Project Spend and Loan Pmt	\$9,001,107	\$8,111,807	\$8,145,926	\$6,552,636	\$5,606,180	\$4,567,628	\$3,188,509	\$2,224,719	\$7,207,784	\$6,267,251	\$5,981,405	\$4,835,075	\$9,123,101	\$7,671,032	\$6,851,999				
PG&E On-Bill Financing - Loan Pmt (balance sheet)	(\$13,136)	(\$13,136)	(\$13,136)	\$0	\$0	\$0	\$0	\$0	\$0	(\$13,136)	(\$13,136)	(\$13,136)	(\$13,136)	(\$13,136)	(\$13,136)				
Project Spend - AB 1600 (OUT)/IN																			
RLCC BaseBall Fields		\$0	\$0																
RLCC BaseBall Fields			\$0	\$0															
Miscellaneous Projects - invoices outstanding	\$839,014	\$14,000																	
446 ADA - SG Extension-Arroyo Del Valle Trail Bridge Connection (p	\$51,000																		
Sunset		\$0		\$135,000		\$300,000													
Sub-total, AB1600 IN/(OUT) Flows	\$839,014	\$65,000	\$0	\$135,000	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
Project Spend - General Fund:																			
Joe Michell Building Repl (\$1.5M over 2 years)			(\$80,250)	\$0	(\$20,000)			(\$200,000)		\$0	(\$200,000)		(\$200,000)						
Four Playgrounds - payout of remaining retention (already pd t		\$0	(\$164,301)																
Miscellaneous Projects - invoices outstanding		(\$14,000)	(\$17,699)																
Sunset Park invoices o/s		(\$135,000)			(\$300,000)														
446 ADA - SG Extension-Arroyo Del Valle Trail Bridge Connection (pd in Mar)																			
Rodeo Stadium Infrastructure Improvements				\$0	\$0									(\$170,000)	(\$170,000)				
May Nissen Pool Renovation (all paid in March)	\$0	\$0																	
Shade Structures at Various Parks			\$0		\$0		\$0				\$0			\$0					
538 Bill Clark Park - Design (No more work beyond	\$0	\$0																	
Bill Clark Park, Construction/soft costs				\$0	\$0	\$0													
Demo Stands at May Nissen Pool		\$0																	
Equestrian Arena Renovation (Covered and Upper)					\$0														
Ida Holm Park - use of \$30k contribution			\$0																
Placeholder for Deferred Maintenance Projects																			
Sub-total, Project Spending - General Fund	(\$149,000)	\$0	(\$262,250)	\$0	(\$320,000)	\$0	\$0	(\$200,000)	\$0	\$0	(\$200,000)	\$0	(\$200,000)	(\$170,000)	(\$170,000)				
Capital Equipment (non-CIP)																			
RLCC Aquatics scoreboard		\$0											\$55,000						
IT - Firewalls		(\$21,305)																	
Miscellaneous Items - to be documented				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
Sub-total, Capital Equipment	\$0	(\$21,305)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$55,000	\$0	\$0				
Ending General Fund Balances	\$9,677,985	\$8,142,366	\$7,870,540	\$6,687,636	\$5,286,180	\$4,867,628	\$3,188,509	\$2,024,719	\$7,207,784	\$6,254,115	\$5,768,269	\$4,821,939	\$8,964,965	\$7,487,896	\$6,668,863				

Cash Flow Forecast – condensed view

Beginning Balance - General Fund (as of 5/31/20)	9,210,292	FY20-21					
		Jun-20	Sep-20	Nov-20	Dec-20	Mar-21	Jun-21
Operating IN/(OUT) Flows	(\$1,064,366)	(\$718,552)	(\$963,790)	\$5,183,066	(\$933,194)	(\$635,897)	
Cash Balance before Project Spend and Loan Pmt	\$8,145,926	\$4,567,628	\$2,224,719	\$7,207,784	\$4,835,075	\$6,851,999	
PG&E On-Bill Financing - Loan Pmt (balance sheet)	(\$13,136)	\$0	\$0	\$0	(\$13,136)	(\$13,136)	
Sub-total, AB1600 IN/(OUT) Flows	\$0	\$300,000	\$0	\$0	\$0	\$0	
Sub-total, Project Spending - General Fund	(\$262,250)	\$0	(\$200,000)	\$0	\$0	(\$170,000)	
Sub-total, Capital Equipment	\$0	\$0	\$0	\$0	\$0	\$0	
Ending General Fund Balances	\$7,870,540	\$4,867,628	\$2,024,719	\$7,207,784	\$4,821,939	\$6,668,863	

Risks

1. The COVID-19 virus returns at or beyond recent levels in the Fall and the District's programs are once again shut down completely.
2. Changes in the behavior of our community members, particularly in relation to traditional recreation programs, drives changes to the demand for these offerings.
3. We are unable to meet the projections for ramped up activity in Community Services (ESS), due to unforeseen, mandated restrictions.
4. We are unable to open our recreation programs in any form, or at best, in a more limited fashion than is currently envisioned.
5. We are unable to retain key staff and/or bring them back from furlough when the demand for their safe return to work is evident again.

Conclusions/Recommendations

1. We recommend that the Board approve this Preliminary Budget.
2. However, given the lack of certainty that pervades our planning effort, we propose to implement a Quarterly Update to periodically establish a new Plan of Record (replacing the approved Budget at the end of Qtr 1, with updates each quarter throughout the year).
3. The results of our work , based upon our most informed assumptions but clearly created in the midst of significant uncertainty, suggest we will be able to endure a few more months of the current shutdown and not risk a dip below \$2.0million in cash (the equivalent of 4+ pay periods). However, our plan indicates the use of reserves is needed to balance our operating budget in FY19-20 and FY20-21, at \$1.2M and \$0.4M respectively.
4. As well, more significant actions than have been considered in our current financial plan could likely come into play to minimize the further use of Reserves, though the District is particularly concerned that we minimize actions that will impact service levels and staff morale.



Thank You



Livermore Area
Recreation and Park District
An independent special district

Livermore Area Recreation and Park District

2020 Board Meeting Schedule

Adopted December 11, 2019

Meetings are held in the Cresta Blanca Room at the Robert Livermore Community Center, 4444 East Ave., Livermore (**exceptions are noted**).

Regular Board Meetings

Jan. 8	7:00 p.m.	July 8	7:00 p.m.
Jan. 29.	7:00 p.m.	July 29.	6:00 p.m.*
Feb. 12	7:00 p.m.	Aug 12	7:00 p.m.
Feb. 26	7:00 p.m.	Aug. 19	6:00 p.m.*
March 11	7:00 p.m.	Sept. 9.	7:00 p.m.
March 25	7:00 p.m.	Sept. 30	6:00 p.m.*
April 15	7:00 p.m.	Oct. 14	7:00 p.m.
April 29	7:00 p.m.	Oct. 28	7:00 p.m.
May 13	7:00 p.m.	Nov. 18	7:00 p.m.
May 26 (Tuesday)	7:00 p.m.	Dec. 9.	7:00 p.m.
June 9 (Tuesday)	7:00 p.m.		
June 24	7:00 p.m.		

*Public Meetings in Parks

Wed., July 29	6:00 PM	Location TBD
Wed., Aug. 19	6:00 PM	Location TBD
Wed., Sept. 30	6:00 PM	Location TBD

2020 Trainings/Conferences

CPRS Annual Conference	March 10-13, 2020	Long Beach, CA
Calif. Trails & Greenways	April 20-24, 2020	Modesto, CA
CSDA Legislative Days	May 19-20, 2020	Sacramento, CA
CARPD Annual Conference	May 27-29, 2020	Lake Tahoe, CA
CSDA Annual Conference	August 24-27, 2020	Palm Desert, CA
NRPA Annual Congress	October 27-29, 2020	Orlando, FL



Livermore Area
Recreation and Park District
An independent special district

Livermore Area Recreation and Park District 2020 Board Meeting Schedule

Adopted December 11, 2019

Prior to March 2020, meetings were held in the Cresta Blanca Room at the Robert Livermore Community Center, 4444 East Ave., Livermore (exceptions are noted).

Due to the COVID-19 pandemic, Board meetings will be held virtually, via Zoom teleconference.

Regular Board Meetings

Jan. 8	7:00 p.m.	July 8	TBD
Jan. 29.	7:00 p.m.	July 29.	TBD
Feb. 12 . (cancelled) .		Aug 12	TBD
Feb. 26	7:00 p.m.	Aug. 19	TBD
March 11	7:00 p.m.	Sept. 9.	TBD
March 25	See below	Sept. 30	TBD
April 15 . (cancelled)		Oct. 14	TBD
April 29 (cancelled)		Oct. 28	TBD
May 13	See below	Nov. 18	TBD
May 26 (cancelled)		Dec. 9.	TBD
June 9 (Tuesday)	See below		
June 24	TBD		

Special Board Meetings

March 25	2:00 p.m.	via Zoom webinar
April 28	2:00 p.m.	via Zoom webinar
May 13	2:00 p.m.	via Zoom webinar
June 9	3:30 p.m.	via Zoom webinar

*Public Meetings in Parks

Wed., July 29	6:00 PM	Location TBD
Wed., Aug. 19	6:00 PM	Location TBD
Wed., Sept. 30	6:00 PM	Location TBD

Livermore Area Recreation and Park District

Staff Report

TO: Chair Palajac and Board of Directors

FROM: Mathew Fuzie General Manager

PREPARED BY: Patricia Lord, Assistant General Manager

DATE: June 9, 2020

SUBJECT: Tri-Valley Community Television Recording of Board Meetings (Discussion and Direction)

RECOMMENDATION: That the Board of Directors review services provided to LARPD by Tri-Valley Community Television and provide direction to staff on audio/video recording of Board of Director meetings.

BACKGROUND: Livermore Area Recreation and Park District promotes transparency in its operations and governance of the District to the public. The District currently contracts services with Tri-Valley Community Television to record and broadcast regular Board of Director meetings. (See Attachment A - Tri-Valley Community Television Memorandum of Understanding).

On April 25, 2019, the Finance Committee reviewed the audio/video recording of Board meetings and recommended this item for consideration by the full Board. On July 31, 2019, the Board of Directors reviewed and discussed options with various levels of service and recommended that the District increase the level of service to include the recording, delayed television broadcast, streaming, video on demand, web hosting and chapterizing of provided meeting agenda and minutes. A web page hosted on www.tv30.org includes all of the meetings taped during the term of the agreement.

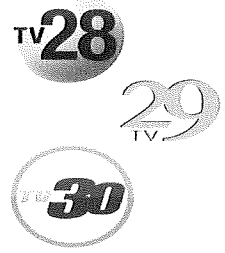
With the current District response to the Covid-19 pandemic and Order of the County Health Officer to Shelter in Place, District offices have been closed to the public. Board meetings have been conducted via “Zoom” since March 25, 2020.

FISCAL IMPACT: The fiscal impact will vary depending on direction from the Board. The cost for Professional Services with Tri-Valley Community Television is budgeted in Unit No. 17 – Marketing and Public Information. With an average cost of \$920 per meeting, year-to-date, the District has expended approximately \$11,500 for Tri-Valley Community Television services.

ATTACHMENTS:

- A. Tri-Valley Community Television Memorandum of Understanding
- B. July 31, 2019 Staff Report: Audio/Video Recording of Board Meetings

Tri-Valley Community Television



MEMO OF UNDERSTANDING

Client: Livermore Area Recreation and Park District

Overview of Project:

Tri-Valley Community Television (TVCTV) will provide services to the Livermore Area Recreation and Park District (LARPD) that will include the recording, delayed television broadcast, streaming, video on demand, web hosting and chapterizing of provided agenda/minutes.

Service Detail:

This agreement includes equipment, crew, travel, setup and teardown for Board of Directors meetings located at 4444 East Ave., Livermore. A tape delayed broadcast of the meeting will occur on TVCTV three full business days from the original meeting date or sooner if possible. Streaming will also be available at this time via www.tv30.org on mobile devices or computers. The meeting will repeat a minimum of four times in a month on TVCTV.

The service will also include the encoding necessary for Video on Demand on a web page that will be developed for LARPD (Client). Video on Demand of the meeting is expected to be available four full business days following the meeting. A web page will be hosted as part of this contract on www.tv30.org and include all of the meetings taped during the term of the agreement or unless otherwise requested. Those meetings will continue to be available on the site for one calendar year or until the expiration of the agreement. Chapterizing of these meetings hosted on the web site is included. Defined, chapterizing will include target video links to items on the Meeting Agenda provided by Client and if desired target video links to the Minutes also provided by the Client. Client to provide the Agenda in a word document to TVCTV within 24 (twenty-four) hours of the conclusion of the meeting and within 48 (forty-eight) hours from when the minutes are approved. Client may provide a link to the LARPD page on TVCTV's web site on the LARPD web site.

To assist LARPD in gaining their own analytical data from video on demand meetings, TVCTV will provide an encoded video file to Client's webmaster for Client to post to their chosen hosting service. Client will be responsible for costs incurred by their hosting service and providing TVCTV the information needed to provide the encoded file.

A DVD for archiving or other purposes will be provided to Client at conclusion of each meeting or as soon as possible.

Fees:

The fees for the services noted above are as follows:

1. Fees are hourly and based on the most current rate card. The 2019-2020 rate card is attached herein.
2. Video on Demand storage of more than one year will be assessed an additional fee.

Scheduling and Cancellation:

The overall services listed in this MOU shall begin on 8/28 2019 and remain in effect until otherwise cancelled by TVCTV or Client. Thirty days notice of intent to cancel in writing is required by either party.

TVCTV has reserved the second and fourth Wednesday of each month for Client's meetings. Client to provide TVCTV a calendar of the meeting dates for the next 365 (three hundred and sixty-five) days when production is requested. If dates are not the second and fourth Wednesday of the month, TVCTV will make every effort to accommodate the change of schedule with usual services or with modified services, however TVCTV can not guarantee coverage will be possible.

Should Client need to cancel a specific meeting they will notify TVCTV no less than 48 (forty-eight) hours in advance. Notification of cancellation not provided within 48 (forty-eight) hours is subject to partial or full charge for the meeting. In this case TVCTV reserves the right to not offer an opportunity for a make good or rescheduled meeting. It is Client's responsibility to ensure notice was received by TVCTV to not incur a four hour crew fee as noted on the rate card.

Additional Terms:

Requests for additional meetings or other services will incur an additional fee and be quoted upon request.

Initial Client: Patricia A. Lord

Date: August 20, 2019

Initial TVCTV: Melissa J. Smith

Date: 8/20/19

Tri-Valley Community Television
 2019—2020 Rate Card
 for
LARPD MEETINGS



Description of Service:

Fee:

Standard Tri-Valley TV Meeting Production and Broadcast	
<i>For regularly scheduled meetings, fees for production include use of camera(s), audio equipment and van as available(3). The below fees do not include public address systems (PA) including mixers, mics or speakers.</i>	
Supervising Producer	\$25.46 per meeting hour ⁽⁴⁾
Crew at meeting as required	\$25.13 per person per hour ⁽⁵⁾
Engineering required to ready for Broadcast	\$24.57 per hour
Recorded Broadcast	\$125 oto per meeting ⁽¹⁾
Post production as requested by Client	\$24.57 per hour ⁽²⁾
Web Video on Demand (VOD)	\$155 per meeting ⁽⁶⁾
Chapterizing of Agenda only <i>(add on to VOD purchase)</i>	\$65 per meeting
Chapterizing of Minutes only and storage of up to one year <i>(add on to VOD purchase)</i>	\$75 per meeting

Additional information:

This rate card will be effective for meetings beginning July 1, 2019 until further notice. Tri-Valley Community Television reserves the right to change rates upon 30 days notice to Client. Invoices are due upon receipt unless other arrangements have been made.

Rates published herein are for LARPD Meetings only. Please contact Tri-Valley TV for current rates for productions other than these Meetings.

Please request in advance rates and availability for meetings off site at other locations other than the LARPD Board room. Please let us know services desired i.e.; record only, live broadcasting , mics, PA etc. A live broadcast will require a stable Ethernet connection of 12 Mbps up and additional crew.

Although Tri-Valley TV strives to provide excellent production, Tri-Valley TV is not responsible for the quality of productions when using Client's equipment and set-up.

- Broadcast fee is "oto"** one time only per meeting. A per run broadcast fee is not assessed. Average regular meeting will broadcast a minimum of six times before the next regular meeting. The most current meeting will broadcast exclusively unless otherwise requested.
- Post production as requested by Client.** Production changes made after the meeting at the Client's request such as graphics added, meeting edited, etc.
- For regularly scheduled meetings.** To guarantee availability, Client meetings should be booked as far in advance as possible with Tri-Valley TV. Tri-Valley TV will schedule the use of the standard crew, camera and audio equipment set-up for your meeting unless otherwise notified by Client. If your meeting usually requires use of the production van, this will also be taken into account. Tri-Valley TV does not guarantee equipment or crew will be available unless otherwise confirmed in writing by Tri-Valley TV. Should you have your meeting on a different day, different location or require additional equipment for a special meeting, additional fees may apply. Client will be notified of additional charges as soon as possible in advance of the production.
- \$25.46 per meeting hour.** Client will be charged for meeting time only, not for set up or break down time. Travel time will be charged if Supervising Producer needs to travel to meeting due to an emergency which was out of Tri-Valley TV's control. Example: client's equipment breaks down. Work performed less than one hour will be charged in thirty-minute increments.
- \$25.13 Crew per person, per hour.** Includes travel , setup and tear down time. Typical on site Crew may include Camera operators, Van operators, Graphics and Audio operators. Two crew members are standard however crew members vary as needed per production. A minimum of two hours will be charged for on site crew for all productions. Work performed for more than two hours will be charged in thirty-minute increments. It is Client's responsibility to provide written notice of cancellation to Tri-Valley TV at least 24 business hours (M-F) in advance of the meeting start time. If cancellation is not received within this time frame Tri-Valley TV reserves the right to charge a minimum four hour crew fee.
- If desired VOD of meeting on TVCTV web site by clicking on LARPD logo. Meeting will not be saved but updated with the most current meeting.

Livermore Area Recreation and Park District

Staff Report

TO: Chair Furst and Board of Directors

FROM: Mathew Fuzie, General Manager 

PREPARED BY: Patricia Lord, Assistant General Manager

DATE: July 31, 2019

SUBJECT: Audio/Video Recording of Board Meetings (Discussion and Direction)

COMMITTEE: Reviewed by Finance Committee on April 25, 2019

RECOMMENDATION: That the Board of Directors consider options and provide direction to staff on audio/video recording of Board of Director meetings. At the April 25, 2019 Finance Committee meeting, Directors discussed this topic and directed staff to provide more information to the full Board on options and associated costs with various levels of service.

BACKGROUND: Livermore Area Recreation and Park District promotes transparency in its operations and governance of the District to the public. LARPD maintains a District website that meets the requirements for District of Transparency Certificate of Excellence as set forth by the Special District Leadership Foundation, and meets additional outreach best practices. Audio or video recordings of board meetings are outlined as an additional option. (See Attachment - SDLF District Transparency Certificate of Excellence)

LARPD currently contracts services with Tri-Valley Community Television to record and broadcast certain public meetings, typically regular Board of Directors meetings. The meetings are delay broadcasted on Comcast, AT&T, and U-verse at specific times, and are repeated a minimum of six times before the next meeting. In addition to the audio/video recording of meetings, staff prepares meeting minutes which are posted on the LARPD website. Staff was unable to get data on viewership of specific meetings, but from October to December 2018, 141 people looked at the LARPD name on Tri-Valley Community Television's website.

For comparison with other nearby recreation and park special districts, staff surveyed both East Bay Regional Park District (EBRPD) and Hayward Area Recreation and Park District (HARD). EBRPD discontinued televising meetings due to cost considerations and began using audio in 2018; they record the meetings in-house and post them online. HARD has written meeting minutes, but does not currently have audio or televised recordings of meetings. Both agencies reported generally very little or no attendance at their meetings. The City of Livermore contracts with Tri-Valley Community Television to broadcast the meetings live, replay it on Channel 29 and provide video-on-demand services. The City also has their minutes chapterized, so the public can click on a portion of the minutes and the video will jump to that corresponding section of the recorded meeting.

OPTIONS WITH VARIOUS LEVELS OF SERVICE: In reviewing options from lower to higher levels of service, with any of the options discussed below, staff would continue to take meeting minutes and post them online.

OPTION 1: Reduce level of service to meeting minutes only, no audio or video recording.

Description: Staff would continue taking meeting minutes and post them online, without any audio or video recording, like Hayward Area Recreation and Park District.

Cost: Staff time only.

Pros: No cost for audio or video recording.

Cons: The public would not be able to view or hear recordings of the meetings. This option does not help maintain the District of Transparency Certificate, though the District could still maintain the certificate by meeting other requirements.

OPTION 2: Reduce level of service to audio only.

Description: LARPD's current sound system has the capacity to record audio which could then be uploaded to the LARPD website by staff using *Sound Cloud* for approximately \$10 per month. Staff would continue taking meeting minutes and post them online.

Cost: Additional staff time and approximately \$10 per month for *Sound Cloud*.

Pros: The public would be able to hear recordings of the meetings. This option is low cost and would help maintain the District's Transparency Certificate.

Cons: The public would not be able to view video.

OPTION 3: No change in level of service, maintain current services with Tri-Valley Community Television.

Description: Maintain contract with Tri-Valley Community Television to record and broadcast certain public meetings, typically regular Board of Directors Meetings. Meetings are delayed broadcasted on Comcast, AT&T, and U-verse and are repeated a minimum of six times before the next meeting. Staff would continue taking meeting minutes and post them online.

Cost: The District spent approximately \$10,800 in FY 2018/19 and anticipates higher rates in FY 2019/20.

Pros: This option would help maintain the District's Transparency Certificate. The public can view the meetings when they air on television.

Cons: Meetings are broadcasted on television at scheduled times, but the public cannot select the specific agenda item that they want to view at their convenience.

OPTION 4: Increase level of service with Tri-Valley Community Television.

Description: Like the City of Livermore, LARPD could contract with Tri-Valley Community Television to broadcast the meeting live, replay it on Channel 29 and provide video-on-demand services. The City also has their minutes chaptered, so the public can click on a portion of the minutes and the video will jump to that corresponding section of the recorded meeting.

Cost: The City has approximately 22 recorded meetings per year and in FY 2018/2019, they budgeted \$30,000 for the video services.

Pros: This option would help maintain the District's Transparency Certificate. The public can view the meetings online and on television. The public can easily view the item in which they are specifically interested via the chaptered minutes.

Cons: This option is more approximately \$20,000 more expensive than our current level of service with Tri-Valley Community Television.

OPTION 5: Use a different provider, other than Tri-Valley Community Television, to record meetings.

Description: Other companies offer a variety of options, including video streaming via the website and recorded video for playback. Dublin San Ramon Services District is researching this possibility.

Cost: Per Dublin San Ramon Services District's research, *Swagit* offers a three-camera set up for \$42,565 with \$995 monthly rate for services. Adding social media streaming is \$125 per month.

Pros: This option would help maintain the District's Transparency Certificate. The public could view the meetings online.

Cons: Though this option gives the public the easiest accessibility to view meetings, it is also the most expensive.

FISCAL IMPACT: The fiscal impact will vary depending on which option the Board recommends. The cost for Professional Services is budgeted in Unit No. 17 – Marketing and Public Information and may be absorbed in the FY 2019/20 Operating Budget.

ATTACHMENT:

- A. Special District Leadership Foundation District Transparency Certificate of Excellence



SHOWCASE YOUR DISTRICT'S COMMITMENT TO TRANSPARENCY

District Transparency Certificate of Excellence

Purpose

To promote transparency in the operations and governance of special districts to the public/constituents and provide special districts with an opportunity to showcase their efforts in transparency.

Duration

2 Years

Application Cost

FREE

District Receives

- Certificate for display (covering 2 years)
- Press release template
- Recognition on the SDLF website
- Letter to legislators within the district's boundaries announcing the achievement
- Recognition in social media, letter to the editor of local media outlet, and the CSDA eNews
- Window cling

Basic Requirements

Current Ethics Training for All Board Members *(Government Code Section 53235)*

- Provide names of board members and copies of training certificates along with date completed

Compliance with the Ralph M. Brown Act *(Government Code Section 54950 et. al)*

- Provide copy of current policy related to Brown Act compliance
- Provide copy of a current meeting agenda (including opportunity for public comment)

Adoption of Policy Related to Handling Public Records Act Requests

- Provide copy of current policy

Adoption of Reimbursement Policy, If District Provides Any Reimbursement of Actual and Necessary Expenses

(Government Code Section 53232.2 (b))

- Provide copy of current policy

Annual disclosure of board member or employee reimbursements for individual charges over \$100 for services or products. This information is to be made available for public inspection. "Individual charge" includes, but is not limited to: one meal, lodging for one day, or transportation. *(Government Code Section 53065.5)*

- Provide copy of the most recent document and how it is accessible.

Timely Filing of State Controller's Special Districts Financial Transactions Report -

Includes Compensation Disclosure. *(Government Code Section 53891)*

- Provide copy of most recent filing.

SDLF staff will verify that district is not listed on the State Controller's 'non-compliance list'

Conduct Audits As Required By Law *(Government Code Section 26909 and 12410.6)*

- Provide copy of most recent audit, management letter, and a description of how/where documents were made available to the public

Other Policies – Have Current Policies Addressing the Following Areas

Provide copies of each:

- Conflict of Interest
- Provide copies of Form 700 cover sheet for board members and general manager
- Code of Ethics/Values/Norms or Board Conduct
- Financial Reserves Policy

Website Requirements

Maintain a district website with the following items Required. (provide direct website links for each item) - Required items available to the public:

- Names of board members and their full terms of office to include start and end date
- Name of general manager and key staff along with contact information
- Election/appointment procedure and deadlines
- Board meeting schedule
(Regular meeting agendas must be posted 72 hours in advance pursuant to *Government Code Section 54954.2 (a)(1)* and *Government Code Section 54956 (a)*)
- District's mission statement
- Description of district's services/functions and service area
- Authorizing statute/Enabling Act (Principle Act or Special Act)
- Current District budget
- Most recent financial audit
- Archive of Board meeting minutes for at least the last 6 months
- Link to State Controller's webpages for district's reported board member and staff compensation (*Government Code Section 53908*)
- Link to State Controller's webpages for district's reported Financial Transaction Report (*Government Code Section 53891 (a)*)
- Reimbursement and Compensation Policy
- Home page link to agendas/board packets (*Government Code Section 54957.5*)
- SB 272 compliance-enterprise catalogs (*Government Code Section 6270.5*)

Additional items – website also must include at least 4 of the following items:

- Post board member ethics training certificates
- Picture, biography and e-mail address of board members
- Last (3) years of audits
- Financial Reserves Policy
- Online/downloadable public records act request form
- Audio or video recordings of board meetings
- Map of district boundaries/service area
- Link to California Special Districts Association mapping program
- Most recent Municipal Service Review (MSR) and Sphere of Influence (SOI) studies (full document or link to document on another site)
- Link to www.districtsmakethedifference.org site or a general description of what a special district is
- Link most recently filed to FPPC forms
- Machine readable/searchable agendas (*required in 2019*)

Outreach/Best Practices Requirements - (Must complete at least 2 of the following items)

Regular district newsletter or communication (printed and/or electronic) that keeps the public, constituents and elected officials up-to-date on district activities (at least twice annually)

- Provide copy of most recent communication and short description on the frequency of the communication, how it's distributed and to whom.

Community notification through press release to local media outlet announcing upcoming filing deadline for election or Appointment and process for seeking a position on the district board, prior to that election (or prior to the most recent deadline For consideration of new appointments for those districts with board members appointed to fixed-terms).

- Provide copy of the press release (and the printed article if available)

Complete salary comparison/benchmarking for district staff positions using a reputable salary survey (at least every 5 years)

- Provide brief description of the survey and process used as well as the general results

Special Community Engagement Project

Designed and completed a special project promoting community engagement with the district (potential projects may be broad in nature or focus on specific issues such as rate-setting, recycled water, identifying community needs, etc.)

- Submit an overview of the community engagement project reviewing the process undertaken and results achieved

Hold annual informational public budget hearings that engage the public (outreach, workshops, etc.) Prior to adopting the budget

- Provide copy of most recent public budget hearing notice and agenda.

Community Transparency Review

The district would be required to obtain a completed overview checklist from at least 2 of the following individuals (the district may choose to conduct the overview with these individuals simultaneously or separately):

- Chair of the County Civil Grand Jury
- Editor of a reputable local print newspaper (only one may count toward requirement)
- LAFCO Executive Officer
- County Auditor-Controller
- Local Legislator (only one may count toward requirement)
- Executive Director or President of local Chamber of Commerce
- General Manager of a peer agency (special district, city, county, neighborhood association, community organization or county administrative officer)

- Provide proof of completion signed by individuals completing Community Transparency Review



Livermore Area
Recreation and Park District
An independent special district

4444 East Avenue, Livermore, CA 94550-5053
(925) 373-5700 www.larpd.org

General Manager
Mathew L. Fuzie

June 9, 2020

The Honorable Eric Swalwell
United States House of Representatives
407 Cannon House Office Building
Washington, DC 20515

The Honorable Kamala Harris
United States Senate
112 Hart Senate Office Building
Washington, D.C. 20510

The Honorable Dianne Feinstein
United States Senate
331 Hart Senate Office Building
Washington, D.C. 20510

Dear Congressman Swalwell, Senator Feinstein and Senator Harris,

The Livermore Area Recreation and Park District respectfully urges you to support H.R. 7073, the Special Districts Provide Essential Services Act, which would bring much-needed relief resources to special districts in our community, throughout California, and across the nation.

As a provider of park and recreation services to a service population of approximately 92,705 residents in the Livermore area, proportional access to federal relief resources would help our district confront COVID-19 and overcome related unbudgeted expenses and revenue losses. Access to capital as our state and nation struggle with an economic downturn and unprecedented unemployment situation will be key for continuing operations unhindered, restoring our local economy, and preparing for the next disaster.

Livermore Area Recreation and Park District has had to furlough staff, decrease services, defer maintenance and capital improvement projects due to COVID-19.

H.R. 7073 would help the Livermore Area Recreation and Park District meet the challenges of COVID-19 by:

- **Allowing special districts access to the Coronavirus Relief Fund.** Under the bill, states would be required to allocate no less than 5 percent of future Coronavirus Relief Fund disbursements to special districts. Doing so remedies deep concerns and uncertainty surrounding special districts' future access to much-needed assistance for unforeseen COVID-19-related expenditures and revenue loss. Even with the Fund's allocation under the CARES Act, many states have not yet released their portion of the Fund to local governments, including here in California. Designating special districts as eligible for the Fund would greatly assist districts in their attempts to both recoup revenue losses and backfill the increase in expenditures many have experienced due to a variety of pandemic-related expenses (PPE, etc.), which totals an estimated \$250 million through May 5 for California's special districts.

Board of Directors
Maryalice Faltings

David Furst

Jan Palajac

Philip Pierpont

Beth Wilson

ITEM NO. 6.6

- **Permitting special districts to be considered “eligible issuers” of the Federal Reserve Board’s Municipal Liquidity Facility (MLF).** The Federal Reserve established the MLF and was authorized to establish an MLF program. States, territories, tribes, cities with a population greater 250,000 and counties with a population greater than 500,000 have access to the Fed’s tool to purchase bonds and revenue anticipation notes. Despite special districts’ authority to issue these notes, they are not considered “eligible issuers” under the CARES Act. H.R. 7073 expands the Fed’s authorization to purchase these notes to include all special districts as “eligible issuers” for MLF.
- **Defines “special district”.** Currently, a federal definition for “special district” does not exist. The bill would establish the term as a *“political subdivision, formed pursuant to general law or special act of a State, for the purpose of performing one or more governmental or proprietary functions.”*

As Congress continues to negotiate next steps for COVID-19 relief for state and local governments, the Livermore Area Recreation and Park District not only asks for your support on this bill in the U.S. House but also its provisions’ inclusion in the Senate’s version of a state and local relief bill.

Thank you for your ongoing support of California’s families and communities. Our district stands ready to partner with you in our continued efforts to deliver essential services to California residents.

Sincerely,

Jan Palajac, Chair
Board of Directors
Livermore Area Recreation and Park District

CC:
California Special Districts Association
[via advocacy@cnda.net]

COMMITTEES SINCE BOARD MEETING		
OF MAY 13, 2020		
*=Agenda		
STANDING COMMITTEES		
Date	Committee	Chair & Member
*6/4	Facilities	Furst/Palajac
*5/18	Finance	Faltings/Pierpont
	Intergovernmental-EBRPD/LARPD	Palajac/Pierpont
	Intergovernmental-LVJUSD/COL/LARPD	Palajac/Pierpont
	Personnel	Wilson/Faltings
*5/21	Program	Furst/Wilson
AD HOC COMMITTEES		
Date	Committee	Chair & Member
	Ad Hoc Facilities re: Memorial & Commemorative Program	Pierpont/Wilson
COMMUNITY OUTREACH LIAISON		
Date	Committee	Member
	Ala. Co. Special Districts Assn.	Faltings
6/3	Chamber of Commerce Business Alliance	Furst
	Community Gardens	Wilson
	ESS Parent Advisory Commission	Pierpont
5/19	LARPD Foundation	Faltings/Furst
6/3	Livermore Cultural Arts Council	Wilson
	Livermore Downtown, Inc.	Palajac
	Ravenswood Progress League	Pierpont
5/28-5/29	CARPD Virtual Event	
		ITEM NO. 8

LIVERMORE AREA RECREATION AND PARK DISTRICT

FACILITIES COMMITTEE

AGENDA

**THURSDAY, JUNE 4, 2020
2:00 P.M.**

NOTICE: Coronavirus COVID-19

In accordance with Governor Newsom's Executive Order N-29-20, the Livermore Area Recreation and Park District Committee Members 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 committee meeting.

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

PARTICIPATION:

Please click the link below to join the webinar:

<https://zoom.us/j/97724677737?pwd=UFVnbmEwZ3JKUzYvSHNyRys1Uk92Zz09>

Password: Facilities

Webinar ID: 977 2467 7737

Or iPhone one-tap: US: +16699009128,,97724677737#

Or Telephone: US: +1 669 900 9128 or +1 346 248 7799

COMMITTEE CHAIR: FURST

COMMITTEE MEMBER: PALAJAC

1. Call to Order
2. Public Comment
3. Approval of the Minutes of the Facilities Committee Meeting held on May 7, 2020
4. Tree Failure at Robert Livermore Community Center (Discussion)
5. Update on Sunset Park Playground Project (Discussion)
6. Update on May Nissen Pool (Discussion)
7. CIP Updates – Current and New CIP Projects (Discussion)
8. 2020 Parks and Facilities Guide (last update was 2016) (Information only)
9. Matters Initiated
10. Adjournment

LIVERMORE AREA RECREATION AND PARK DISTRICT

FINANCE COMMITTEE

AGENDA

MONDAY, MAY 18, 2020

1:30 p.m.

NOTICE: Coronavirus COVID-19

In accordance with Governor Newsom's Executive Order N-29-20, the Livermore Area Recreation and Park District Committee Members 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 committee meeting.

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

Via Zoom teleconference

Webinar ID: 976 7963 9921

Please click the link below to join the webinar:

<https://zoom.us/j/97679639921?pwd=S1NUdUQvQUk2YTdxdnRSait5SkIRZz09>

Password: Finance

Or Telephone: Dial: US: +1 669 900 9128

COMMITTEE CHAIR: FALTINGS
COMMITTEE MEMBER: PIERPONT

1. Call to Order
2. Public Comment
3. Review of Financial Results for the month of April, 2020 (Discussion)
4. Mitchell Building Project Update (Discussion)
5. On-going Analyses Of COVID-19 Response (Discussion)
6. Planning Assumptions for FY20-21 Operating Budgets (Discussion)
7. Matters Initiated
8. Adjournment

LIVERMORE AREA RECREATION AND PARK DISTRICT

PROGRAM COMMITTEE

AGENDA

**THURSDAY, MAY 21, 2020
2:00 PM**

NOTICE: Coronavirus COVID-19

In accordance with Governor Newsom's Executive Order N-29-20, the Livermore Area Recreation and Park District Committee Members 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 committee meeting.

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

Via Zoom teleconference: Webinar ID: 914 9801 1112

Please click the link below to join the webinar:

<https://zoom.us/j/91498011112>

Or Telephone:

Dial: US: +1 669 900 9128

COMMITTEE CHAIR: FURST

COMMITTEE MEMBER: WILSON

1. Call to Order
2. Public Comment
3. Marketing and Special Events Response to Public Health Orders – Stacey Kenison, Marketing & Public Information Officer and Megan O'Connor, Marketing & Communications Specialist
 - a. Website COVID-19 News and Updates
 - b. Stay & Play Virtual Recreation
 - c. Social Media Platforms: Facebook and Instagram
 - d. YouTube
4. Recreation Department Highlights in Response to COVID-19 – Mat Fuzie, General Manager
 - a. Aquatics
 - b. Youth and Adult Sports
 - c. Camps and Classes
 - d. Facility Rentals
5. Essential Child Care Services – Nancy Blair
6. Community Outreach, Senior Services, and Volunteers – David Weisgerber
7. Matters Initiated
8. Adjournment