



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

AGENDA SPECIAL MEETING

**TUESDAY, APRIL 28, 2020
2:00 P.M.**

NOTICE: Coronavirus COVID-19

In accordance with Governor Newsom's Executive Orders, the Livermore Area Recreation and Park District Board of Directors and staff will be participating in this meeting via teleconference. In the interest of maintaining appropriate social distancing, members of the public may participate in the meeting electronically, and shall have the right to observe and offer public comment at the appropriate time during this 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: 954 6869 3052

Please click the link below to join the webinar:

<https://zoom.us/j/95468693052?pwd=MjdQckozSEpUSnk1ZUlxMS8vK0FjZz09>

Password: BOD

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

1. CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE
2. PUBLIC COMMENT
3. CONSENT ITEMS (Motion)
 - 3.1 Approval of the Minutes of the Regular Board Meeting of March 11, 2020
 - 3.2 Approval of the Minutes of the Special Board Meeting: Budget Workshop of March 11, 2020
 - 3.3 Approval of the Minutes of the Special Board Meeting of March 25, 2020

4. DISCUSSION AND ACTION ITEMS
 - 4.1 BUDGETARY RESPONSE TO THE COVID-19 INCIDENT (Discussion and Direction)
The Board will review and discuss the District's budgetary response to the COVID-19 incident.
5. COMMITTEE REPORTS
6. MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS
7. MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER
8. ADJOURNMENT

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.



Livermore Area
Recreation and Park District
An independent special district

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

DRAFT MINUTES

WEDNESDAY, MARCH 11, 2020

7:00 P.M.

ROBERT LIVERMORE COMMUNITY CENTER
4444 EAST AVENUE, LIVERMORE, CALIFORNIA

DIRECTORS PRESENT: Directors Faltings, Furst, Pierpont, and Chair Palajac
DIRECTORS ABSENT: Director Wilson
STAFF MEMBERS PRESENT: Mat Fuzie, Patricia Lord, Jeffrey Schneider, Allie Ikeda,
Linda VanBuskirk, Monica Streeter

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

Chair Palajac called the meeting to order at 7:00 p.m. All Directors were present, except Director Wilson. Chair Palajac led the Pledge of Allegiance

2. PUBLIC COMMENT

Stephanie Busse, a Livermore resident, implored the Board to add animal welfare concerns regarding the rodeo to the next meeting agenda. She expressed her shock over certain rodeo events, such as “wild cow milking”. She asked that the Board take animal welfare concerns seriously and asked that cruel events be banned at the Livermore Rodeo.

- Chair Palajac asked General Manager Fuzie to place this item on a Program Committee agenda.

Mike Ralph gave a recap of the Livermore Bike Park events that took place over the weekend on March 7th and March 9th. He said the general consensus was very supportive regarding the Bike Pump Track Public Outreach Meeting with American Ramp Company. Sixty-four tickets were sold for attendance to the fundraiser held at Shadow Puppet Brewing Company. Funds were raised to help enhance the bike park and more bike park features in general. Both events were a big hit.

Eric Mills, Coordinator at Action for Animals in Oakland, handed out copies of two display ads which ran in the East Bay Times on Tuesday, March 10, 2010 [sic] and February 27, 2020 along with other articles related to animal abuse. He spoke against the wild cow milking contest at rodeos and expressed surprise that LARPD does not have a rodeo animal welfare policy, as does the Hayward Area Recreation and Park District, a copy of which was also included in the packet he distributed. He encouraged the Board to consider its own policy.

Ryan Day, a Livermore resident, addressed the board regarding the Livermore Bike Park. He reiterated that the outreach meeting was successful. He expressed excitement that the community is coming together within an area to ride bikes together.

Chair Palajac thanked the speakers for their comments.

3. CONSENT ITEMS

- 3.1 Minutes of the Regular Board Meeting of February 26, 2020
- 3.2 Minutes of the CIP Prioritization Workshop of November 13, 2019
- 3.3 General Manager's Monthly Report – March (#73-09)
- 3.4 Resolution No. 2684, Deleting Certain Fixed Assets from District Inventory.

Moved by Director Pierpont, seconded by Director Furst, approved the Consent Agenda, by the following voice vote:

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

4. DISCUSSION AND ACTION ITEMS

4.1 CAPITAL IMPROVEMENT PLAN PRIORITIZATION

General Manager Mathew Fuzie stated that the Board and staff would review the list of Capital Improvement Projects and discuss moving them from the old process list into the new concept process, which was approved by the Board on November 13, 2019, after the CIP Prioritization Workshop held earlier that day. He reported that staff has implemented the new CIP project concept submittal process. The Board and staff discussed Minor and Major Capital Improvement Project flow charts and concepts, then reviewed the Project Concept Proposals, and provided the following direction:

	<p>General Notes: Minor CIP Project Flow Chart: Revisit – There should be a place where minor projects would go to the entire Board, i.e., project concept to go to committee for concept discussion, and if it is determined to become a project, it should come to the Board.</p> <ul style="list-style-type: none">➤ GM Fuzie to make this change (add it) on the flow chart.
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	<p>Director Pierpont suggested that all periphery conversations pertaining to a project concept be captured in detail on the concept proposal forms, so that when the Board reviews the form, all pertinent information is documented for clarity (esp. safety concerns, cost estimates).</p> <ul style="list-style-type: none"> ➤ The Board consensus is that, going forward, this process will take place during a CIP Prioritization Workshop, as opposed to a regular Board Meeting.
Project No. 106	<p>Robertson Park Equestrian Arena Renovation (covered and upper): Minor Project Concept = Approved</p>
Project No. 422	<p>Independence Park Sports Field Irrigation Improvements: Denied</p> <ul style="list-style-type: none"> ➤ Each sports field should be assigned its own project number.
Project No. 431	<p>Ernie Rodriguez Field Synthetic Turf: Denied</p> <ul style="list-style-type: none"> ➤ As above, re-submit this concept as a separate project.
Project No. 444	<p>Ida Holm Park Improvements: Minor Project Concept = Approved</p>
Project No. 501	<p>Robert Livermore Tot Lot: Denied</p>
Project No. 628	<p>Spray Park – Scope Design – Recommended with City’s Springtown Open Space Plan: Denied (This is a City project)</p> <ul style="list-style-type: none"> ➤ Director Faltings does want a Spray Park facility established within LARPD’s boundaries, where feasible. Place this item on a future Facilities Committee meeting for discussion. ➤ Re-write project with scope of investigating potential locations. Use same number, but take out all references to Springtown Open Space.
Project No. 727	<p>May Nissen Bleacher Demo: Minor Project Concept = Approved</p>
Project No. 727	<p>May Nissen Pool Fence: Denied</p> <ul style="list-style-type: none"> ➤ Build this item into budget model for Facilities Maintenance within Operating Budget, not CIP

Project No. 525	Community Gardens (in North Livermore): Denied (This is a City project) ➤ Board suggested this item be placed on a future Facilities Committee agenda to discuss where this could go besides Springtown Open Space.
Project No. 538	Bill Clark Playground Renovation: Major Project Concept = Approved ➤ Moved to Design and Permitting Phase
Item 8/Project No. 452	Girls Softball Fields: Director Faltings suggested this item stay on a project concept list. GM Fuzie noted that LARPD is looking at adding ball field capacity at Robert Livermore Park. LARPD works very hard to ensure that all players have equal access to the ball fields, and adheres to the requirements of Title IX accordingly.
Item 29/Project No. 804	Sunken Gardens Park – master plan for bicycle use Director Pierpont pointed out that this line item appears incorrect, in light of the current project underway there. GM Fuzie reported that this was originally in response to the Bill Payne Master Plan. We are going about this in a different way, as discussed earlier in the meeting.

Director Furst had questions regarding progress reports for a couple of action items listed within the Minutes of the CIP Prioritization Workshop of November 13, 2019, approved within Item 3 Consent Items above. On page 2:

- *“Find out if Assemblymember Bauer-Kahan can provide funding for LARPD parks, as she did for the cities of Dublin and Lafayette. . .”* GM Fuzie reported that we have had conversations with her staff. Assemblymember Bauer-Kahan has come out to some of LARPD’s recent events. She is very interested in our Senior Program and ESS Programs. Director Furst will be attending her Environmental Roundtable and will put in a good word for LARPD.
- *“CSDA holds a bus tour annually for staffers of legislators. HARD was on the last bus tour. We need to find out how LARPD can be a part of the next bus tour with these gatekeepers to the legislators.”* Staff will look into this and report back.

Director Pierpont thanked the Board and Staff for their time on this item. He stated the District has made good progress. He excused himself from the remainder of the meeting, and left the dais at 8:31 p.m.

5. INFORMATION ITEMS ONLY

5.1 FY 2019-2020 MID-YEAR OPERATING BUDGET UPDATE

GM Fuzie reported that the District is doing very well by operating within its budget, with some savings for redistribution by the Board later in the year.

6. COMMITTEE REPORTS

- 1) Director Faltings reported on the March 2, 2020 Finance Committee meeting. Minutes were included in the Board agenda packet.
- 2) Director Furst reported on the March 4, 2020 Chamber of Commerce Business Alliance meeting.
- 3) Director Furst reported on the February 27, 2020 Facilities Committee meeting. Minutes were included in the Board agenda packet.
- 4) Chair Palajac stated that since Director Wilson is not present, the Board will receive her report on the March 4, 2020 Livermore Cultural Arts Council meeting at the next Board meeting.

7. MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS

- 1) Director Faltings reported that the Annual Dinner Meeting of the Alameda County Chapter of the California Special Districts Association has been cancelled due to COVID-19 concerns.
- 2) Director Faltings stated that in regards to the bus tour mentioned above, the District can contact Colleen Haley at CSDA to get details about the upcoming tour.
- 3) Director Faltings announced that the Annual Victorian Tea at Ravenswood is now taking reservations. Forms are available at the Robert Livermore Community Center, or by calling Director Faltings at (925) 443-0238. The event is scheduled for Sunday, May 3, 2020.
- 4) Chair Palajac announced that LARPD Board and Staff are monitoring COVID-19 updates daily. The District may have to cancel classes and take other measures. She advised the public to check the LARPD website daily.

8. MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER

GM Fuzie reported that the District is paying attention daily/hourly to the COVID-19 situation as it unfolds. Any of LARPD's program offerings that fall within the recommendations of Alameda County Department of Public Health may be cancelled. The District will be reducing the number of board, committee, and public meetings to try to help with those efforts; only essential meetings will be held at this time. The LARPD website and social media accounts will be updated on a regular basis, and will include links to the Alameda County health alerts.

9. ADJOURNMENT

Chair Palajac adjourned the meeting at 8:37 p.m.

APPROVED,

Jan Palajac
Chair, Board of Directors

ATTEST:

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



Livermore Area
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An independent special district

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

DRAFT MINUTES

WEDNESDAY, MARCH 11, 2020

5:30 P.M.

ROBERT LIVERMORE COMMUNITY CENTER
4444 EAST AVENUE, LIVERMORE, CALIFORNIA

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

DIRECTORS ABSENT: None

STAFF MEMBERS PRESENT: Mat Fuzie, Patricia Lord, Jeffrey Schneider, Allie Ikeda, Jill Kirk, Bruce Aizawa, Fred Haldeman, Nancy Blair, David Weisgerber, Vicki Wiedenfeld, Joseph Benjamin, Michelle Newbould, Linda VanBuskirk

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

Chair Palajac called the meeting to order at 5:30 p.m. All Directors were present. Chair Palajac led the Pledge of Allegiance.

Chair Palajac expressed the Board's appreciation of Staff's fluidity during the coronavirus situation and efforts to work together with the Board and the public as the situation changes hourly. She announced that after speaking with the General Manager, the District will revise its meeting schedule to go down to one Board meeting per month, at least for the next month or two, until the situation stabilizes, to lessen the potential of getting people sick. Most committee meetings will be cancelled through March and April. GM Fuzie added that he will be working on schedules and precautions the District should take moving forward to get through this period of time. Items that were going through committees will now be handled through high-quality staff reports. The District will closely follow the guidelines from Alameda County, the City of Livermore and LVJUSD. Director Furst suggested the District be proactive.

Director Pierpont arrived on the dais at 5:38 p.m.

2. BUDGET WORKSHOP

2.1 FY 2019-2020 MID-YEAR OPERATING BUDGET UPDATE

Administrative Services Manager Jeffrey Schneider presented a detailed report on the District's Mid-Year Operating Budget, as outlined in the staff report. The presentation was previewed by the Finance Committee at its March 2, 2020 meeting, and included a line item review of Year-to-Date actual results through December, 2019 and a Balance of Year projection for January 2020 through June 2020 detailing all Revenue, Salaries & Benefits, Services & Supplies, and the Net Operating Results versus the Approved Budget. The District projects a balanced budget with a surplus Net Operating result of \$602K. ASM Schneider stated this is a view of the District's finances prior to the coronavirus and its financial impact to the District.

Directors had comments and questions regarding the following: Classes affected by AB5 legislation and minimal public impact; aquatics programming adjusted to offer classes based on public interest; how to involve the LARPD Foundation in certain events; overages on items 4450 Maint. – Structures/Grounds, 4465 Professional Services, and 4478 Rent & Lease – Vehicles, and a suggestion to have a separate line item for IT services.

2.2 2020-2021 CALENDAR AND BUDGET PROCESS

ASM Schneider reported on the FY 20-21 Budget Development Timeline as follows:

May 18 = Finance Committee review of the preliminary financials workup
June 9 = Budget Workshop for preliminary board presentation of the Operating and CIP Budget.
June 24 = Final Budget presentation

Board consensus was that the timeline, as shown, is recommended.

3. ADJOURNMENT

Chair Palajac adjourned the meeting at 6:26 p.m.

APPROVED,

Jan Palajac
Chair, Board of Directors

ATTEST:

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



Livermore Area
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LIVERMORE AREA RECREATION AND PARK DISTRICT

SPECIAL MEETING of the BOARD OF DIRECTORS

DRAFT MINUTES

WEDNESDAY, MARCH 25, 2020

2:00 P.M.

ROBERT LIVERMORE COMMUNITY CENTER
4444 EAST AVENUE, LIVERMORE, CALIFORNIA
And Via Zoom Webinar

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

DIRECTORS ABSENT: Director Faltings

STAFF MEMBERS PRESENT: Mathew Fuzie, Patricia Lord, Jeffrey Schneider, Allie Ikeda, Bruce Aizawa, Jill Kirk, Stacey Kenison, Megan Shannon, Robert Sanchez, Linda VanBuskirk, Rod Attebery, Monica Streeter

1. CALL TO ORDER – ROLL CALL:

Chair Palajac called the meeting to order at 2:08 p.m. All Directors were present, except Director Faltings.

2. DECLARATION OF EMERGENCY AND RESOLUTION OF THE LIVERMORE AREA RECREATION AND PARK DISTRICT TO TEMPORARILY AUTHORIZE INCREASED AUTHORITY OF THE GENERAL MANGER:

Due to the COVID-19 situation moving very quickly, the Board met to consider declaring the existence of a Local Emergency in Livermore and approving a resolution to temporarily authorize an increased authority of the General Manager.

There was no public comment.

Moved by Director Pierpont, seconded by Director Wilson, adopted Resolution No. 2685, declaring the existence of a Local Emergency in Livermore and temporarily authorizing increased authority of the General Manager, by the following roll call vote:

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

3. HAZARD PAY FOR EMPLOYEES MANDATED TO WORK:

GM Fuzie stated the District does not yet have a process or policy that has been vetted clearly with the Board regarding hazard pay for employees mandated to work during the COVID-19 Local Emergency.

Directors and staff discussed the distinction between employees performing their normal tasks v. those related to COVID-19; working from home v. being called in to the RLCC in case the COVID-19 situation worsens locally and the facility is designated as a shelter or ward; ESS may be required to open for care of children of health care workers. The District is preparing in case an EOC request comes in for this service. The District has been providing the senior lunch program on a to-go basis, and keeping parks open and sanitary. Directors asked for staff to research and provide further information re:

- What are other special districts and cities doing?
- Delineation between union and non-union employees
- Opening status of our parks and where are things going with social distancing and failure to comply. (EBRPD closed many parks due to people congregating too closely.)

Directors and staff further discussed the need for a special meeting on District finances as a result of the economic impact of COVID-19 to discuss legislation from congress, long-term planning and current projects.

There was no public comment.

4. ECONOMIC IMPACT OF CORONAVIRUS ON LOCAL GOVERNMENT SERVICES AND EMPLOYEES:

GM Fuzie presented a draft letter written to Congressional leaders to request further clarity on the Coronavirus Relief Fund to ensure it applies to special districts. Chair Palajac added that special districts were not included in prior versions. This sample letter has been recommended by the California Special Districts Association, and requests additional prospective federal aid packages or supplemental appropriations measures to address the economic impact of the coronavirus (COVID-19) pandemic include special districts. It includes detailed requests to treat state and local employers (including those exempt from 26 USC 3111) on par with private employers by allowing them to qualify for the COVID-19 payroll credits for the new requirements for paid sick leave and paid family leave and for restoration of advance refunding of tax-exempt bonds and increased access to capital for small borrowers.

There was no public comment.

Directors unanimously supported the inclusion of special districts in future legislation regarding the Coronavirus Relief Fund and directed the General Manager to sign the letter as presented and send it in.

5. CALIFORNIA ASSOCIATION OF RECREATION AND PARK DISTRICTS – CALL FOR NOMINATIONS – BOARD OF DIRECTORS:

GM Fuzie reported that the CARPD Board of Directors has two seats opening up. Director Furst has been on the CARPD Board for quite some time. CARPD bylaws permit member districts to have up to two representatives on its Board; hence, the LARPD Board of Directors has the opportunity to nominate a fellow Director or administrator for election to the CARPD Board for the May 2020-May 2022 term.

Director Furst expressed an interest in being on the CARPD Board again.

There was no public comment.

Moved by Director Wilson, seconded by Director Pierpont, adopted Resolution No. 2686, nominating Director Furst for election to the CARPD Board of Directors Director at Large Seat for the May 2020-May 2022 term, passed by the following roll call vote:

AYES:	<i>Directors Wilson, Pierpont, Furst, and Chair Palajac</i>
NOES:	<i>None</i>
ABSTENTIONS:	<i>None</i>
ABSENT:	<i>Director Faltings</i>

6. ADJOURNMENT: The meeting was adjourned at 2:52 p.m.

APPROVED,

Jan Palajac
Chair, Board of Directors

ATTEST:

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



Livermore Area Recreation and Park District
4/28/20 Board Meeting

Financial Plans and Assumptions in Response to
the COVID-19 Pandemic

Contents / Agenda

1. Cash Flow Forecast

- A. Methodology
- B. Highlights
- C. Cash Flow Projections and related Operating Results

2. Key Assumptions

- A. District-wide
- B. Department-specific

3. Risks and Opportunities

4. Conclusions

5. Next Steps / Board Guidance

Cash Flow Forecast - Methodology

1. Managers provided updated Revenue and Operating Expenses based upon the COVID-19 constraints through June, 2021;
2. Capital Improvement Program assumptions were revisited and all project work has been put on hold;
 - A. Flows between LARPD and the City for AB1600-funded projects are reflected as Outflows from the General Fund, when invoices are paid, and Inflows to the General Fund when reimbursements are received from the City;
3. Operating results (“the P&L”) are mostly cash-based.
Adjustments are made to reflect Cash basis for items such as:
 - A. Workers Compensation (expensed monthly but paid quarterly);
 - B. Refunds for items previously booked as revenue;
 - C. Accounts Payable for expense items booked prior to April but not yet paid

Cash Flow Forecast – Highlights

1. Focus is on the District's General Fund (excludes AB1600 funds)
2. As of the end of March, 2020, our Cash Balances in the General Fund (excluding AB1600) amounted to \$5.3 million
 - A. Balance as of 4/21/20 = \$11.8M
3. The General Fund Balance will reach its nadir in November, 2020, at \$1.4 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	\$5,300,000			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	\$5,302,950	\$202,588	\$841,408	\$314,119	\$353,458	\$843,075	\$534,958	\$552,455	\$6,655,526	\$704,490	\$625,668	\$914,295	\$6,700,535	\$774,605	\$1,340,193
Salaries and Benefits	(\$1,076,220)	(\$1,503,931)	(\$1,151,508)	(\$980,399)	(\$1,076,650)	(\$1,103,135)	(\$1,689,759)	(\$1,121,496)	(\$1,085,249)	(\$1,113,840)	(\$1,134,477)	(\$1,133,224)	(\$1,122,407)	(\$1,768,518)	(\$1,394,404)
WC quarterly Payment	(\$123,128)			(\$115,036)			(\$115,036)			(\$115,036)			(\$115,036)		
WC expense (from Sal/Ben) - add back - in Sal/Ben but pd qtrly	\$30,791	\$44,955	\$34,556	\$29,677	\$33,284	\$34,123	\$52,218	\$34,706	\$33,504	\$34,565	\$34,935	\$34,914	\$34,603	\$55,421	\$48,195
A/P - For pre-April items	(\$462,000)														
Services and Supplies	(\$336,224)	(\$370,472)	(\$438,521)	(\$423,355)	(\$445,467)	(\$367,722)	(\$392,649)	(\$344,319)	(\$535,114)	(\$350,238)	(\$322,614)	(\$374,794)	(\$435,054)	(\$466,609)	(\$581,674)
Operating IN/(OUT) Flows	\$3,336,168	(\$1,626,860)	(\$714,065)	(\$1,174,994)	(\$1,135,375)	(\$593,659)	(\$1,610,269)	(\$878,654)	\$5,068,668	(\$840,059)	(\$796,487)	(\$558,809)	\$5,062,641	(\$1,405,100)	(\$587,690)
Cash Balance before Project Spend and Loan Repayment	\$8,636,168	\$7,686,185	\$6,973,378	\$5,696,248	\$4,547,738	\$3,940,943	\$2,317,538	\$1,125,748	\$6,481,280	\$5,628,086	\$4,318,463	\$3,236,517	\$8,286,022	\$6,922,786	\$6,151,960
PG&E On-Bill Financing - Loan Repayment (balance sheet)	(\$13,136)	(\$13,136)	(\$13,136)	(\$13,136)	(\$13,136)	(\$13,136)	(\$13,136)	(\$13,136)	(\$13,136)	(\$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 (pd in Mar)		\$51,000													
Sunset		\$135,000						\$300,000							
Sub-total, AB1600 IN/(OUT) Flows	\$839,014	\$200,000	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Project Spend - General Fund:															
Joe Michell Building Repl			(\$89,000)	\$0	\$0					(\$500,000)	(\$510,000)				
Four Playgrounds - payout of remaining retention (already pd by COL)		(\$164,301)													
Miscellaneous Projects - invoices outstanding	(\$14,000)														
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			\$0	
538 Bill Clark Park - Design (No more work beyond initial \$17k)	\$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	\$0										
Ida Holm Park - use of \$30k contribution			\$0												
Placeholder for Deferred Maintenance Projects															
Sub-total, General Fund	(\$149,000)	(\$164,301)	(\$89,000)	\$0	\$0	\$0	(\$300,000)	\$0	\$0	(\$500,000)	(\$510,000)	\$0	\$0	(\$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	\$0	\$55,000	\$0
Ending General Fund Balances	\$9,313,046	\$7,687,443	\$6,871,242	\$5,683,112	\$4,534,602	\$3,927,807	\$2,004,402	\$1,412,612	\$6,468,144	\$5,114,950	\$3,795,327	\$3,223,381	\$8,327,886	\$6,739,650	\$5,968,824

Cash Flow Forecast – condensed view

Beginning Balance - General Fund (as of 3/31/20)	\$5,300,000		FY20-21				
	Apr-20	Jun-20	Sep-20	Nov-20	Dec-20	Mar-21	Jun-21
Operating IN/(OUT) Flows	\$3,336,668	(\$713,565)	(\$593,451)	(\$878,446)	\$5,068,877	(\$558,601)	(\$587,482)
Cash Balance before Project Spend and Loan Pmt	\$8,636,668	\$6,974,878	\$3,943,068	\$1,128,290	\$6,484,030	\$3,239,892	\$6,155,960
PG&E On-Bill Financing - Loan Pmt (balance sheet)	(\$13,136)	(\$13,136)	(\$13,136)	(\$13,136)	(\$13,136)	(\$13,136)	(\$13,136)
Sub-total, AB1600 IN/(OUT) Flows	\$839,014	\$0	\$0	\$300,000	\$0	\$0	\$0
Sub-total, Project Spending - General Fund	(\$149,000)	(\$89,000)	\$0	\$0	\$0	\$0	(\$170,000)
Sub-total, Capital Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Ending General Fund Balances	\$9,313,546	\$6,872,742	\$3,929,932	\$1,415,154	\$6,470,894	\$3,226,756	\$5,972,824

Operating Results – COVID-19 Scenario

	FY18-19	FY19-20		FY20-21
	Actual	Mid-Yr	COVID-19	COVID-19
District Totals				
Revenue	\$22,661,449	\$23,369,751	\$20,086,299	\$20,313,377
Salaries and Benefits	14,733,868	15,855,240	14,850,823	14,723,558
Services and Supplies	6,303,227	6,856,496	6,114,180	5,037,105
District Contingency		602,422	0	552,713
Capital	318,780	55,594	21,305	0
Net Operating Results	\$1,305,574	\$0	(\$900,009)	\$0

Operating Results – COVID-19 Scenario

	FY18-19	FY19-20		FY20-21
	Actual	Mid-Yr	COVID-19	COVID-19
Administration (1)				
Revenue	\$12,247,165	\$13,001,005	\$12,496,240	\$12,644,325
Salaries and Benefits	1,902,768	2,494,540	2,467,328	2,409,149
Services and Supplies	1,418,985	1,699,439	1,617,300	1,559,691
District Contingency	0	602,422		552,713
Capital	318,780	55,594	21,305	
Net Operating Results	\$8,606,632	\$8,149,011	\$8,390,307	\$8,122,771
Community Services				
Revenue	7,167,012	7,423,794	\$6,056,781	\$5,817,716
Salaries and Benefits	6,771,018	7,060,090	6,436,798	6,260,702
Services and Supplies	625,347	703,472	574,694	503,392
Net Operating Results	(\$229,353)	(\$339,768)	(\$954,711)	(\$946,378)
Recreation				
Revenue	\$2,814,308	\$2,556,712	\$1,145,038	\$1,465,488
Salaries and Benefits	2,990,788	2,961,076	2,603,788	2,582,505
Services and Supplies	1,069,443	934,382	771,913	627,025
Net Operating Results	(\$1,245,923)	(\$1,338,746)	(\$2,230,663)	(\$1,744,042)
Parks and Facilities Maintenance				
Revenue	432,964	388,240	\$388,240	\$385,848
Salaries and Benefits	3,069,294	3,339,534	3,342,908	3,471,202
Services and Supplies	3,189,452	3,519,203	3,150,273	2,346,997
Net Operating Results	(\$5,825,782)	(\$6,470,496)	(\$6,104,941)	(\$5,432,351)

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

Key Assumptions

District-wide:

1. All non-exempt staff, part-time and full-time, are being paid for hours worked as of April 19th. Staff can supplement hours worked with leave credits, up to their normally scheduled hours.
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: \$552k in FY20 and \$544k in FY21.
4. 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.
5. No COLA in July, 2020 (\$280k) and no Step increases are assumed in FY20-21 (\$200k)
6. CIP projects: Only three projects are assumed in FY20-21:
 - A. Sunset Park project is assumed to be completed (\$300k left; AB funding)
 - B. Rodeo Stadium Improvements – now pushed out to May 2021 (\$340k)
 - C. Michell Buildings – now assumed to be completed in January/February 2021

Key Assumptions (continued)

Recreation:

1. Program activity ceases through August. All program areas are projected to return to approximately normal levels by September, except for Facility Rentals, which will not reach normal activity levels until March, 2021;
2. Services (janitorial) are eliminated and replaced by internal staff

Community Services:

1. ESS full-cost enrollment begins to resume in May at 3 sites, with a total of 5 classrooms supporting 10 kids per room (50 kids total). Activity is projected to reach approximately 50% of normal levels in June and then 75% of normal levels by September, 2020, remaining there through June 2021.
2. Preschool enrollment resumes in earnest in August, 2020.
3. Middle School enrollment resumes in June and reaches normal levels in September, 2020.
4. 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.

Administration:

1. Property Tax revenues reduced to prior year levels; norm has been ~6% year over year increases.
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.
4. IT projects for desktop equipment refresh is reduced to core, key users

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 limited fashion in September.
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.

Opportunities/Potential Actions

To be outlined by the General Manager

Conclusions

The results of our work , based upon our most informed assumptions, suggest we will be able to endure a few more months of the current shutdown and not risk a dip below \$1.4million in cash (the equivalent of 3+ pay periods). However, the potential for a second wave of COVID-19 cases in the Fall suggests we should do another analysis with that in mind and definitely pursue financing mechanisms that can be used to bridge an extended event.

As well, more significant actions than have been considered in our current financial plan could likely come into play, though the District is particularly concerned that we do all that we can to minimize actions that will impact staff morale.

Next Steps

1. As supported by the Finance Committee, pursue financing mechanisms to help alleviate cash balance concerns that could arise, particularly if a second wave of COVID-19-driven shut-downs occurs in the Fall/Winter.
2. Continue to make informed adjustments to revenue and expense projections for FY20-21 for future Board presentations; Finance Committee May 18th; Board Budget Workshop June 9th; Final Budget June 24th.
 - A. Implement a formal, quarterly forecast, to facilitate updates to our financial plans as events unfold.
3. Work with the City to update our joint assessment of the planned use of AB1600 funds.



Thank You

LIVERMORE AREA RECREATION AND PARK DISTRICT

FINANCE COMMITTEE

DRAFT MINUTES

MONDAY, MARCH 16, 2020

1:30 PM

Robert Livermore Community Center
4444 East Avenue, Livermore CA 94550-5053
West Wing Conference Room

Committee Members Present: Maryalice Faltings, Philip Pierpont

Staff Present: Mat Fuzie, Jeffrey Schneider, Linda VanBuskirk

Members of the Public Present: None

1. Call to Order

Chair Faltings called the meeting to order at 1:40 p.m.

2. Public Comment

There were no comments from the public.

3. Livermore downtown, Inc. at Carnegie Building – Rental Agreement

General Manager Mat Fuzie reported that Rachael Snedecor, Executive Director of Livermore Downtown, Inc., has asked about the possibility of renting the lower level of the Carnegie Building. The Committee discussed the pros and cons, and GM Fuzie responded to any questions/concerns.

The Committee agreed to a month-to-month rental agreement.

- GM Fuzie to enter into a month-to-month rental agreement between LARPD and Livermore Downtown, Inc., with a discussion about a managing partner at a later date.

4. Matters Initiated

- a) GM Fuzie advised that due to the shelter-in-place order, LARPD will shut down all facilities, and track everything for FEMA purposes. He will contact the Board Chair and District Counsel.

5. Adjournment: Chair Faltings adjourned the meeting at 2:06 p.m.

LIVERMORE AREA RECREATION AND PARK DISTRICT

FINANCE COMMITTEE

DRAFT MINUTES

THURSDAY, APRIL 23, 2020

2:30 PM

Robert Livermore Community Center
4444 East Avenue, Livermore CA 94550-5053

And via Zoom Webinar

Committee Members Present: Jan Palajac (alternate), Philip Pierpont

Staff Present: Mat Fuzie, Jeffrey Schneider, Patricia Lord,
Jill Kirk, Julie Dreher, Vicki Wiedenfeld, Patrick Lucky,
Michelle Newbould, Joey Benjamin, Natalie
Kaaiawahia, Linda VanBuskirk

Members of the Public Present: None

1. Call to Order

Chair Palajac called the meeting to order at 2:30 p.m.

2. Public Comment

There were no comments from the public.

3. Budgetary Response to the COVID-19 Incident

Administrative Services Manager, Jeffrey Schneider, reviewed the presentation “COVID-19 Pandemic – Financial View - Livermore Area Recreation and Park District” with the Committee and staff. The presentation highlighted a cash flow forecast with operating results under the COVID-19 scenario and District-wide key assumptions through FY20-21.

Committee members had questions/comments regarding the following:

Assumptions and risks of borrowing against property tax revenue; understanding the revenue projections for recreation and community services programs; ; possible monetization of online classes, particularly considering that the likelihood of an overall societal behavior change; online v. hard copy versions of the Activity Guide, driven by near-term uncertainty about what can be offered in the Fall ;; various cash management practices to balance liquidity with a reasonable return on funds via

mechanisms like the State Local Agency Investment Fund (LAIF); regarding potential actions should there be additional challenges driven by the COVID-19 pandemic and state/county health guidance, the District must take into account the affect these actions may have on employee morale; some of these items may be covered under the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

- Quantify the impact of key decisions that are reflected in the financial plan for the board meeting.
- Committee suggested quarterly forecasts during the COVID-19 pandemic.

The Committee recommended this report be presented to the full Board at its special meeting on April 28, 2020.

4. Matters Initiated

GM Fuzie and Committee members thanked all managers and staff for their hard work in order to put this structure together.

5. Adjournment: The meeting was adjourned at 3:39 p.m.