

LIVERMORE AREA RECREATION AND PARK DISTRICT

FINANCE COMMITTEE

DRAFT MINUTES

MONDAY, MAY 18, 2020

1:30 PM

via Zoom webinar

Committee Members Present: Maryalice Faltings, Philip Pierpont

Staff Present: Mat Fuzie, Jeffrey Schneider, Patricia Lord, Jill Kirk, Fred Haldeman, Julie Dreher, Joseph Benjamin, Nancy Blair, Sandra Kaya, Stacey Kenison, Lynn Loucks, Patrick Lucky, Megan Shannon, Linda VanBuskirk, Vicki Wiedenfeld

Members of the Public Present: None

1. Call to Order

Chair Faltings called the meeting to order at 1:31 p.m. and asked that Director Pierpont lead the meeting.

2. Public Comment

There were no comments from the public.

3. Review of Financial Results for the month of April, 2020

Administrative Services Manager Jeffrey Schneider reported on financial results through the month of April, 2020. He compared the month's results vs. the COVID-19 forecast as well as the mid-year budget. Financial results are being tracked for FEMA purposes during this event.

No Committee action was taken.

4. Michell Building Project Update

ASM Schneider and Community Services Manager Jill Kirk reported on entering into an agreement with Enviroplex, Inc. who will design the project and work closely with the architect. \$100K is committed to this project for design and architectural work, and the total project budget is set at \$1.5million, \$620k of which will be spent in FY20-21, which includes a \$250K Memorandum of Understanding between LARPD and the school district that will be drafted for work that will bridge the gap between site/foundation work for which the school district is accountable and LARPD's placement of the buildings on the Michell property.

No Committee action was taken.

5. Ongoing Analyses of COVID-19 Response

ASM Schneider summarized District totals by pay type and employee type regarding trends in hours reported worked. There has been a dramatic reduction in total hours reported and worked, and a corresponding increase in the use of leave credits as employees are allowed to supplement reduced work hours by using their available leave credits. As of May 18, 2020, a total of 86 employees have filed unemployment claims, the bulk of which comes from ESS, preschool and middle school programs. This information will continue to be tracked each pay period.

GM Fuzie added that the District may be reimbursed for the hours worked by employees in response to the emergency situation. Those hours are being tracked for potential reimbursement through FEMA.

No Committee action was taken.

6. Planning Assumptions for FY20-21 Operating Budgets

ASM Schneider discussed the challenges of financial projections during these uncertain times throughout each of the District's departments. He highlighted assumptions for revenue activity and personnel expenses related to them. Going forward, ASM Schneider suggests quarterly updates with a new set of forecasts to operate against. Committee members agreed with this process.

No Committee action was taken.

7. Matters Initiated

- a) GM Fuzie reported that there were two incidents reported yesterday – one due to a tree snapping in the wind, falling, and narrowly missing a visitor sitting at a picnic table at the RLCC. This item will be sent to CAPRI in case a claim will be filed. The other incident took place at Sycamore Grove Park where a hiker coming from EBRPD's Del Valle trail collapsed. CPR was initiated by three agencies. Status of the patient is unknown at this time.
- b) GM Fuzie announced that an article will be published in *The Independent* from LARPD's last board meeting regarding the budget update.
- c) GM Fuzie reported that the Alameda County Public Health Department, along with four other counties, issued a new update today. Recreation Supervisor, Patrick Lucky, has been working closely with the Health Department in order to get the Aquatics Department open as soon as allowed.
- d) ASM Schneider announced that PG&E has offered a six-month sabbatical from LARPD's payments on the on-bill financing loan.

8. Adjournment: The meeting was adjourned at 2:26 p.m.