



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

**WEDNESDAY, MAY 13, 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: 943 0519 1781

Please click the link below to join the webinar:

<https://zoom.us/j/94305191781?pwd=a3YzaDBOY1NzOEpQVzFhUXY4V1MxQT09>

Password: BOD051320

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 Special Board Meeting of April 28, 2020
 - 3.2 General Manager's Monthly Report – May 2020
4. DISCUSSION AND ACTION ITEMS
None.

5. INFORMATIONAL ITEMS (No Action Required)
 - 5.1 TRASH MANAGEMENT IMPROVEMENTS IN PARK SYSTEM
The Board will receive a report on plans to implement operational efficiencies in managing trash collection and promote “Pack it in, Pack it out” for the District’s parks, trails and open space areas.
 - 5.2 LARPD AQUATICS IN LIGHT OF USA SWIMMING
The Board will receive an update on the LARPD Aquatics program from Alexandra Ikeda, Recreation Department Manager.
6. COMMITTEE REPORTS
7. MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS
8. MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER
9. 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

SPECIAL MEETING of the BOARD OF DIRECTORS

DRAFT MINUTES

TUESDAY, APRIL 28, 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, Allie Ikeda, Jill Kirk, Fred Haldeman, Linda VanBuskirk, Stacey Kenison, Sandra Kaya, Julie Dreher, Lynn Loucks, Megan Shannon, Robert Sanchez, Jessie Masingale, Joseph Benjamin, Vicki Wiedenfeld, Natalie Kaaiawahia, Patrick Lucky, Nancy Blair, David Weisgerber, Michelle Newbould, Rod Attebery, Monica Streeter

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.
2. **PUBLIC COMMENT:** There was no public comment.
3. **CONSENT ITEMS:**
 - 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

Moved by Director Faltings, 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:

4.1 BUDGETARY RESPONSE TO THE COVID-19 INCIDENT

General Manager Fuzie introduced the item by stating that since Day 1 of this unprecedented event, LARPD has taken several actions for the health of the District; the primary action being to ensure the District has sufficient funds for the foreseeable future to make it through a revenue-less environment, and to protect its employees. The following presentation highlights the projection of the work that has been done considering a worst-case scenario by the management team and supervisory staff.

Administrative Services Manager, Jeffrey Schneider, gave the Board a presentation outlining the District's budgetary response to the COVID-19 incident, "Financial Plans and Assumptions in Response to the COVID-19 Pandemic." The presentation highlighted a cash flow forecast with operating result projections under the COVID-19 scenario and District-wide key assumptions through FY20-21. Key to the discussion are certain cash flow balances: as of the end of March 2020, cash schedules reflected the District had \$5.3M in the bank; by April 21, 2020 that figure rose to \$11.8M due to receipt of property tax fees in April; however, the General Fund balance is anticipated to reach its lowest point in November 2020 with current estimates at \$1.4M. Current times dictate more frequent reviews of the financials, at minimum on a quarterly basis. Near future reviews will take place at the Finance Committee meeting in May, and again at the Budget Workshop and Budget Finalization in June.

GM Fuzie spoke on opportunities and potential actions that may be recommended at future budget meetings with the Board, such as: no step increases nor COLA; pursuit of debt financing; a Local Agency Investment Fund (LAIF); prioritize reporting in support of FEMA reimbursements; revision of policies on paid leaves; development of monetized online programs and services; reduction or deferred maintenance on facilities and other structures; extension of current furlough beyond August 17; reduction or caps on vacation; layoffs or pay reductions. GM Fuzie stated he feels more optimistic than this plan represents, but stressed the importance for the District to think worst-case scenarios at this time.

Chair Palajac thanked staff for the presentation. She mentioned she has been meeting with staff daily since the shelter-in-place order began, and had reviewed this presentation at the April 23rd Finance Committee meeting. She opened up questions from the Board.

Board members had questions/comments regarding the following: How worried are we about getting down to \$1.4M? Is that within tolerance or does that make us really nervous? [*We are nervous, but have some ideas on how to address this*]; ESS enrollment; how the District plans to manage rental activities in the future [*current plans call for little to no rental activity through September, depending upon updated Executive Orders*]; Opportunities to offer more strictly online classes. Director Furst stated he appreciates all the hard work staff has

done to create this budget. Director Wilson said she was incredibly impressed with all that ASM Schneider and his team has been doing, and appreciates getting the information and looking ahead toward different scenarios. Director Faltings commended staff for stepping up to face this pandemic and coming up with scenarios for LARPD's future. She is encouraged that the District has a monetary cushion that is at least there for us. She heartily approves of the suggestions presented for the near future. Director Pierpont expressed appreciation for the level of thoroughness presented at this meeting and the prior Finance Committee meeting.

There was no public comment.

Directors expressed unanimous support for the work that has gone into these financial plans and assumptions in response to the COVID-19 pandemic.

5. COMMITTEE REPORTS:

- a) Director Furst reported that the April 1, 2020 Livermore Chamber of Commerce Business Alliance meeting was cancelled.
- b) Director Furst reported that on April 21, 2020 he attended the LARPD Foundation meeting as an alternate on behalf of Maryalice Faltings. They received a Treasurer's Report; a status on the various benches, picnic tables and trees planted as part of the Memorial Bench Program; a discussion on the swim lesson grant that did not come through this year; and a number of website updates.
- c) Director Pierpont stated that the minutes from the March and April Finance Committees were published in the Board's agenda packet.
- d) Director Wilson reported on the March 4, 2020 Livermore Cultural Arts Council meeting.
- e) Chair Palajac reported that the Livermore Downtown, Inc. has cancelled its March and April meetings due to the COVID-19 pandemic. She did direct people to the Livermore Downtown, Inc. website for a T-shirt fundraiser and details on a Shop in Place function to be held on Facebook this coming Friday evening. (www.livermoredowntown.com)

6. MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS

- a) Director Wilson encouraged staff to be diligent in letting Board members know if there are any policy changes, such as park closures or other changes.
- b) Director Wilson thanked AGM Lord for the email she sent regarding online opportunities that staff has been creating.
- c) Chair Palajac suggested that each division report on its major initiatives as part of the upcoming General Manager's Monthly update to the Board of Directors on Issues and Projects to keep the Board updated, as things are changing very rapidly.

7. MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER

- a) GM Fuzie reported that he has been working with CAPRI and a regional group of general managers and other park professionals to brainstorm guidelines for a national phased re-opening plan for parks and recreation services, to present to the governors for consideration as these services become ready for re-opening.

- b) GM Fuzie asked Department Managers to talk about the initiatives they have been working on with their teams.
- (1) Jill Kirk, Community Services Manager, reported that her team has been working on the LARPD Essential Worker Childcare Program. We will be serving 50 parent families, being careful not to call it ESS Childcare, as it is only for essential workers. The program has been set up to follow State, County and CDC guidelines.
 - (2) Ms. Kirk also reported on the seniors and outreach programs, providing lunch for 60-90 seniors daily through the Open Heart Kitchen program. Seniors are able to drive to the front of the RLCC to pick up lunches Monday-Friday. After the senior program is done, lunches are provided to the homeless. Staff has also been calling the seniors daily to check-in on them. David Weisgerber, Community Outreach Supervisor, along with his staff, have been working on creative outreach opportunities online – the first one being a Mystery Craft video.
 - (3) Ms. Kirk reported that Open Space remains open and extremely busy. She commended the Rangers for doing a great job keeping people safe. It is mowing season, so a lot of maintenance work has been accomplished. The Rangers have also been putting together some videos on the Open Space page in an effort to keep visitors engaged.
 - (4) Director Furst stated that he received a complaint from a volunteer that LARPD has not been enforcing proper social distancing (more than 6 feet) in Sycamore Grove. He asked if this member of the public has been responded to. Chair Palajac stated she replied that LARPD is following all of the state and local guidelines pertaining to social distancing. Director Wilson stated she also responded that she heard him and would forward his concerns to staff.
 - (5) Alexandra Ikeda, Recreation Department Manager, reported that her team has been busy creating a virtual recreational experience. They have been working on basketball clinic videos as a way to keep kids active. The sports team has also been working on a High Intensity Interval Training workout (HIIT) which has a fitness focus. The team has also been working on Arts and Crafts videos, and some dance videos. They are excited to report that they have been working on the creation of a virtual run activity and a type of triathlon. The District has been working with its independent contracted instructors during this time.
 - (6) Ms. Ikeda also reported on Facility Rentals. She stated that LARPD has been receiving many calls for 2020-2021. The District has been working on creation of Virtual Tours for all facilities. Vicki Wiedenfeld, Recreation Supervisor, has been working with her user groups as they try to reserve dates for getting back on the fields as much as possible.
 - (7) AGM Patricia Lord stated that the Marketing Department has been making the switch from crisis mode into future mode with its marketing efforts and public information offerings via signage throughout parks and facilities, social media and the LARPD website. She commended Stacey Kenison and Megan O'Connor who have built a good website which now includes a COVID-19 button directing readers to information regarding current press releases, County Orders, and a chronological order of news updates from Governor Newsom. New to the website is the Stay & Play Virtual Recreation section.

- (8) Fred Haldeman, Facility Maintenance Supervisor, reported that the Living Arroyos program has not been negatively impacted by the recent pandemic, but has been extended out by another two years. He advised that operations in both Facilities and Parks has been running full steam ahead. They have used this time when facilities have not been fully utilized to catch up on maintenance issues and other essential services.
- (9) Director Furst asked about mowing at Holdener Park and the Harrier Trail in the Sycamore Grove extension. He thanked staff for the good job on the mowing work at Sycamore Grove.
- (10) Chair Palajac asked about the goats along the Arroyo Mocho trail. Mr. Haldeman advised about the combined efforts of the Living Arroyos group, the need to mow down areas due to fire hazards, and the benefits the goats play in this popular program to keep weeds down throughout the Arroyo Mocho trail.
- (11) ASM Schneider reported on his staff's efforts in Finance, Payroll, Accounting and Human Resources. They continue to support all the efforts discussed earlier in this meeting about furlough and the implications for unemployment insurance.
- (12) GM Fuzie reported that he continues to work with the City of Livermore in the Emergency Operations Center by attending the calls on Mondays and Thursdays.
- (13) GM Fuzie expressed thanks to Rod Attebery, District Counsel with Neumiller & Beardslee and his team who have made themselves available to the District during a very difficult time. We appreciate their input!
- (14) Mr. Attebery commended Linda VanBuskirk, Executive Assistant, and ASM Schneider for their efforts in scheduling and hosting numerous Zoom meetings for the District during the pandemic. He advised the Board that this is no easy task!

8. **ADJOURNMENT:** The meeting was adjourned at 3:51 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
MAY 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: How our world has changed in two short months. The April GM report was cancelled due to the Shelter-in-Place order put out by the State and County in response to the COVID-19 Pandemic. Since the order was made, we have closed all of our facilities except for Open Space, trails and essential services such as maintenance of facilities that may be needed for mass care and shelter and health care. We have also continued Senior Services and feeding of senior and homeless meals. Many who could work from home were instructed to do so, including the General Manager and Assistant General Manager. Since the very beginning of this event, the General Manager has been participating in the Livermore City Emergency Operations Center meetings and conferring with the City Manager and staff on an ongoing regular basis with updates and contributions to the event as it relates to the overall human reaction on a societal level. We have been utilizing ZOOM and telephonic meetings on a daily basis to communicate both at the Mutual Aid level with other entities and internally as a Management and Supervisory Team to communicate and problem solve. I think we all truly miss being around each other, but continue to do our duty to "flatten the curve" while continuing every effort we can to provide services. Internally we have managed to evaluate our revenues, expenditures and obligations and developed a plan for our financial health while planning for a worst case scenario. We have been working on many fronts, both trying to predict the future and to plan for it. We plan for the worst case scenario and the best case scenario with a gradient of plans for outcomes in between so that we can best react to what comes.

Our Facilities team and Facility attendants who work for different disciplines used this time to get much needed repairs done while preparing for the potential response to COVID-19 that might turn our facilities into Care and Shelter facilities. We have started to provide LARPD Child Care for Essential Service employees within the guidelines of the Health Officer Orders. We have two locations providing service to 40 children and can ramp up for more locations if allowed. We are also conducting virtual programs for the community both simply to provide service and also to potentially create revenue streams that we have not tapped previously. Our open spaces have been heavily attended by visitors from the area and outside of the area. We are developing program for all of our departments and divisions that meet the social distancing guidelines and some of those things are new and unique. We are thinking "outside of the box" and with creativity that is required in these types of unique situations. Human beings are incredible in this ability to adapt. We have to keep reminding ourselves that there is no playbook for this and none of us

have ever been through a pandemic before. I am truly grateful for the leadership our team and our Board of Directors has shown during this challenging time.

BOARD OF DIRECTORS:

Matters Initiated: None

Board Members attended one regular board meeting, three special board meetings, three committee meetings, and four community outreach/liaison meetings in March/April. Board members also attended two LARPD Foundation meetings. The Board Chair attended daily meetings with the GM and core staff on the District's response to COVID-19 matters.

Board actions for the month included: Reviewed the list of Capital Improvement Projects and moved them from the old process list into the new concept process; declared the existence of a Local Emergency in Livermore and temporarily authorized increased authority of the General Manager; approved the submittal of a letter written to Congressional leaders to request further clarity on the Coronavirus Relief Fund to ensure it applies to special districts; nominated Director Furst for election to the CARPD Board of Directors Director at Large Seat for the May 2020-May 2022 term; and approved the District's budgetary response to the COVID-19 incident.

ADMINISTRATIVE SERVICES - FINANCE/HUMAN RESOURCES/INFORMATION TECHNOLOGY:

Finance

1. Completed the mid-year operating and CIP plans and received Board approval in early March.
2. Pin response to the COVID-19 pandemic, prepared updated operating budget and cash flow projections for FY19-20 and FY20-21 and presented findings to the Finance Committee and Board of Directors in April.
3. Processed over 40 unemployment claims.
4. Restructured the finance team given the departure of the team's Accountant in March.
5. Resumed work on the upgrade to our unsupported Accounting application (Great Plains).

Human Resources

1. Focused on the District's response to the COVID-19 pandemic. Helped shape the District's plans to compensate staff, and drafted documentation in support of the decision to furlough part-time benefited staff in April, including specific new government programs' impact on unemployment and benefits.
2. Continued to manage day-to day responsibilities, such as workers compensation cases, employee discipline, employee benefits programs (extensions to our life, AD&D, and disability plans with CIGNA), and compensation (step increases for FY19-20).

Information Technology

1. Completed the upgrade of the Firewall infrastructure and Proofpoint deployment (security and email administration).
2. Began upgrading our WiFi environment at the RLCC (closing gaps in coverage).
3. Tested the FirstNet network from AT&T, which is exclusive to first responders and for which the District qualifies as a user (great results). We have government discounted mobile plans that will allow for more reliable and less expensive device deployment as well (expect to deploy in May).

4. Completed the cloud-based environment that will be used to house the upgraded accounting application in May (Great Plains).

COMMUNITY SERVICES:

In Senior Services/Community Outreach, staff approached the COVID-19 response by prioritizing connection and core safety net services for the Livermore senior and unhoused community. We have worked closely with our nonprofit partner, Open Heart Kitchen (OHK), to adjust the Senior Lunch Program to curbside pickup at RLCC every weekday. LARPD has also taken over the hot meal service as Asbury Methodist Church shutdown their site during the Shelter-In-Place. Between the two meal services, over 250 meals are served each weekday. LARPD staff is working at both the RLCC meal service and in the OHK main prep kitchen site. Staff is also assisting the Tri-Valley Haven Mobile Food Pantry to pack and deliver 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 by making daily friendly calls.

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 calls from families regarding program information. The ESS program is busy preparing to open four Essential Care Program Classrooms to care for the Essential Working families that are currently enrolled in ESS programs. State subsidized families were the first priority and full cost families were contacted next. All eleven ESS site coordinators made well check calls to their families to determine who was in need of care. Based on that information, we were able to open with forty students following the health and safety mandates put forth by the CDC, Social Services, and the CDE. PAL programs remain closed as well as Preschool.

Open Space has remained open during the Shelter in Place. We are seeing record numbers at both Sycamore Grove and Holdener Park. The staff's priorities has been to keep people safe, educate and physical distancing, and keeping the area maintained. The Rangers have done a great job at all of this.

RECREATION:

Our Recreation Supervisors are currently working on creating program videos through Zoom and YouTube. These videos are offered either through our District staff or our current Independent Contracted Instructors. Videos will be 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 are cancelling and moving 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 twice 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:

Marketing and Public Information efforts in response to the COVID-19 19 Pandemic include the following updates to the website and social media platforms:

- **COVID-19 19 ALERT** – On our home page, bright orange button, next to our LARPD logo – site is filled with important information including:
 - Coronavirus COVID-19 Information with summary of changes, LARPD news release, and Letter from our GM
 - Facility Closure information
 - Program Cancellations and Suspensions
 - News Releases and Information – up-to-date news, including the most recent April 27 news on revisions to current shelter in place order extended to the end of May
 - Additional Resources for Local News, including: County of Alameda, City of Livermore and Livermore School District
 - Health and Safety information – from CDC and other public health agencies
 - Local Volunteer Opportunities
- **STAY & PLAY** – Virtual Recreation site is filled with opportunities including:
 - Virtual field trips
 - Storytime – check out our ESS teachers reading stories
 - Nature Programs – featuring our Open Space staff
 - Art & Science
 - Keep it Moving – fun ways to stay active while sheltering in place
 - In the Kitchen
 - Special Events – Bunny Cake Bake off instead of our “Breakfast with the Bunny” event
- **SOCIAL MEDIA** – ongoing updates on our Facebook and Instagram sites
- **UPCOMING** – staff are working on creating online classes and activities, such as, aquatics staff creating videos on backyard pool safety, sports staff demonstrating basketball drills you can practice at home, dance moves, Zumba, yoga, etc.

PARK MAINTENANCE:

During the state wide Shelter in Place, LARPD has been working hard to keep parks and trails clean and safe. Attendance and use of the parks and trails has been unprecedented during this time. PARKS staff has been able to successfully maintain service levels.

PARKS Crew:

| Irrigation | Totals | Landscape Maintenance | Totals |
|----------------------------------|---------------|--|---------------|
| Sprinkler Repairs | 53 | Gallons of Mix Sprayed | 1077 |
| Irrigation Valve Repairs | 4 | Rodent Control | 23 (hours) |
| Irrigation Controllers Installed | 1 | Graffiti Abatement | 3 (hours) |
| Backflow Repairs | 2 | Playground Repairs | 1 |
| Backflow Tests | 17 | Open Space and Trails | Mowed |
| Mainline Repairs | 1 | Neighborhood Park and Sports Fields | Mowed |
| Lateral Line Repairs | 2 | | |

In addition to regular maintenance at Ravenswood Historical, ESS, and the Rodeo Grounds, tot lot inspections were completed, Park Zapp was installed on tablets and the crew attended various safety and equipment training sessions. At Ravenswood, pruning, weeding and tree removal took place. At the RLCC tot lot a small turf renovation was completed.

March and April Mechanic’s Report:

The LARPD Shop serviced a number of vehicles and equipment, keeping our machines in tip top operating condition.

| | | |
|---------------------------------------|-----------------------------|--------------------------|
| Service and Repairs: 8 vehicles | Mowers & Tractors: 10 | Small Equipment: 6 |
|---------------------------------------|-----------------------------|--------------------------|

Contracted Landscape Maintenance Continues at the Following Locations:

| | | |
|------------------------|------------------------------|--------------------------|
| Altamont Creek & Trail | John Green Trailhead | South Side Charlotte Way |
| Arroyo Bike Path | Marlin Pound | Summit Park |
| Bill Clark | MSC | The Barn |
| Bruno Canziani | Northfront Park & Trail Head | Trevarno |
| Cayetano Park | Ravenswood | Wattenburger |
| Christensen | RLCC | |

March and April, 2020 Living Arroyos Program:

The Living Arroyos faced challenges related to the SIP: 8 volunteer events were cancelled and field work was furloughed. Living Arroyos will resume work Monday, May 4th.

| | | |
|---------------------------------|-------------------------------------|-------------------------------|
| Volunteer Events: 1 on 3/7/2020 | Location: Las Positas Golf Course | Gallons of Water Used: 11,250 |
| Volunteers: 35 | Native Riparian Plants Planted: 145 | |

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 will extend the orders through May 31, while some restrictions are eased. Construction activities will be allowed to resume with specific conditions. One current project, Sunset Park Playground, will resume 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,

A handwritten signature in black ink, appearing to read 'M. Fuzie', is positioned above the printed name.

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: Patricia Lord, Assistant General Manager

DATE: May 13, 2020

SUBJECT: Information Only: Trash Management Improvements in Park System

COMMITTEE: Reviewed by the Facilities Committee on May 7, 2020

INFORMATION ONLY: This is an information only report on plans to implement operational efficiencies in managing trash collection and promote “Pack it in, Pack it out” for the District’s parks, trails and open space areas. An Ad Hoc Safety Committee reviewed current practices, identified areas for improvements, and made the following recommendations at the April 30, 2020 Safety Committee meeting:

1. **SAFETY TRAINING:** Continue ongoing training for staff on safe lifting practices.
2. **DESIGN STANDARD:** Replace existing trash cans with new standard trash receptacles made of steel, with a lid, and a side opening to remove garbage bags. (See Attachment A)
3. **MARKETING CAMPAIGN:** Launch a public education campaign on the benefits of “Pack it in, Pack it out” and promote with signage, website, social media, and support of Park Ambassadors. Create incentives for participation in program. (See Attachment B)
4. **INCREMENTAL APPROACH:** Limit the number of strategically placed trash receptacles in neighborhood parks, depending on park usage and amenities. Initial phase to reduce the number of trash cans in neighborhood parks by 50%.
5. **MULTI-USE PARKS:** Continue to provide trash receptacles as needed for special use parks where customers pay for rentals, such as, group picnic reservations and sports fields.
6. **DOG PARKS:** Discontinue the provision of dog waste bags and remove “Mutt Mitt” stations throughout the parks system. The District has already started doing this through messaging on social media (Facebook, Instagram, and the website). (See Attachment C)
7. **STAFFING AND SUPPLIES:** By reducing staff time spent on trash removal, and the associated costs, resources may be reallocated on other park improvements.(Attachment D)

Staff will evaluate and quantify results of plan with measurable objectives. Benefits associated with the reduction of trash receptacles and employing recommended trash management plans include: design standards, cost savings, leveraging staff resources, safety measures, and environmental stewardship with a “Pack it In – Pack it Out” campaign.

ATTACHMENTS:

- A. Recommended Design Standard for Trash Receptacles
- B. Draft Marketing Information
- C. Press Release on Discontinuation of “Mutt Mitts”
- D. Staff and Supplies Cost Estimates

TRASH RECEPTACLE DESIGNS

Newer tot lots (May Nissen, Pleasure Island) 32-40 gallon concrete receptacles:
 Cost estimate \$1,200 each; customizable to add logo



Why these work:

- Stationary
- Attractive
- Cohesive look

Why these don't work:

- Easy to damage; hard to repair
- Difficult to access
- Smaller, needs to be emptied more frequently

LARPD PARKS 55 gallon re-purposed oil drum, with and without lid;
 Cost estimate \$15 for re-purposed oil drum; \$58 for lid



Why these work:

- Easy to access in parks
- Moveable
- Resistant to vandalism and graffiti
- Inexpensive and easy to replace

Why these don't work:

- Unattractive
- Hard to lift out the trash from the top (but can be turned on its side or tilted)

Ad Hoc Committee Recommended Design Standard:
 Cost estimate \$500-\$1000 depending on size quantity purchased



- Steel, side opening, lid
- Attractive
- Resistant to vandalism and graffiti



Trash Talk

**Pack It
In...**

**...Pack
It Out**

DRAFT
5/7/2020

**Take everything you bring into the park home,
including your trash and recyclables!**

Did You Know?

- Efforts are being focused on keeping parks and trails safe, open, and accessible.
- Trash receptacles have a high "touch factor" and can be a health and safety hazard for staff and community members.
- LARPD has 114 garbage cans in our neighborhood parks that get emptied 2x per week or 11,856 cans emptied annually.
- Park staff removes over 3000 cubic feet of trash per month. That's 36,000 cubic feet annually - Enough garbage to fill an Olympic sized swimming pool!

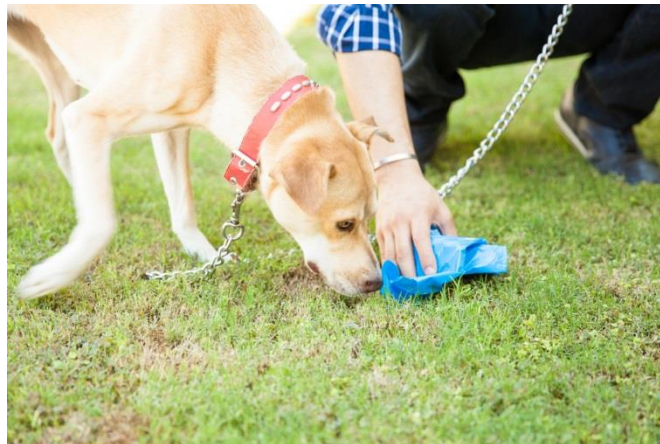
Mutt Mitt Social Media Post – April 2020

The Livermore Area Recreation and Park District has been able to supply free mutt mitts to pet owners utilizing our parks, dog parks, and trails for many years, however, this is a benefit that we will no longer be able to support. The COVID-19 situation has changed the way that many organizations are doing business and for us, this is just one of many changes and difficult decisions we have had to make in recent weeks. There are several reasons for this decision:

- The health and safety of our community is a top priority. These dispensers have a very high “touch factor” and are not sanitized which may increase the spread of germs.
- Due to the pandemic, we have reduced service levels in our parks and staff is working hard to provide essential services to the community.
- The District pays over \$75,000 annually between the cost of product and staff time to provide this free service to a small portion of the community. In a time when very difficult financial decisions are being made, we believe this money can be better utilized to support essential District services and programs.
- It can take up to 1000 years for a plastic mutt mitt to fully dissolve in a landfill. There is a large environmental impact associated with their use and we are doing our part to reduce our impact on the environment.

You may have noticed recent notifications on the mutt mitt dispensers informing you that the District will no longer re-fill the stations. Once our current supply of mutt mitts runs out, the dispensers will be removed from the parks. We know this is a big change and ask that you now supply your own mutt mitt, clean up after your pet, and dispose the waste in an appropriate receptacle. We recommend using biodegradable mutt mitts which can be purchased online or in stores.

We understand that some community members may be disappointed with this change, but we ask for your understanding as we work through these difficult and unprecedented times. Together we can get through this, and we appreciate your support as we navigate through the impacts COVID-19.





March 4, 2020

10:30am

4.4: Pounds of trash generated, per person, per day in the USA.

Let's Talk Trash

29: The number of times Americans visit their local parks annually.

| Clean Up Schedule | | Shifts Scheduled Just for Trash | |
|----------------------|--------|---------------------------------|----------|
| Fall/Winter | | | |
| Mondays | 6 Crew | 8 hour shift (full day) | 48 hours |
| Fridays | 4 Crew | 4 hour shift (1/2 day) | 16 hours |
| Weekly Totals | 10 | | 72 |
| Spring/Summer | | | |
| Mondays & ½ Tuesday | 6 Crew | 8 hour shift & 4 hour shift | 72 |
| Fridays | 6 crew | 8 hour shift | 48 |
| Weekly Totals | 10 | | 104 |

NOTE: Crews of 10, include 4 contractors who can't drive LARPD fleet vehicles.

*Holiday weekends require an additional ½ day for trash removal.

Costs:

| Item | Per Case | Cases per order | Cost per Order (w/ shipping) | Price Per Unit | Ordering Frequency |
|------------|----------|-----------------|------------------------------|----------------|--------------------|
| Can Liners | \$43.32 | 25 | \$1082.00 | \$0.87 | Monthly |
| Mutt Mitts | \$59.99 | 80 | \$5478.00 | \$0.80 | Every other month |

Recommendations for the number of 55 gallon trash receptacles at parks:

- High Use/Multi Use Parks (such as Big Trees, Ernie Rod., Independence, Max Baer, May Nissen)
Recommendation: 15-20 cans onsite
- Moderately Used Parks (such as Altamont Creek, Bruno, Christensen, Hagemann, Pleasure Island)
Recommendation: 10-15 cans onsite

NOTE: Park use constantly fluctuates based on seasons, weather, events and improvements.

Aesthetic Improvement Suggestions for Existing 55 Gallon Drums:

- "Spray-On" designs or LARPD logo
- Commission local kids and artists to paint cans-*excellent* Community Service Day project!



| COMMITTEES SINCE BOARD MEETING | | |
|---------------------------------------|--|---------------------------|
| OF APRIL 28, 2020 | | |
| *=Written Report | | |
| STANDING COMMITTEES | | |
| Date | Committee | Chair & Member |
| 5/7 | Facilities | Furst/Palajac |
| | Finance | Faltings/Pierpont |
| 5/12 | Intergovernmental-EBRPD/LARPD | Palajac/Pierpont |
| | Intergovernmental-LVJUSD/COL/LARPD | Palajac/Pierpont |
| 5/12 | Personnel | Wilson/Faltings |
| | Program | Furst/Wilson |
| AD HOC COMMITTEES | | |
| Date | Committee | Chair & Member |
| 5/5 | Ad Hoc Facilities re: Memorial & Commemorative Program | Pierpont/Wilson |
| | Ad Hoc Personnel | Palajac/Furst |
| COMMUNITY OUTREACH LIAISON | | |
| Date | Committee | Member |
| | Ala. Co. Special Districts Assn. | Faltings |
| 5/6 | Chamber of Commerce Business Alliance | Furst |
| | Community Gardens | Wilson |
| | ESS Parent Advisory Commission | Pierpont |
| | LARPD Foundation | Faltings/Furst |
| 5/6 | Livermore Cultural Arts Council | Wilson |
| | Livermore Downtown, Inc. | Palajac |
| | Ravenswood Progress League | Pierpont |
| | | |
| | | |
| | | |
| | | |
| | | ITEM NO. 6 |

LIVERMORE AREA RECREATION AND PARK DISTRICT

FACILITIES COMMITTEE

AGENDA (*Revised)

**THURSDAY, MAY 7, 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:

ZOOM WEBINAR:

Please click the link below to join the webinar:

<https://zoom.us/j/94560924774?pwd=WVpnbDBxeW1KWmdoci95U0ZML3BnZz09>

Password: Facilities

Or iPhone one-tap: US: +16699009128,,94560924774#

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

Dial (for higher quality, dial a number based on your current location):

Webinar ID: 945 6092 4774

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 January 23, 2020 and February 27, 2020
4. Park Hours of Operation and Recommended Amendments to Ordinance No. 8 Section 301 (Discussion and Direction)
5. *Trail Etiquette Signs (Discussion and Direction)
6. LARPD Aquatics in Light of USA Swimming (Discussion)

7. Trash Management in Park System (Information Only)
8. *Update on Mowing Schedule (Information Only)
9. Matters Initiated
10. Adjournment



LARPD / EBRPD LIAISON COMMITTEE

Tuesday, May 12, 2020 – 1:00 p.m.

Committee Members and Staff will attend via Teleconference

AGENDA

Committee and Staff Members will share information on recent activity and/or provide status updates on the following projects:

1. COVID-19 Update: Current Operations under the Shelter in Place Order (SIPO) (EBRPD/LARPD)
2. Reoperation of Parks and Programs Post SIPO (EBRPD/LARPD)
3. Update on Patterson Ranch Trail (LARPD)
4. Trash Management (LARPD)

Members of the public can attend the webinar meeting by clicking on the link below.

<https://zoom.us/j/91885569706>

Distribution:

Committee Members (EBRPD and LARPD)

Board Members (EBRPD and LARPD)

General Manager (EBRPD and LARPD)

Deputy General Manager (EBRPD)

AGMs, Clerk of the Board (EBRPD)

LIVERMORE AREA RECREATION AND PARK DISTRICT

PERSONNEL COMMITTEE

DRAFT AGENDA

TUESDAY, MAY 12, 2020

3:30 pm

NOTICE: Coronavirus COVID-19

In accordance with Governor Newsom's Executive Orders, 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:

Webinar ID: 965 4554 5880

Please click the link below to join the webinar:

<https://zoom.us/j/96545545880>

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

COMMITTEE CHAIR: WILSON

COMMITTEE MEMBER: FALTINGS

1. Call to Order
2. Public Comment
3. Planning Assumptions for FY 20-21 (Discussion & direction)
4. Personnel Statistics During the COVID-19 Shutdown (Discussion)
5. Matters Initiated
6. Adjournment