



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. Any citizen desiring to speak on any item not on the agenda may do so under Item 2 "Public Comment" when the Chair requests comments from the audience.

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 at least 72 hours in advance of the meeting.

AGENDA

REGULAR MEETING

WEDNESDAY, MARCH 11, 2020, 7:00 P.M.

**ROBERT LIVERMORE COMMUNITY CENTER
4444 EAST AVENUE, LIVERMORE, CALIFORNIA**

- 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 February 26, 2020
 - 3.2 Approval of the Minutes of the CIP Prioritization Workshop of November 13, 2019
 - 3.3 General Manager's Monthly Report – March 2020
 - 3.4 Resolution No. 2684, Deleting Certain Fixed Assets from District Inventory.

4. DISCUSSION AND ACTION ITEMS

4.1 CAPITAL IMPROVEMENT PLAN PRIORITIZATION

The Board will discuss and prioritize Capital Improvement Projects utilizing the District's new process and provide direction to Staff. (Discussion and Direction)

5. INFORMATIONAL ITEMS ONLY (No Action Required)

5.1 FY 2019-2020 MID-YEAR OPERATING BUDGET UPDATE

The Board will receive an update on the FY 2019-2020 Mid-Year Operating Budget. (Information Only)

6. COMMITTEE REPORTS

7. MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS

8. MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER

9. ADJOURNMENT



Livermore Area
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**LIVERMORE AREA RECREATION AND PARK DISTRICT
REGULAR MEETING of the BOARD OF DIRECTORS**

DRAFT MINUTES

WEDNESDAY, FEBRUARY 26, 2020

7:00 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: Patricia Lord, Jeffrey Schneider, Stacey Kenison, Linda VanBuskirk, Monica Streeter

1. **CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE:**
Chair Palajac called the meeting to order at 7:02 p.m. All Directors were present. Chair Palajac led the Pledge of Allegiance.
2. **PUBLIC COMMENT:** Mr. Mike Ralph, on behalf of Livermore Bike Park, addressed the Board with a status update on efforts to raise funds for the Livermore Bike Park project. He presented information on two upcoming events:
 - The public is invited to attend the Bike Pump Track Public Outreach Meeting with American Ramp Co., on Saturday, March 7, 2020 at 10:00 a.m. at the Sunken Gardens Park located at 3800 Pacific Avenue, Livermore. Call 925-373-5700 or visit LARPD.org for more information.
 - On March 9, 2020 between 6-9 p.m. they will be hosting a fundraiser/film premier night at the Shadow Puppet Brewing Company, 4771 Arroyo Vista in Livermore to raise money and awareness, with funds going to the LARPD Foundation. The documentary film “30 Bikes – The Story of Homestead Bicycles” will be featured. Director Alden Olmsted will be there to answer questions after the viewing, with a raffle to follow. The goal is to add a bike repair/skateboard repair station at Sunken Gardens with a permanent pump. For tickets, please see the Facebook page “Livermore Bike Park” for more information.

3. PROCLAMATION AND PRESENTATION

Chair Palajac announced the District's Proclamation in Support of Census 2020.

4. CONSENT ITEMS (Motion)

4.1 Approval of the Minutes of the Regular Board Meeting of January 29, 2020.

Director Wilson moved to approve the Consent Agenda, and Director Furst seconded the motion. The Consent Agenda was approved by the following voice vote:

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

5. DISCUSSION AND ACTION ITEMS

5.1 APPOINTMENT TO PERSONNEL COMMISSION

Administrative Services Manager Jeffrey Schneider gave a brief verbal report. He stated that Commissioner Paul Lynd's term expired and he decided not to seek re-appointment. Ms. Sheryl Goodman applied to the position, and was interviewed by the Personnel Committee on February 11, 2020. The Personnel Committee and Staff recommend that the Board appoint Ms. Goodman to the Personnel Commission for the remainder of the January 2020-January 2024 term.

There was no public comment.

Moved by Director Faltings, seconded by Director Wilson, adopted Resolution No. 2682, appointing Sheryl Goodman to the Personnel Commission for the 2020-2024 term, by the following roll call vote:

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

5.2 CALIFORNIA SPECIAL DISTRICTS ASSOCIATION BOARD OF DIRECTORS CALL FOR NOMINATIONS – BAY AREA NETWORK, SEAT C

Chair Palajac stated the Board would consider whether to nominate a fellow LARPD Board Member or the General Manager for election to the California Special Districts Association (CSDA) Board of Directors – Bay Area Network, Seat C. She asked the Board if anyone would like to self-nominate or to nominate someone else.

There was no public comment.

There was no interest expressed in running for the CSDA Board seat. No Board action was taken.

5.3 RODEO STADIUM INFRASTRUCTURE IMPROVEMENTS

ASM Schneider reported that the funding source for the Rodeo Stadium Infrastructure Improvements project will be adjusted relative to what had been previously identified, i.e. AB 1600 funds (developer fees). This is a deferred maintenance item, and is more appropriately funded through the General Fund. A cash flow forecast will be presented to the Board at the upcoming Budget Workshop on March 11. Staff recommends that the Board authorize the General Manager to go out to bid for the construction of the Rodeo Stadium Infrastructure Improvements project.

Director questions/comments included: How much higher than the \$283,450 will the costs be? *[ASM Schneider stated an increase in the soft costs estimate for this project is roughly \$340,000 which reflects the Engineer's Estimate from August as well as detailed conversations with the design engineering firm O'Dell.]* Why has the cost increased by approximately \$60,000? *[ASM Schneider explained that \$13,000 is associated with an updated view of construction costs from O'Dell Engineering, plus an understatement of soft costs associated with the original project budget done 1.5 years ago.]*

There was no public comment

Director Faltings moved to authorize the General Manager to go out to bid for the construction of Rodeo Stadium Infrastructure Improvements, seconded by Director Wilson. The motion carried unanimously.

5.4 PUBLIC HEARING: REVISIONS TO MEMORIAL AND COMMEMORATIVE POLICY

Chair Palajac pulled Item 5.4 from the Agenda.

5.5 BOARD LETTER IN OPPOSITION TO ASSEMBLY BILL 2093

AGM Lord presented a letter opposing Assembly Bill 2093 which will require all public agencies to maintain all transmitted emails related to agency business for at least two years. The letter has been recommended by the California Special Districts Association. Staff also recommends support for submitting an opposition letter.

Director questions/comments included: How many emails does the District receive monthly, annually; what would be the load on the District if the bill went through? What is the District's storage capacity? CSDA Legislative Committee suggested the contents as drafted. The sentence in the third line of the letter must be corrected. LARPD receives and generates a large quantity of emails.

Moved by Director Wilson, seconded by Director Pierpont, adopted Resolution No. 2683, authorizing the Board Chair to sign a letter, with revision, on behalf of

the Board of Directors of the Livermore Area Recreation and Park District to Assemblymember Gloria's Legislative Staff, by the following roll call vote:

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

6. COMMITTEE REPORTS

- a) Director Faltings reported on the February 18, 2020 LARPD Foundation meeting. Topics discussed included the Memorial and Commemorative Program; finalizing its Mission Statement and a Visions and Values Statement plus goals and strategies; a signature event fundraiser for the Foundation; applying for grants – they'd like a wish list from the District for which the Foundation may begin raising funds for.
 - Please have Staff provide the Foundation with a list of grants that LARPD receives/applies for plus a wish list.
- b) Director Furst reported on his attendance at the February 20, 2020 Intergovernmental Liaison Committee meeting. He attended as an alternate for Chair Palajac.
- c) Director Furst reported on the February 20, 2020 Program Committee meeting. Minutes were included in the Board agenda packet.
- d) Vice Chair Pierpont also attended the February 20, 2020 Intergovernmental Liaison Committee meeting. He was enthusiastic about the updates presented on trail connectivity.
- e) Vice Chair Pierpont reported on the February 5, 2020 Chamber of Commerce Business Alliance meeting, which he attended on behalf of Director Furst. AGM Lord gave a presentation about LARPD at the meeting. He commended her for doing a good job.
- f) Vice Chair Pierpont reported on the February 18, 2020 Extended Student Services/Parent Advisory Committee meeting at Smith Elementary School. He commended Youth Services Supervisor Nancy Blair for conducting a very engaging meeting with the parents and site coordinators.
- g) Director Wilson reported on the February 5, 2020 Livermore Cultural Arts Council meeting.
- h) Director Wilson reported on the February 18, 2020 Livermore Downtown, Inc. meeting. She attended as an alternate for Chair Palajac. She stated that Livermore Downtown, Inc. is interested in moving into the lower level of the Carnegie Building. Director Furst added that the move is contingent upon approval by either the Facilities Committee and/or the Board. If approved, then it could move forward. AGM Lord added that this item has been agendaized for the Facilities Committee meeting on February 27, 2020 at 2:30 p.m.

7. MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS

- a) Director Furst reiterated that the potential move of Livermore Downtown, Inc. to the Carnegie Building has been placed on the agenda for the Facilities Committee on February 27, 2020.
- b) Director Furst asked for the revision to the Safe Parking Program regarding location be brought before the Facilities Committee, then to the full Board for approval.

- c) Director Furst spoke regarding the Coronavirus. He stated the Board and District needs to be proactive. Under what conditions would we close the RLCC? Under what conditions would we close our swimming pools? Under what conditions would we close our Rangers' programs? He stressed that coordination with the Alameda County Public Health Department and the Livermore Valley Unified School District should be proactive and should take place soon.
- d) Director Furst asked if staff would look into applying to the CARPD organization for an award for the May Nissen Park (or the Four Parks Playground projects as a whole) to receive recognition for the very beautiful changes LARPD has made to a number of tot lots.

8. MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER

AGM Lord made the following announcements:

- a) LARPD is being honored at California Parks and Recreation Society (CPRS) 3 on February 27th for an award in "Outstanding Park" for the design of the May Nissen Park. Both Chair Jan Palajac and Director David Furst will be attending the luncheon.
- b) LARPD will be hosting a wonderful, engaging family event on Friday, February 28th here at the Robert Livermore Community Center from 6:30-7:30 p.m. called "Fur, Tails, and Scales Animal Show". Tickets are \$8 per person pre-sale, or \$12 at the door.
- c) The Bike Pump Track Public Outreach Meeting will be on Saturday, March 7th at 10:00 a.m. at Sunken Gardens Park, 3800 Pacific Avenue, Livermore. All are invited.

9. ADJOURNMENT: The meeting was adjourned at 7:40 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
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LIVERMORE AREA RECREATION AND PARK DISTRICT
SPECIAL MEETING of the BOARD OF DIRECTORS
CIP PRIORITIZATION WORKSHOP

DRAFT MINUTES

WEDNESDAY, NOVEMBER 13, 2019

5:00 P.M.

ROBERT LIVERMORE COMMUNITY CENTER
4444 EAST AVENUE, LIVERMORE, CALIFORNIA

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

DIRECTORS ABSENT: None

STAFF MEMBERS PRESENT: Mathew Fuzie, Bruce Aizawa, Fred Haldeman, Alexandra
Ikeda, Sandra Kaya, Stacey Kenison, Jill Kirk, Patricia
Lord, Patrick Lucky, Michelle Newbould, Frankie Rosa,
Jeffrey Schneider, Vicki Wiedenfeld, Linda VanBuskirk

- 1. CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE:**
Chair Furst called the meeting to order at 5:06 p.m. All Directors were present. Chair Furst led the Pledge of Allegiance.
- 2. APPROVAL OF THE MINUTES OF THE CIP PRIORITIZATION WORKSHOP of September 11, 2019:**
Moved by Director Faltings, seconded by Director Palajac, approved the Minutes of the CIP Prioritization Workshop of September 11, 2019 by unanimous vote.
- 3. CIP PRIORITIZATION PROCESS:**
Chair Furst stated the Board of Directors and General Manager would hold a roundtable discussion about the CIP process from concept to conclusion. Additionally, the Board of Directors would receive updates on current and future funding sources.

GM Fuzie distributed two flowcharts to guide the conversation:
 - Major Capital Improvement Project Flow Chart
 - Minor Capital Improvement Project – Under (250K) Flow Chart

Action Items:

- Project concept submittal can be done at any time.
- CIP Workshops to be held twice a year to discuss concepts and the Board would prioritize those concepts.
- Consensus is that a \$250K threshold is good, although not written in stone. It may be either lowered or raised as needed.
- Committees will be key to reviewing the various projects and built-in decision points. Then to the full Board for approval as needed.
- The Board expressed willingness to move forward with adopting this change in process.
- Next CIP workshop to be in late January/February.
- Work through the CIP Priority A, B and unfunded lists, put those into a format that is concept and include staff recommendations, which the Board can then prioritize.
- Board members would like to receive that information in advance of any workshop or meeting in order to have enough time to review and digest the information and weigh in on the unfunded items.
- Provide Board with the list as it exists today with Staff comments.

ASM Schneider distributed a packet of financial documents for discussion:

- Cash Flow Projections – General Fund and AB 1600 through June 2023
- Reserves (excluding CIP-Specific Funds) – current amounts
- CIP Results for FY 19-20 vs Budget (as of November 13, 2019)

Action Items:

- Add Sunset Park back into the list on the Cash Flow Projections page.
- Watch for Springtown development to be placed on a City Council agenda because that will affect the building of Trail T6.
- Investment management: May want to look into banking RFPs.
- Bring topic of a reserve policy change to the Finance Committee
- Find out if Assemblymember Bauer-Kahan can provide funding for LARPD parks, as she did for the cities of Dublin and Lafayette. Brainstorm at Facilities Committee with Staff. What might we ask for?
- 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 to utilize the process, take the prioritization list as it exists today and marry it to the concept process. Staff to present recommendations on those concept projects.

4. ADJOURNMENT: The meeting was adjourned at 6:36 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
MARCH 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: March is the last quiet month before we begin our busy season with new hires and Spring/Summer programming. We completed several new full-time employee hires in the last month. We will have a new Volunteer Coordinator and three new full-time rangers in our Open Space. The staff in Open Space will consist of two Field Supervising Rangers, four Full-time Rangers and two Part-Time Rangers as well as a part time interpreter. All of these employees will be moving into our new office at the Wetmore entrance. Open Space is now part of Community Services and will renew our commitment to outreach programs. In February, I attended the Public Agency Risk Manager Association Conference in Monterey. This was a great conference with very good sessions and excellent speakers. This conference would be good for employee knowledge development related to risk management. I will be looking to send a manager to the conference next year. I continue my role with California Association for Park & Recreation Indemnity and will be part of a panel at the California Association of Recreation and Park Districts' conference in May. The panel will discuss the differences between the various types of governmental entities and special districts and how they operate. I look forward to our Budget Workshop and Capital Improvement Plan Prioritization on March 11th.

BOARD OF DIRECTORS:

Matters Initiated:

February 12, 2020 Board Meeting – Cancelled.

February 26, 2020 Board Meeting –

- **Please bring the potential move of Livermore Downtown, Inc. into the Carnegie Building to the Facilities Committee. [Furst]** – *This item was presented to the Facilities Committee at its February 27, 2020 meeting.*
- **Please bring the Safe Parking Program back to Facilities Committee to discuss any potential site moves. [Furst]** – *Board Resolution No. 2677 regarding the MOU for the Safe Parking program was provided to the Board, and authorizes the General Manager to negotiate and execute the MOU with the City of Livermore for the City of Livermore Safe Parking Program.*
- **Regarding the coronavirus, the Board and District needs to be proactive. Under what conditions would we close the RLCC? Under what conditions would we close our**

swimming pools? Under what conditions would we close our Rangers' programs? This needs to go to a committee. [Furst] – We will be working with the City and the School District for consistency as we always do and will be taking some proactive steps in our facilities to maximize safety and reduce the potential to be a source of spread.

- **Please look into applying for the California Association of Recreation and Park District (CARPD) Awards of Distinction for either the May Nissen Park or the entire Four Parks Playgrounds together for the renovations made to these tot lots. [Furst] – This item has been assigned to staff.**

Board Members attended one regular board meeting, five committee meetings, and three community outreach/liaison meetings in February. Board members also attended an LARPD Foundation meeting, an Extended Student Services/Parent Advisory Committee meeting, a retirement reception for Las Positas College's interim president, Roanna Bennie, and an Awards Banquet at the California Park & Recreation Society (CPRS) District 3 to accept an award for "Outstanding Park" for May Nissen Park.

Board actions for the month included: Appointed Sheryl Goodman to the Personnel Commission; authorized the General Manager to go out to bid for the construction of Rodeo Stadium Infrastructure Improvements; approved a letter in opposition to Assembly Bill 2093.

ADMINISTRATIVE SERVICES - FINANCE/HUMAN RESOURCES/INFORMATION TECHNOLOGY:

Finance:

1. The team's focus has been on the FY19-20 Mid-Year Operating Budget update, and a proposal was distributed to the Finance Committee on February 27, 2020, for review at the March 2, 2020 Committee meeting and in anticipation of the March 11, 2020 Board budget workshop.
2. Operating financial results by unit and at the District-consolidated level through the seventh month of FY19-20 (January) were distributed to the Finance Committee on February 27, 2020. Bottom line: the District is \$720k favorable vs budget through January, with operating expenses, primarily salaries and benefits, below plan and property taxes above plan. The under-runs that we've seen in revenues from operations are, as expected, lessening significantly as ESS enrollments have grown and the Recreation team continues to offset reductions in revenue as a result of the impact of AB5 on external contract classes.

Human Resources and Payroll:

1. HR facilitated the second day of its three full-day supervisor development sessions on February 25, 2020. 18 staff members participated (all supervisory and managerial staff) and, as was the case with the first session, HR received positive feedback.
2. Personnel Commission: on February 11, 2020, the Personnel Committee interviewed the single candidate for the vacant 5th spot on the Commission and recommended the approval of her candidacy to the Board. On February 26, 2020, the Board approved the addition of Sheryl Goodman to the Commission and she will begin serving a four year term in March.

3. The HR team made several presentations to District staff to complete its roll-out the “Nurse Triage” program through CareWorks, an important development that will help the District to more effectively manage workplace injuries.
4. Recruiting efforts continued to be a focus: the Marketing Communications Specialist started work on February 11, 2020, while offers were made to, and accepted by, three candidates for full-time Ranger roles who will begin work in early March. Additionally, an offer was accepted for the Volunteer Coordinator, a part-time benefited role, and the candidate will begin work in March.

Information Technology:

February was a busy month for IT. Work began on the replacement of an aging firewall infrastructure, and a new cloud-based email platform was introduced that will provide enhanced SPAM filtering, among other things. Work also began to migrate the Great Plains accounting system to the All Covered cloud and upgrading it to a version that is currently supported. Mobile devices and plans will soon be upgraded. In February, staff tested the FirstNet network from AT&T that is used only by first responders and related service providers (like LARPD). The District will be able to utilize fast and reliable coverage for a modest price (\$40 per month for unlimited text, voice, and data, and new smartphones will cost ~\$50). More to come in March.

COMMUNITY SERVICES:

Preschool: Preschool activities focused on kindness, heart health and dental care. LARPD Rangers began presenting “Creepy Crawlies” lessons to all of our classes. Our Preschoolers were delighted to meet the creatures and listen to the presentation given by Ranger Heather.

We opened registration for LARPD’s 2020-21 Preschool program which starts in September. We processed 126 registrations. We are preparing for Preschool Summer Camp which will be held at Jane Addams and Little House.

Youth Services: February has been an action packed month for both programs. We have been busy hosting parent night events at most of the sites where the kids and parent come together to make Valentine cards.

PAL is busy preparing and planning all of the activities for their annual kids night out on March 13th. This is an especially fun event that happens after hours and the kids from all four PAL programs create teams to challenge each other throughout the event.

Staff is gearing up for their First Aid/CPR training on February 27th followed by water safety training in May.

The Morale committee just finished their Valentine gram’s event for staff to participate in. Each staff person can fill out a special valentine and give it to other coworkers along with a special candy treat. This is always a great teambuilding event for staff.

Community Outreach

Senior Services: February’s Live + Learn Presentation focused on “How To Use Your Smartphone Like A Pro” which attracted 40 seniors plus a waitlist. We’ll be working with the presenter on scheduling future classes. Other activities included a Valentine’s Dance on February 13 which

featured live music from Livermore locals, Bob Olness and Bev Faure, and a partnership with Vineyards Healthcare and Elegance Assisted Living in Dublin to provide the dessert bar. Senior staff also hosted two Historic Neighborhood Walks led by the Livermore Heritage Guild's Richard Finn where he shared some of Livermore's rich history for over 40 seniors. On February 19, Kathy Lake drove diners to the Dublin Senior Center for the Open Heart Kitchen listening session to give feedback on the Senior Lunch program. Lastly, on February 20, the Senior Services team volunteered to serve lunch at the Good Thyme Café which was a wonderful way to interact with our community.

Senior Trips: February began with a pop-up trip up highway 680 to the Blackhawk Museum featuring the new "Into China" exhibit. On February 15, the seniors took a bus to San Francisco for the very popular SF Movie Tour where they saw over 75 movie locations which were paired with clips of the movies shown on the bus. The month ended with an overnight trip on the Blossom Trail celebrating Fresno County's agricultural heritage. We're currently recruiting a part-time van driver to help grow our program. Details available at www.larpd.org/jobs.

Community Outreach / Safe Parking: The Safe Parking partners met on Thursday, February 20 to discuss updates to the program and receive feedback from the participants. There will be a change to the LARPD site location beginning March 1. The Unitarian Universalist Church has joined the program as a partner. There are currently 14 participants signed up for the program with 9 regular users. The City of Livermore will be reconvening their Sub-Committee on Homelessness on March 11 to discuss medium-term solutions to homelessness in Livermore.

Patterson Ranch Trail Project with V-O-CAL: V-O-CAL held a Crew Leader Training on Saturday, February 15 at Sycamore Grove Park. Project Leads along with Ranger Eric flagged the trail, mapped out the schedule and finalized trail work details. Two work days are scheduled for Saturday, March 14 and Saturday, March 28 to prepare the trail. The main trail building weekend will be held on Friday, May 1 – Sunday May 3 in conjunction with Livermore's Community Service Day. To sign up to volunteer, please visit www.larpd.org/volunteer.

Open Space:

February has been a very busy month. We are in the hiring process of three new Full Time Rangers who will begin in the middle of March. We have furnished the Ranger office at the Wetmore entrance. The internet and phones should be completed the second week of March and we will be ready to move in. Facilities Maintenance staff built a beautiful public counter area that will also display some of the great things that the Rangers do. The Rangers and Facilities Maintenance staff have been working hard in the cleaning out of the Ledford house, and reorganizing storage and space at the Cross House.

Rangers patrolled open space and regional trails. Open Space volunteers worked many hours assisting staff on maintenance on the native gardens, performing visitor services at the Wetmore entrance, and helping with the Ranger's interpretive programs. We participated in the Science Odyssey Fair that is put on by the Livermore Valley Joint Unified School District. Staff was interviewed by Save Mount Diablo representative about Brushy Peak history.

RECREATION:

Aquatics: The Robert Livermore Aquatics Center is open for Lap Swim Monday through Friday from 6:00am-1:30pm, Saturdays from 8:00am-11:00am, and Mondays and Wednesdays from 5:30pm-8:30pm. Water Exercise is open Monday through Friday from 9:00am-9:55am, Saturdays

from 8:15am-9:10am, Mondays / Wednesdays / Fridays from 7:30am-8:25am, and Mondays and Wednesdays from 5:30pm – 6:30pm. The monthly pool schedule is posted on the aquatics web page to ensure we are communicating to our program participants.

Equestrian Center: Our main priority is to ensure the safety and security of our program participants and their animals. We have received numerous complaints of horses' feet slipping which is a huge safety concern and we are taking this very seriously. Recreation staff is currently working with an outside reputable and well know consultant within the equestrian community, and has confirmed that the both arenas are unsafe and should be closed until the proper maintenance is conducted. Once we receive a full evaluation and cost estimate on the project, we will present our plan to the General Manager and Board of Directors. Until we are able to conduct the appropriate work that is needed for this facility, both the upper and covered arenas will be closed. The website has been updated, and staff has notified the Rodeo Association about the closure.

Facility Operations: The facility operations team is conducting monthly inventory of all custodial supplies to better understand what is being purchased and why. These supplies are being utilized and distributed District-wide, including park restrooms. We are evaluating our year-round custodial contract and determining the needs to support our staff and ensure we are providing clean facilities to our community.

Facility Rentals: This month has been a busy month for our facility rentals team. We had 34 rentals District-wide serving 3,021 guests. Our facility rental insurance requirements have been updated to ensure we are meeting industry standards. Renters will be required to have a higher damage to property limit, and staff is currently working with our year round customers to meet these new updates. Our Facility Rules and Regulations have been updated to ensure we are receiving all required documents, insurance and final payments 60 days prior to the facility rental date. This will help staff ensure we have what is needed from our renters prior to their facility rental.

Front Counter Operations: The Front Counter staff continues to be the face of the District, providing excellent customer services District-wide. Staff worked a total of 642 hours this month providing in-person, over the phone, and online support and services. There were 71 total classes held this month within District facilities. There were a total of 337 in person and over the phone transactions, and 165 online transactions completed for this month. Staff continues to support other divisions with the Recreation Department by making facility rental packets, checking recreation class enrollment, and reviewing the activity guide to ensure class program dates match our Active registration system.

May Nissen Pool Project: The May Nissen Pool Project started on February 18th. Both pools were drained to split the pools filtration systems; the main pool's expansion joint was resealed. The new heater has been installed, and the pool pumps and piping are currently going in. We are expected to complete this project by May 2020.

Robert Livermore Baseball Field Project: Staff received a project estimate in January 2020 which exceeded the original budget amount of \$600K. Although we thought this was a simple project of adding two baseball fields, we have uncovered some grading, drainage, and irrigation challenges, as well as determined that we are required to obtain certain permits due to the size of the park and project. Staff is currently working with the consultant to attempt to get this project back on track. The consultant completed the irrigation assessment to determine if irrigation needs to be a part of this project. It is our goal to provide a project estimate that the District is comfortable with to complete this project as we understand the benefit it brings to the community. At this time, the project has been put on hold until we can determine the actual cost of the project as it exceeds the original budgeted amount of \$600K.

Max Baer Outfield Baseball Field: The Max Baer baseball field project started on Friday, February 21st. Our Parks team capped all irrigation sprinkler heads on Thursday, February 20th. This project includes

removing the original outfield turf, adding new dirt and laser leveling the outfield, and adding new turf. The removal was completed on Friday, February 21st, and laser leveling the outfield started on Monday, February 24th. This project is expected to be completed by April 2020 in preparation of the upcoming Little League World Series events this summer 2020.

MARKETING AND PUBLIC INFORMATION:

Our new Marketing and Communications Specialist, Megan O'Connor, started her work with LARPD. She comes to us with marketing and event experience from Stanford Hospital and Bass Pro Shops. We are very happy to have her join our team. The Summer 2020 Activity Guide production was completed offering numerous classes, trips, programs, and camps to keep participants of all ages busy this summer. The guide will be available to the public mid-March.

Staff is working with the City of Livermore and LVJUSD on public information regarding the coronavirus, and the importance of everyone "getting counted" with the 2020 Census as the March 12 start date approaches.

Special Events: The annual Daddy Daughter Dance took place on Friday, February 8 and served 301 participants with an evening of music, dancing, and fun. A balloon drop with 600 balloons ended the evening with excitement and smiles. On Friday, February 28 hosted a sold-out event, the Fur, Tails, and Scales animal show.

UPCOMING EVENTS –

- March 28 - Breakfast with the Bunny – All ages
- April 18 – Spring Splash – All ages
- April 19-25 – "Livermore Counts" Census Week
- May 2 – Community Service Day – Collaborative event with City of Livermore and LVJUSD
- May 3 – Ravenswood Tea
- June 14 – Livermore Rodeo Parade

PARK MAINTENANCE:

With the intense windstorm on February 9, the Parks Maintenance team was especially busy keeping our parks and trails clean and safe from the trees made unstable by the high winds. A total of 12 trees fell throughout the district in addition to numerous large branches which broke or dropped from trees creating unsafe conditions and lots of debris. Crews worked to remove the debris and close off unsafe areas in addition to their regular maintenance, improvement, mowing and irrigation responsibilities.

Clean Up Teams Parks & Trails Clean-up:

Graffiti and Vandalism Clean Up and Repair	Total Volunteer Hours for Graffiti Removal
5.25 hours	None Reported for February

Repairs:

Irrigation	Totals	Landscape Maintenance	Totals
Sprinkler Repairs	59	Gallons of Mix Sprayed	483

Irrigation Valve Repairs	4	Gopher Treatments	9
Irrigation Controllers Repaired	3	Sports Fields Aerated and Fertilized	11
Valve Box Repairs	1	Park Signs Replaced	10
Drinking Fountain Repairs	11	Memorial Tree Plantings	1
Mainline Repairs	1	Sidewalk Repair	1 @ Max Baer
Lateral Line Repairs	2		

Mechanic’s Report:

It was busy in the LARPD Mechanics’ shop in February. Our accomplished mechanics serviced a number of vehicles and equipment, keeping our machines in tip top operating condition. The mechanics successfully managed the GPS implementation in addition to maintaining the shop, managing calls and walk-ins and participating in various meetings.

Service and Repairs:	Mowers and Tractors:	Small Equipment:
9 vehicles	7	4

Staff:

Parks Maintenance Division currently has four temporary contractors supporting our existing crew. Three of our four contractors have been on board since Summer, 2019. They have a near perfect attendance record!

Contracted Landscape Maintenance is ongoing 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	

February, 2020 Living Arroyos Program:

Living Arroyos had an amazing February filled with successful volunteer events and habitat rehabilitation. Here are some statistics:

Volunteer Events: 3	Plants Propagated from Seed: 80	Gallons of Water Used: 10,500
Volunteers: 106	Acorns Planted: 180	Gallons of Trash Removed: 20
	Native Trees & Shrubs Planted: 176	

AGREEMENTS AND SPECIAL PROJECTS:

CAPITAL PROJECTS:

1. Sunset Park Playground: GoodLand Construction, Inc. was awarded the contract for the construction of Sunset Park Playground and construction is underway with the project is being managed by O’Dell Engineering. An unanticipated shallow utility line was found during demolition which needs to be relocated; coordination with Pacific Gas & Electricity is underway to relocate the utility line. Construction is proceeding on schedule.

2. Extended Student Services (ESS) Building Upgrades: A review of four ESS sites was conducted by Teter Engineering/Architects, aimed at having the improvements implemented in the summer of 2020. ESS buildings at Michell School need to be replaced with the school bond improvements ongoing at the school. Staff is working with LVJUSD on design and cost estimates. The Board approved the setting aside of \$1.5M for this project which will have the anticipated benefit of increasing capacity at the site.
3. Asset Management High Priority Projects: Staff is continuing to work on the District Asset Management Plan by repairing or replacing items identified as high priority in the Priority A CIP budget:

Rodeo Stadium Infrastructure Improvements: Project documents have been finalized. Since time has passed since this project was originally budgeted by the Board, the revised construction costs, soft costs and contingency are higher than the amounts originally budgeted in FY 2017-18 and had to go back to the Board for discussion and approval per our new CIP Process. On the February 26th Board Meeting, the Board authorized the General Manager to put the project out to bid.

May Nissen Pool Renovation: The projected start on February 18th and is expected to be completed by May 2020 to be compliant with Alameda County of splitting the two pool systems. Both pools were drained on Friday, February 21st to fix the main pool expansion joint and to reroute the pool filtration systems; the heater has been installed, and the contractor will be updating the electrical panel. The pool pumps and filters will be installed within the next couple of weeks.

Energy Efficiency Measures: Work is completed. The District received \$1.6 Million in 0% interest financing from Pacific Gas and Electric and will discuss the appropriate use of the funds in budget development.

4. Solar Project at RLCC: This project entails installation of solar panels atop a carport to be built in a portion of the Loyola parking lot. Staff is in the final stages of completing the Purchasing Power Agreement (PPA) that will establish prices for energy produced by the solar panels for the next 25 years. The sub-lease with the contractor is almost complete and the extension of LARPD's lease with the City for the RLCC property itself will coincide with the duration of the PPA. An "interconnect agreement" between our solar provider and PG&E will be required that will allow the District to receive a reduction in our solar energy bills.
5. Barn Renovations: Page & Turnbull consultants conducted a feasibility study and conceptual plan with structural engineers and architects with a priority on improved accessibility; they have identified accessibility concerns as well as minor structural concerns. Page & Turnbull consultants have provided preliminary cost estimates to address these compliance issues. Options for future consideration of the Barn will be discussed during CIP budget prioritization process. This project is on hold.
6. Robert Livermore Baseball Fields Expansion: The preliminary design plans and project scope estimate have been submitted to staff in January, which exceeded the approved budget of \$600K. Staff is currently working with the consultant to rework the project scope and design plans to get the project estimate within the approved budget.

7. Shade Structures: The next sites to receive shade structures are as follows: Cayetano Dog Park (1), El Padro Park play structure (1), Summit Park play structure (2), Marlin Pound play structure (1)
8. Bill Clark Park: Project concept proposal is being reviewed and completed by staff.

TRAILS:

1. Patterson Ranch Trail: The Board approved the Recreational Trail Use License Agreement between LARPD and Zone 7 Water Agency in September 2019. Naming of the trail “Patterson Ranch Trail” was authorized by LARPD Board of Directors at their Board of Directors meeting held on January 29, 2020. V-O-Cal held a crew training on February 15.
2. Arroyo Las Positas Trail T-6: LARPD staff is working with City of Livermore on the feasibility of the trail being built as part of a proposed development, and through an easement agreement with the Catholic Diocese of Oakland. On November 14, 2018, the Board Adopted Resolution No. 2648 authorizing the Board Chair to sign a letter on behalf of the Board of Directors of LARPD to City of Livermore in support of the Trail 6 connection process. On July 19, LARPD and City Staff, with Chair Furst and Director Palajac, conducted a site visit to the proposed Arroyo Las Positas Trail T-6 area, along with a visit to other trail segments identified in the FY 2019-22 Capital Improvement Plan with the City of Livermore. Look for this item as part of the City’s planning and development processes in the coming months.

Respectfully submitted,

Mathew Fuzie
General Manager

Livermore Area Recreation and Park District

Staff Report

TO: Chair Palajac and Board of Directors

FROM: Jeff Schneider, Administrative Services Manager

PREPARED BY: Marilyn Youngman, Accounting Assistant

DATE: March 11, 2020

SUBJECT: Consent Item - Board Resolution Deleting Certain Fixed Assets

COMMITTEE: On March 2, 2020, the Finance Committee Recommended Approval

RECOMMENDATION: That the Board of Directors adopt Resolution _____ to delete certain fixed assets, documented herein, from District inventory.

BACKGROUND: Periodically, staff reviews the District's capital equipment inventory to confirm that it is in good operating condition. In cases where equipment is beyond economic repair, staff will recommend that the Board approve disposing of such assets per Board Policy No. FIN-98-52798 (Deaccession Policy, attached).

In this case, and in line with the Board's July 10, 2019 approval of the District's proposed fleet management program with Enterprise Fleet Management (EFM), the District is recommending the disposal of 20 vehicles that have been replaced by new, leased vehicles based on the agreed-upon terms of the District's EFM agreement.

The District proposes to delete these vehicles from inventory and to utilize EFM's resources to sell them at a cost of \$500 per vehicle (the District will realize the net proceeds from these sales).

<u>Vehicle/Equipment</u>	<u>Date Purchased</u>	<u>Original Cost</u>	<u>Net Book Value</u>	<u>Reason</u>	<u>Out of Service Date</u>	<u>Disposition</u>
2000 Ford Taurus Wagon V093	03/1/2000	\$17,719.54	\$0.00	Age/Condition; Replaced by Leased Vehicle	12/01/2019	To be sold by EFM
Reman 3.0L Engine for V093	09/15/2015	\$6139.62	\$0.00	Age/Condition; Replaced by Leased Vehicle	12/01/2019	To be sold by EFM
2000 Chevrolet C-2500 Ext. Cab V095	06/22/2000	\$20,857.57	\$0.00	Age/Condition; Replaced by Leased Vehicle	12/01/2019	To be sold by EFM
2000 Chevrolet C-2500 Ext. Cab V096	07/06/2000	\$21,284.45	\$0.00	Age/Condition; Replaced by Leased Vehicle	12/01/2019	To be sold by EFM
2001 Chevrolet Silverado V003	01/03/2002	\$27,053.61	\$0.00	Age/Condition; Replaced by Leased Vehicle	12/01/2019	To be sold by EFM

<u>Vehicle/Equipment</u>	<u>Date Purchased</u>	<u>Original Cost</u>	<u>Net Book Value</u>	<u>Reason</u>	<u>Out of Service Date</u>	<u>Disposition</u>
2002 Dodge Ram 3500 V004	06/25/2002	\$24,057.93	\$0.00	Age/Condition; Replaced by Leased Vehicle	Pending	To be sold by EFM
2003 Chevrolet S10 Ext. Cab V008	05/07/2003	\$13,664.73	\$0.00	Age/Condition; Replaced by Leased Vehicle	12/01/2019	To be sold by EFM
2003 Ford Bi-Fuel F150 Ext-Cab V010	08/01/2003	\$22,934.06	\$0.00	Age/Condition; Replaced by Leased Vehicle	10/07/2019	To be sold by EFM
2003 Ford Bi-Fuel F150 Ext. Cab V011	08/01/2003	\$22,934.06	\$0.00	Age/Condition; Replaced by Leased Vehicle	12/01/2019	To be sold by EFM
2007 Ford F250 4x2 SUPERCAB V013	11/13/2006	\$25,560.53	\$0.00	Age/Condition; Replaced by Leased Vehicle	12/01/2019	To be sold by EFM
2007 Ford F250 4x2 SUPERCAB V014	11/13/2006	\$25,560.53	\$0.00	Age/Condition; Replaced by Leased Vehicle	12/01/2019	To be sold by EFM
2007 Ford F250 4x2 SUPERCAB V015	11/13/2006	\$25,560.53	\$0.00	Age/Condition; Replaced by Leased Vehicle	12/01/2019	To be sold by EFM
2007 Ford F250 4x2 SUPERCAB V016	11/13/2006	\$25,560.53	\$0.00	Age/Condition; Replaced by Leased Vehicle	12/01/2019	To be sold by EFM
2007 Ford F250 4x2 SUPERCAB V017	11/13/2006	\$25,560.53	\$0.00	Age/Condition; Replaced by Leased Vehicle	12/01/2019	To be sold by EFM
2007 Chevrolet Colorado Mini-Pick Up V018	12/27/2006	\$16,334.49	\$0.00	Age/Condition; Replaced by Leased Vehicle	12/01/2019	To be sold by EFM
2008 Ford F250 4x2 SUPERCAB V019	02/20/2008	\$26,224.10	\$0.00	Age/Condition; Replaced by Leased Vehicle	10/07/2019	To be sold by EFM
2008 Ford F250 4x2 SUPERCAB V020	02/20/2008	\$26,224.10	\$0.00	Age/Condition; Replaced by Leased Vehicle	12/01/2019	To be sold by EFM
2009 Ford Escape & Stereo Kit V024	11/24/2008	\$21,310.36	\$0.00	Age/Condition; Replaced by Leased Vehicle	12/01/2019	To be sold by EFM
2009 Ford F250 SUPERCAB V025	01/06/2009	\$26,129.36	\$0.00	Age/Condition; Replaced by Leased Vehicle	12/01/2019	To be sold by EFM
2008 Ford Van E-350 XLT V021	03/11/2008	\$25,825.68	\$0.00	Age/Condition; Replaced by Leased Vehicle	Pending	To be sold by EFM
2008 Ford Van E-350 XLT V022	03/11/2008	\$25,825.68	\$0.00	Age/Condition; Replaced by Leased Vehicle	Pending	To be sold by EFM
TOTALS:		\$472,321.99				



**Livermore Area
Recreation & Park District**
An independent special district

Policy No. FIN-98-52798

DEACCESSION POLICY

PURPOSE OF POLICY	To provide for the permanent removal of an item from the District's collection
POLICY SUMMARY	This policy establishes criteria, procedures and methods of disposal and governs the use of monies realized from deaccession of items.
APPROVAL	Board of Directors, May 27, 1998

Deaccessioning is the process by which an item may be permanently removed from the District's collection. An object or group of objects may be considered for deaccession if it meets one or more of the following criteria:

Criteria

1. The object creates danger to the health, safety or welfare of the general public, District staff or other objects in the collection of the District.
2. The object is one which the District is unable to store, exhibit or preserve properly.
3. The object is beyond repair, or proper repairs either are not feasible or will render the object essentially false.
4. The object cannot be properly preserved or restored without unreasonable expense to LARPD.
5. The object is duplicated in the collection, and the number of duplicate objects exceeds the foreseeable requirements of the District.
6. A similar but superior example exists in the collection.
7. The object is a fragment or portion of a set that could only be used meaningfully as a whole.
8. The object is not associated with the history of Livermore, the Livermore Valley, or does not pertain to the proper time period for the site.
9. The object is not appropriate for interpretive needs in the foreseeable future.

10. The object is one for which possession is found to be inappropriate for ethical or legal reasons, such as stolen work, work illegally exported or imported, or work acquired in violation of applicable state and federal laws.

Procedures

1. The District staff identify a potential deaccession object.
2. The District staff ascertain, with the advice of legal counsel if necessary, that no legal restriction prevents disposal.
3. The District staff consult with appropriate experts in the field to determine fair market value of the object and assess its condition.
4. The District staff submit a recommendation to the General Manager in writing stating reasons for deaccession.
5. The General Manager shall review the recommendation and, if he/she concurs with the recommendation, do one of the following:
 - a) For items with a fair market value of less than \$500, authorize staff to continue with the deaccession process and dispose of items according to the disposal guidelines set forth in this policy.
 - b) For items with a fair market value of greater than \$500, present the recommendation for approval by the Board of Directors before proceeding with disposal of the object.

Method of Disposal

Staff is authorized to dispose of objects approved for deaccession according to the following guidelines:

1. The District staff will attempt to return the object to its donor family if the name and current address thereof are known or ascertainable.
2. Attempt to either sell the object to another museum or educational institution, or exchange with another museum or educational institution, objects having approximately equal intrinsic and monetary value.
3. If an exchange cannot be made, in special cases where the public interest would be better served, an object may be transferred to another museum or educational institution.
4. If placement at another museum or educational institution is not possible, the object may be offered for sale through a reputable dealer and/or auctioneer at public auction.
5. Staff shall diligently attempt to sell or exchange the object in accordance with the provisions relating to sale and exchange unless, in the exercise of sound discretion, the staff determines that a) the object has absolutely no value whatsoever for sale or exchange purposes or b) that administrative cost or expense of attempting to sell or exchange the object equals or exceeds the value which may otherwise be derived.
6. An object which has deteriorated beyond repair, has no further value to the collections or educational programs, and which cannot be exchanged, transferred or sold will be destroyed.

7. No object deaccessioned by the District may be acquired directly or indirectly at the time of the deaccession by any member of the District staff or board of directors or their immediate families except at public auction.

Disposition of Funds

Monies realized from deaccession of items will be placed in restricted accounts and must be used to acquire other works for the same department or area. No other use of deaccession funds will be allowed.

Board of Directors
May 27, 1998

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

RESOLUTION NO. 2684

**A RESOLUTION APPROVING THE DELETION
OF CERTAIN FIXED ASSET EQUIPMENT FROM THE DISTRICT'S RECORDS**

WHEREAS, the Livermore Area Recreation and Park District owns fixed assets; and

WHEREAS, it has been determined that certain District fixed assets are surplus to District needs,

NOW THEREFORE BE IT RESOLVED that the Board of Directors, as the governing body of the Livermore Area Recreation and Park District, does hereby authorize the deletion from the District records of certain surplus fixed assets as attached hereto and made a part hereof.

ON MOTION of Director _____, seconded by Director _____, the foregoing resolution was passed and adopted this 11th day of March, 2020 by the following roll call vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Approved this 11th day of March, 2020,

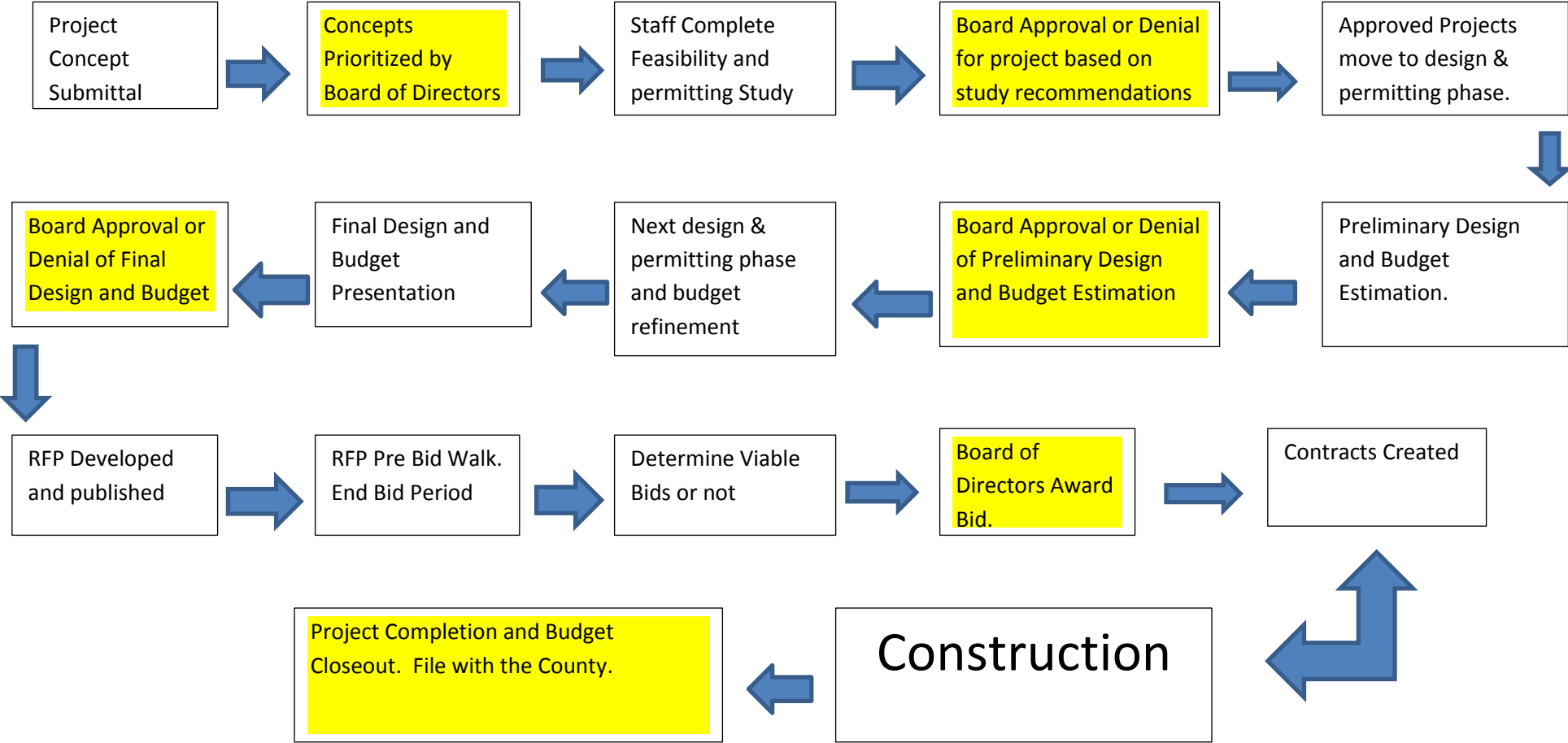
Jan Palajac
Chair, Board of Directors

ATTEST:

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

Major Capital Improvement Project

Flow Chart

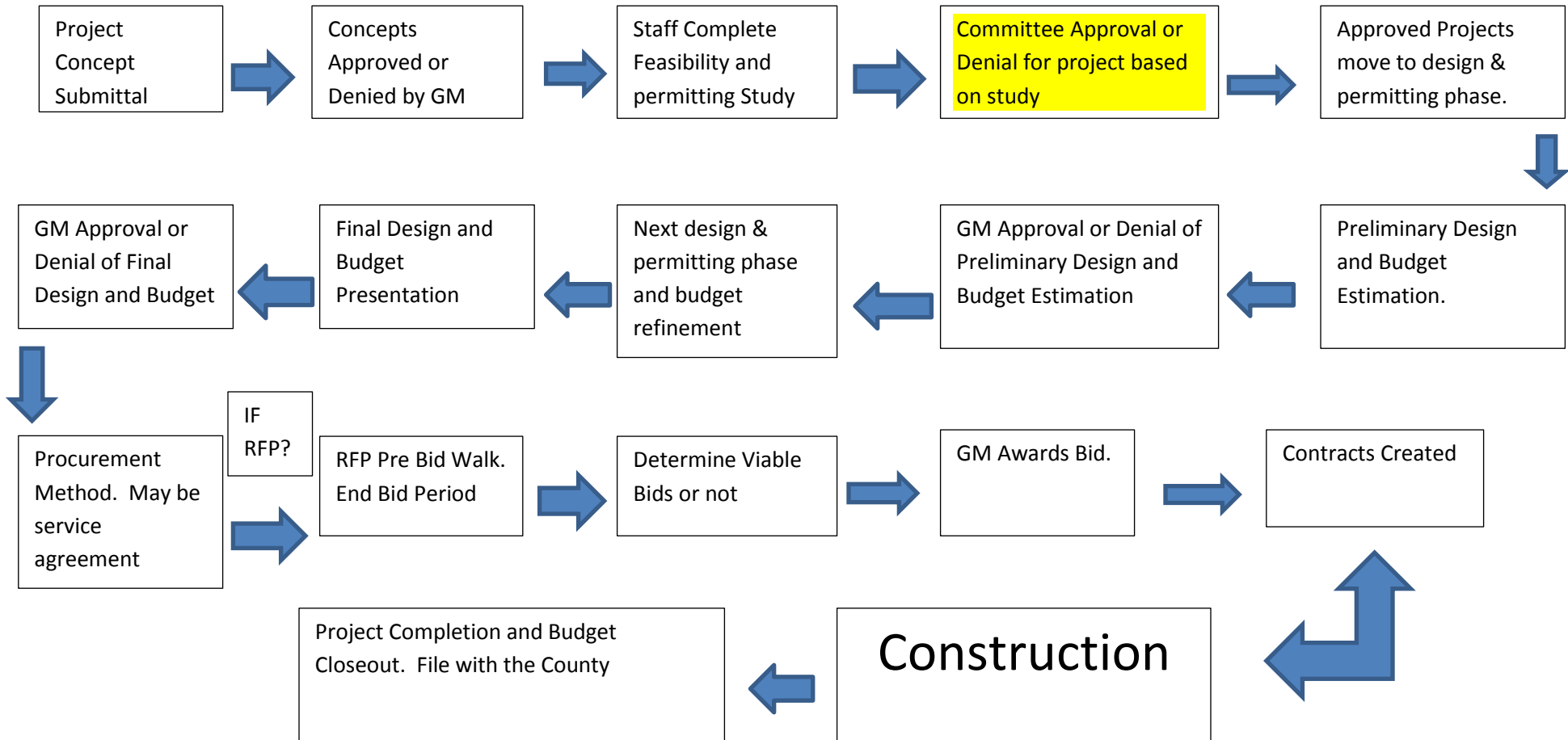


*At every Board of Directors Decision Point you will be given new updated budgets with phases. The board can choose to fund only the next phase and allow for flexibility in funding sources.

Minor Capital Improvement Project

Under (250K)

Flow Chart



Livermore Area Recreation and Park District

Staff Report

TO: Chair Palajac and Board of Directors

FROM: Mathew Fuzie, General Manager

PREPARED BY: Jeffrey Schneider, Administrative Services Manager
Julie Dreher, Financial Officer

DATE: March 11, 2020

SUBJECT: **Mid-Year FY19-20 Operating Budget Update**

COMMITTEE: Reviewed and Recommended by the Finance Committee on March 2, 2020

This is an informational report only and requires no action or discussion by the Board of Directors.

BACKGROUND: On June 26, 2019, the Board of Directors approved the District's FY 2019-20 Operating Budget of \$23,511,913. Each year, the District reviews and updates the Operating Budget as part of the mid-year budget adjustment process. These updates, and any proposed budget adjustments, are discussed with the Finance Committee and then presented to the Board at its Mid-Year Board Budget Workshop and Board of Directors meeting, where the mid-year budget is approved, as appropriate.

HIGHLIGHTS:

1. The General Manager has approved the mid-year Operating Budget that is outlined in the attachment. No immediate action by the Board is required.
2. Consolidated District Financials:
 - a. Revenue: Decrease of \$142k versus the Approved Budget, from \$23,512k to \$23,370k
 - b. Salary and Benefits Expense: Reduction of \$974k versus the Approved Budget
 - c. Services and Supplies Expense: Increase of \$605k versus the Approved Budget
 - d. Capital Equipment: Increase of \$56k versus the Approved Budget
 - e. The Original Budget included a contingency of \$431k which, as a result of the proposed Mid-year changes, will increase to \$602k.
3. The Finance Committee, at its March 2, 2020 meeting, reviewed and accepted the District's preliminary Mid-Year Operating Budget that resulted in a contingency of \$913k. A few adjustments have been made since that meeting that have reduced the contingency by \$311k to a new total of \$602k. These changes are:
 - a. A correction to our consolidation of unit-level budgets that captured an additional \$234k of salary and benefits expense and \$13k in equipment rental expense in the Recreation department;

- b. Capital equipment addition of \$41k for a new RLCC Aquatics Center scoreboard, which had been considered for FY20-21 but that we believe can be completed this fiscal year;
 - c. IT: Addition of \$22k, including \$6k for remote connectivity at Sycamore Grove for the new Modular Rangers Office (includes one-time installation and three months of fees at \$231.00 per month), \$5k for new conferencing equipment for the two RLCC conference rooms (TV and web-conferencing services), \$6k for WiFi project implementation fees, and \$10k to reflect revised timing for the planned departure of the District's internal IT staff member, who will remain available as a consultant on an as-needed basis.
4. In FY 19-20, the District Salary and Benefits now reflect a full year of the changes that were implemented at the mid-year point in FY18-19, which included the creation of 46 Regular, full-time positions and the material enhancement of part-time benefits for 45 part-time benefited staff.
5. Changes versus the Original, Approved Operating Budget, in addition to those outlined above in Item 3, include:
- a. Parks and Facilities Maintenance: several initiatives have been incorporated in the proposed operating budget for the remainder of FY19-20 that were not in the budget that was approved in June:
 - i. \$20k Arroyo Bridge Railing
 - ii. \$86k May Nissen Tennis Courts (replacing fence, resurfacing and re-striping)
 - iii. \$65k Ledford House demolition
 - iv. Other high profile Facilities maintenance items are planned for FY20-21, such as the RLCC facility painting, floors replacement, Trevarno HVAC and roof repair.
 - v. \$61k Max Baer outfield improvements to be completed prior to the Little League World Series.
 - vi. A \$163k reduction in spend versus the Approved Budget is reflected in the Utilities expense line, which is related to the energy savings driven by the completed CIP project, Energy Efficiency Measures. The original budget assumed the savings would be offset by financing charges, which is indeed the case, but the repayment of the PG&E loan will not affect operating results (it's a balance sheet item).
 - vii. Year-over-year comparisons of Park Maintenance financials reflect the transition to the use of outside services in support of park maintenance staff (in professional services and maintenance of structures and grounds). Net spending for Staff salaries/benefits and contracted services is consistent with the Approved Budget.
 - b. Community Outreach:
 - i. Plans reflect the hiring of a Part-time benefitted volunteer coordinator in March.
 - ii. Open Space: plans now reflect the recent organizational changes associated with the team (two Field Supervising rangers, and three new Park Rangers).
 - iii. ESS staffing shortfalls in the first half of the year have been resolved and thus enrollment has recently increased by 105 children and the group is back on track financially. PAL's original budget had 3 Full-time coordinators and a 4th

coordinator has been added to achieve full site coverage (one person had been supporting two sites).

c. Administration:

- i. Professional Services are above the Original budget as a result of the addition of the District's new IT partner, whose initial assessment and subsequent project efforts have driven our spend above budgeted levels, as well as spending to date on our Great Plains system upgrade (accounting) and our Open Space Consultant.
- ii. IT spend for the second half of FY19-20 includes incremental spend for several initiatives: New Firewall infrastructure to enhance Malware protection; migration to the Cloud and the upgrading of the District's accounting software tool (the current version is no longer supported); Closing gaps in coverage of the RLCCs WiFi services; upgrading from unsupported Windows 7 to Windows 10 and the move to replace all existing, aged personal computers; and new Mobile devices and service plans for District staff who rely on cellular phones.

d. Recreation:

- i. The District's revised approach to contract classes in response to AB5 legislation, in particular as pertains to the treatment of off-site contractors has led to a reduction in contract class revenue of \$52k for the entire year, but Staff have revisited timing assumptions for our remaining contract classes versus the original budget and we'll be favorable for the second half of the year by \$23k.
 - ii. Aquatics programming needs have been rigorously reviewed, which is reflected in revised staffing plans, though service levels will remain at or better than current levels. Swim lesson capacity has been increased to better service our community.
 - iii. Revenue from room rentals are modestly down as a result of taking the Barn and the equestrian facility off-line and due limited availability of the Veterans Hall for LARPD uses.
6. Regarding our currently projected contingency, funds will be released only upon GM approval. In the case of significant spend items (defined as greater than \$250k per the updated Budget Policy approved by the Board in July, 2019), the Board will be involved in the approval process. In addition, staff will be working with the Board to re-assess the District's financial reserves, which will have implications for spending plans as well.

Attachment:

District and Departmental Financial Summaries: Revenue, Personnel Expense, Services and Supplies, and Net Operating Results (revenue less expenses) are presented alongside actual results from FY17-18 and FY18-19 as well as the original FY19-20 Budget, approved by the Board in June, 2019.

- YTD actual results through December, 2019 and Balance of Year projections for January, 2020 through June, 2020 are combined to establish the District's Mid-

Year FY19-20 Operating Budget proposal, and are compared with the District's Approved Budget.

- Data are presented by Unit and summarized by Department.

LARPD FY 19-20 Mid-Year Budget

District Consolidation

	FY 17-18	FY 18-19	FY 19-20
	ACTUAL	ACTUAL	ORIGINAL BUDGET
REVENUE	\$21,443,243	\$22,569,035	\$23,511,913
SALARIES & BENEFITS	\$13,763,335	\$14,733,868	\$16,829,024
SERVICES & SUPPLIES			
4403 Agricultural Supplies	123,514	90,659	98,900
4417 Uniforms/Safety Products	41,252	30,048	43,120
4432 Household Supplies	110,142	117,836	110,336
4440 Food	150,791	140,532	146,909
4442 Office Supplies	74,910	71,702	71,865
4444 Medical	27,791	21,627	15,980
4446 Tools & Instruments	39,334	32,867	33,050
4447 Non-Capital Equipment	82,885	118,805	55,825
4450 Maint. - Structures/Grounds	821,489	1,056,526	869,550
4451 Maintenance of Equipment	127,098	115,675	250,203
4452 Utilities - Water/Sewer	1,231,573	1,241,002	1,344,149
4453 Utilities -Gas/Electric/Other	474,640	451,606	497,352
4454 Communications	131,541	129,224	135,500
4459 Memberships & Subscriptions	33,186	34,413	51,940
4460 Travel	124,047	131,332	144,960
4461 Training & Conferences	39,827	46,378	57,007
4462 Publications & Legal Notices	10,016	4,635	2,100
4463 Legal Services	131,333	136,330	144,000
4464 Program Services/Supplies	172,808	130,309	167,507
4465 Professional Services	861,760	909,105	717,970
4466 Licensing	26,717	25,083	22,300
4467 Field Trips & Events	145,511	134,397	137,600
4468 Instructors & Sports Officials	375,870	372,494	340,806
4470 Insurance	286,053	303,275	407,100
4476 Rent & Lease - Equipment	102,522	105,419	100,918
4477 Rent & Lease - Structures	186,627	141,603	161,964
4478 Rent & Lease - Vehicle	0	0	0
4699 Miscellaneous Expense	847	(116)	0
4704 Finance Charges/Rec Software Credit Card Fees	62,586	74,353	76,400
4705 Rec Software Transaction Fees	35,774	43,694	46,500
TOTAL SERVICES & SUPPLIES	\$6,032,444	\$6,210,813	\$6,251,811
Contingency	2,500	318,780	431,079
TOTAL OPERATING EXPENSES	\$19,798,279	\$21,263,461	\$23,511,914
Capital Equipment	473,873	419,358	0
Revenue less expense	\$1,171,091	\$886,216	\$0
Cost Recovery Percentage Rev/Exp	106%	104%	100%

FY 19-20 MID-YEAR BUDGET				Mid-Year Operating Budget FY 19-20
Administration	Parks, Maintenance, & CIP	Community Services	Recreation	
\$13,001,005	\$388,240	\$7,423,794	\$2,556,712	\$23,369,751
\$2,232,398	\$3,601,676	\$7,060,090	\$2,961,076	\$15,855,240
0	85,155	1,085	9,220	95,460
1,806	18,211	8,376	14,198	42,591
268	46,560	30,495	43,899	121,222
9,936	3,857	83,785	33,133	130,711
21,560	8,705	22,528	22,453	75,246
8,279	362	1,647	1,746	12,034
75	19,107	4,689	4,877	28,748
65,328	6,548	9,515	15,937	97,328
0	958,883	79,815	104,578	1,143,276
90,493	86,182	3,210	29,972	209,857
0	1,340,117	4,621	0	1,344,738
0	332,451	1,928	0	334,379
64,221	8,341	26,868	600	100,030
24,140	6,452	3,779	6,449	40,820
22,302	91,045	2,075	5,608	121,030
13,423	2,708	3,726	6,732	26,589
3,092	0	121	0	3,213
132,000	0	0	0	132,000
40,607	348	75,909	39,424	156,288
767,747	262,020	70,909	146,010	1,246,686
12,703	2,115	9,922	1,450	26,190
0	0	135,351	1,964	137,315
0	0	30,963	238,347	269,310
409,300	0	0	28,847	438,147
7,122	25,024	27,985	56,389	116,520
0	110,400	64,170	0	174,570
0	108,495	0	0	108,495
78	0	0	0	78
1,076	0	0	74,793	75,869
0	0	0	47,756	47,756
\$1,695,556	\$3,523,086	\$703,472	\$934,382	\$6,856,496
602,422	0	0	0	602,422
\$4,530,376	\$7,124,761	\$7,763,562	\$3,895,458	\$23,314,157
55,594	0	0	0	55,594
\$8,415,035	(\$6,736,521)	(\$339,768)	(\$1,338,746)	(\$0)
283%	5%	96%	66%	100%

Variance: Better/(Poorer)	
\$	%
(\$142,162)	(0.6%)
\$973,784	5.8%
3,440	3.5%
529	1.2%
(10,886)	(9.9%)
16,198	11.0%
(3,381)	(4.7%)
3,946	24.7%
4,302	13.0%
(41,503)	(74.3%)
(273,726)	(31.5%)
40,346	16.1%
(589)	(0.0%)
162,973	32.8%
35,470	26.2%
11,120	21.4%
23,930	16.5%
30,418	53.4%
(1,113)	(53.0%)
12,000	8.3%
11,219	6.7%
(528,716)	(73.6%)
(3,890)	(17.4%)
285	0.2%
71,496	21.0%
(31,047)	(7.6%)
(15,602)	(15.5%)
(12,606)	(7.8%)
(108,495)	-
(78)	-
531	0.7%
(1,256)	(2.7%)
(\$604,685)	(9.7%)
(171,343)	(39.7%)
\$197,756	0.8%
(55,594)	-
\$0	

FY 19-20
Unit Budget Summary
Administration

	FY 17-18	FY 18-19	FY 19-20
	ACTUAL	ACTUAL	ORIGINAL BUDGET
REVENUE	11,223,820	12,154,770	12,683,975
SALARIES & BENEFITS	1,555,792	1,786,821	2,371,373
SERVICES & SUPPLIES			
4403 Agricultural Supplies	0	0	0
4417 Uniforms/Safety Products	1,382	1,077	740
4432 Household Supplies	12	11	0
4440 Food	15,930	7,995	12,204
4442 Office Supplies	5,561	18,893	12,400
4444 Medical	22,630	15,992	11,280
4446 Tools & Instruments	0	50	0
4447 Non-Capital Equipment	17,642	38,485	14,500
4450 Maint. - Structures/Grounds	0	0	0
4451 Maintenance of Equipment	17,985	26,750	82,238
4452 Utilities - Water/Sewer	0	0	0
4453 Utilities -Gas/Electric/Other	0	0	0
4454 Communications	107,987	102,455	94,200
4459 Memberships & Subscriptions	21,108	20,568	30,115
4460 Travel	34,511	25,355	37,330
4461 Training & Conferences	16,068	17,102	27,025
4462 Publications & Legal Notices	10,016	4,485	2,100
4463 Legal Services	131,333	136,330	144,000
4464 Program Services/Supplies	35,731	14,360	39,160
4465 Professional Services	556,381	595,825	499,610
4466 Licensing	14,004	13,568	11,500
4467 Field Trips & Events	0	50	0
4468 Instructors & Sports Officials	0	0	0
4470 Insurance	193,022	273,252	383,700
4476 Rent & Lease - Equipment	296	353	0
4477 Rent & Lease - Structures	0	0	0
4699 Miscellaneous Expense	847	(116)	0
4704 Finance Charges	4,061	2,499	0
CAPITAL EQUIPMENT	473,873	419,358	0
TOTAL SERVICES & SUPPLIES	1,680,380	1,734,697	1,402,102
Contingency	2,500	318,780	431,079
TOTAL OPERATING EXPENSES	3,238,672	3,840,298	4,204,554
Revenue less expense	7,985,148	8,314,472	8,479,421
Cost Recovery Percentage Rev/Exp	347%	317%	302%

FY 19-20 MID-YEAR BUDGET					Department Mid-Year Budget FY 19-20
Unit 01	Unit 17	Unit 18	Unit 45		
Admin	Marketing & Public Information	Technology & Communications	Capital Equipment		
12,974,233	26,772	0	0	13,001,005	
1,925,342	221,727	85,329	0	2,232,398	
0	0	0	0	0	
1,461	345	0	0	1,806	
268	0	0	0	268	
7,844	2,062	30	0	9,936	
8,747	12,513	300	0	21,560	
8,279	0	0	0	8,279	
0	0	75	0	75	
2,041	15,368	47,919	0	65,328	
0	0	0	0	0	
73,995	0	16,498	0	90,493	
0	0	0	0	0	
0	0	0	0	0	
0	0	64,221	0	64,221	
23,601	539	0	0	24,140	
20,011	2,291	0	0	22,302	
11,718	1,705	0	0	13,423	
3,092	0	2,100	0	3,092	
132,000	0	0	0	132,000	
24,109	16,498	0	0	40,607	
372,576	144,792	250,379	0	767,747	
12,094	109	500	0	12,703	
0	0	0	0	0	
0	0	0	0	0	
409,300	0	0	0	409,300	
132	0	6,990	0	7,122	
0	0	0	0	0	
78	0	0	0	78	
1,076	0	0	0	1,076	
0	0	0	55,594	55,594	
1,112,422	196,222	386,912	55,594	1,751,150	
602,422	0	0	0	602,422	
3,640,186	417,949	472,241	55,594	4,585,970	
9,334,047	(391,177)	(472,241)	(55,594)	8,415,035	

Variance: Better/(Poorer)	
\$	%
\$317,030	2.5%
\$138,975	5.9%
0	-
(1,066)	(144.1%)
(268)	-
2,268	18.6%
(9,160)	(73.9%)
3,001	26.6%
(75)	-
(50,828)	(350.5%)
0	-
0	-
(8,255)	(10.0%)
0	-
0	-
29,979	31.8%
5,975	19.8%
15,028	40.3%
13,602	50.3%
(992)	(47.2%)
12,000	8.3%
(1,447)	(3.7%)
(268,137)	(53.7%)
(1,203)	(10.5%)
0	-
0	-
(25,600)	(6.7%)
(7,122)	-
0	-
(78)	-
(1,076)	-
(55,594)	-
(\$349,048)	(24.9%)
(171,343)	(39.7%)
(381,416)	(9.1%)
(\$64,386)	(0.8%)

FY 19-20
Unit Budget Summary
Parks, Maintenance, & CIP

	FY 17-18	FY 18-19	FY 19-20
	ACTUAL	ACTUAL	ORIGINAL BUDGET
REVENUE	515,642	432,964	408,248
SALARIES & BENEFITS	3,015,327	3,185,241	3,998,222
SERVICES & SUPPLIES			
4403 Agricultural Supplies	119,774	83,890	85,000
4417 Uniforms/Safety Products	18,303	15,192	20,080
4432 Household Supplies	29,297	35,801	40,150
4440 Food	4,924	6,974	5,080
4442 Office Supplies	11,588	7,402	7,900
4444 Medical	241	1,139	400
4446 Tools & Instruments	30,024	25,570	24,000
4447 Non-Capital Equipment	4,725	8,834	8,000
4450 Maint. - Structures/Grounds	671,560	956,212	660,000
4451 Maintenance of Equipment	92,041	70,604	124,890
4452 Utilities - Water/Sewer	1,226,956	1,237,148	1,339,000
4453 Utilities -Gas/Electric/Other	472,545	450,057	495,932
4454 Communications	(7)	2,927	10,600
4459 Memberships & Subscriptions	2,889	3,721	6,900
4460 Travel	79,493	100,356	98,700
4461 Training & Conferences	14,785	11,484	14,200
4462 Publications & Legal Notices	0	0	0
4463 Legal Services	0	0	0
4464 Program Services/Supplies	433	180	0
4465 Professional Services	85,923	56,176	43,390
4466 Licensing	1,155	1,524	1,000
4467 Field Trips & Events	0	0	0
4468 Instructors & Sports Officials	0	0	0
4470 Insurance	0	0	0
4476 Rent & Lease - Equipment	20,374	19,742	21,900
4477 Rent & Lease - Structures	110,081	97,587	110,400
4478 Rent & Lease - Vehicle	0	0	0
TOTAL SERVICES & SUPPLIES	2,997,104	3,192,520	3,117,522
TOTAL OPERATING EXPENSES	6,012,431	6,377,761	7,115,744
Revenue less expense	(5,496,789)	(5,944,797)	(6,707,496)
Cost Recovery Percentage Rev/Exp	9%	7%	6%

FY 19-20 MID-YEAR BUDGET			Department Mid-Year Budget FY 19-20
Unit 05	Unit 07	Unit 60	
Building Maintenance	Park Operations	CIP	
0	388,240	0	388,240
949,180	2,390,353	262,142	3,601,676
310	84,845	0	85,155
1,396	16,815	0	18,211
91	46,372	97	46,560
383	3,287	187	3,857
281	6,970	1,454	8,705
0	362	0	362
8,266	10,841	0	19,107
2,240	4,308	0	6,548
367,182	591,701	0	958,883
4,989	81,193	0	86,182
0	1,340,117	0	1,340,117
332,451	0	0	332,451
0	8,341	0	8,341
0	4,962	1,490	6,452
2,837	88,208	0	91,045
0	2,458	250	2,708
0	0	0	0
0	0	0	0
196	152	0	348
48,957	212,658	405	262,020
0	2,115	0	2,115
0	0	0	0
0	0	0	0
0	0	0	0
512	24,512	0	25,024
0	110,400	0	110,400
0	108,495	0	108,495
770,091	2,749,112	3,883	3,523,086
1,719,271	5,139,465	266,025	7,124,761
(1,719,271)	(4,751,225)	(266,025)	(6,736,521)
0%	8%	0%	5%

Variance: Better/(Poorer)	
\$	%
(\$20,008)	(4.9%)
\$396,546	9.9%
(155)	(0.2%)
1,869	9.3%
(6,410)	(16.0%)
1,223	24.1%
(805)	(10.2%)
38	9.5%
4,893	20.4%
1,452	18.2%
(298,883)	(45.3%)
38,708	31.0%
(1,117)	(0.1%)
163,481	33.0%
2,259	21.3%
448	6.5%
7,655	7.8%
11,492	80.9%
0	-
0	-
(348)	-
(218,630)	(503.9%)
(1,115)	(111.5%)
0	-
0	-
0	-
(3,124)	(14.3%)
0	0.0%
(108,495)	-
(\$405,564)	(13.0%)
(9,018)	(0.1%)
(\$29,026)	(0.4%)

FY 19-20
Unit Budget Summary
Recreation Department

	FY 17-18	FY 18-19	FY 19-20
	ACTUAL	ACTUAL	ORIGINAL BUDGET
REVENUE	2,639,677	2,814,308	2,858,362
SALARIES & BENEFITS	2,683,877	2,990,788	3,228,074
SERVICES & SUPPLIES			
4403 Agricultural Supplies	2,512	4,024	13,000
4417 Uniforms/Safety Products	12,860	5,687	12,520
4432 Household Supplies	45,684	53,083	40,450
4440 Food	41,111	26,229	42,890
4442 Office Supplies	37,981	27,704	28,750
4444 Medical	903	2,666	2,800
4446 Tools & Instruments	3,288	1,178	3,900
4447 Non-Capital Equipment	34,616	52,572	20,675
4450 Maint. - Structures/Grounds	71,735	63,738	67,000
4451 Maintenance of Equipment	15,737	16,357	37,600
4452 Utilities - Water/Sewer	0	0	0
4453 Utilities - Gas/Electric/Other	0	0	0
4454 Communications	1,653	936	3,600
4459 Memberships & Subscriptions	7,675	7,128	12,405
4460 Travel	3,749	2,997	6,570
4461 Training & Conferences	4,186	12,519	10,182
4462 Publications & Legal Notices	0	0	0
4463 Legal Services	0	0	0
4464 Program Services/Supplies	62,021	46,089	44,765
4465 Professional Services	181,284	195,058	153,570
4466 Licensing	0	0	0
4467 Field Trips & Events	3,525	1,633	2,000
4468 Instructors & Sports Officials	351,418	347,938	318,006
4470 Insurance	25,498	30,023	23,400
4476 Rent & Lease - Equipment	54,787	56,319	50,500
4477 Rent & Lease - Structures	0	0	0
4704 Rec Software Credit Card Fees	58,525	71,871	76,400
4705 Rec Software Transaction Fees	35,774	43,694	46,500
TOTAL SERVICES & SUPPLIES	1,056,522	1,069,443	1,017,483
TOTAL OPERATING EXPENSES	3,740,399	4,060,231	4,245,557
Revenue less expense	(1,100,722)	(1,254,104)	(1,387,195)
Cost Recovery Percentage Rev/Exp	71%	69%	67%

FY 19-20 MID-YEAR BUDGET												Department Mid-Year Budget FY 19-20	Variance: Better/(Poorer)	
Unit 02	Unit 03	Unit 04	Unit 20	Unit 25	Unit 26	Unit 27	Unit 31	Unit 42	Unit 54	Unit 57			\$	%
Recreation Classes	Adult Sports & Fitness	May Nissen Aquatics	Customer & Business Services	Facility Use & Rentals	Youth Sports & Fitness	Field & Gym Rentals	Recreation Administration	Building Operations	RLCC Aquatics	Concessions				
188,358	143,872	46,130	0	746,886	394,136	524,087	20,585	28	443,806	48,824	2,556,712	(\$301,650)	(10.6%)	
5,705	57,033	52,799	322,488	299,745	165,462	234,350	514,999	552,380	734,646	21,470	2,961,076	\$266,998	8.3%	
0	0	0	0	0	0	9,220	0	0	0	0	9,220	3,780	29.1%	
0	500	2,400	388	35	2,012	1,502	616	1,569	4,776	400	14,198	(1,678)	(13.4%)	
0	0	532	0	0	0	534	0	42,583	74	176	43,899	(3,449)	(8.5%)	
0	200	0	1,036	44	1,000	9,354	67	77	1,417	19,938	33,133	9,757	22.7%	
0	200	400	18,211	134	199	581	1,893	260	375	200	22,453	6,297	21.9%	
0	0	700	0	0	0	0	0	0	1,046	0	1,746	1,054	37.6%	
0	200	0	0	0	200	1,068	0	943	2,466	0	4,877	(977)	(25.1%)	
0	0	1,000	0	17	0	3,500	0	5,481	4,918	1,021	15,937	4,738	22.9%	
0	0	12,000	0	0	0	5,251	0	0	87,327	0	104,578	(37,578)	(56.1%)	
0	2,000	0	0	0	129	21,970	0	0	5,873	0	29,972	7,628	20.3%	
0	0	0	0	0	0	0	0	0	0	0	0	0	-	
0	0	0	0	0	0	0	0	0	0	0	0	0	-	
0	0	0	0	0	0	0	600	0	0	0	600	3,000	83.3%	
0	2,399	0	120	0	300	755	960	155	1,760	0	6,449	5,956	48.0%	
0	0	0	0	0	188	438	1,832	290	2,860	0	5,608	962	14.6%	
0	200	1,800	575	0	204	303	700	0	2,950	0	6,732	3,450	33.9%	
0	0	0	0	0	0	0	0	0	0	0	0	0	-	
0	0	0	0	0	0	0	0	0	0	0	0	0	-	
0	7,532	0	7,203	181	8,559	0	0	1,630	14,319	0	39,424	5,341	11.9%	
395	0	0	193	72,531	0	5,730	0	64,443	2,718	0	146,010	7,560	4.9%	
0	0	700	0	0	0	0	0	0	750	0	1,450	(1,450)	-	
0	0	0	0	0	1,964	0	0	0	0	0	1,964	36	1.8%	
100,517	54,429	0	0	0	82,801	0	0	0	600	0	238,347	79,659	25.0%	
0	0	0	0	28,847	0	0	0	0	0	0	28,847	(5,447)	(23.3%)	
0	0	0	43,149	0	0	12,851	0	0	389	0	56,389	(5,889)	(11.7%)	
0	0	0	0	0	0	0	0	0	0	0	0	0	-	
0	0	0	74,793	0	0	0	0	0	0	0	74,793	1,607	2.1%	
0	0	0	47,756	0	0	0	0	0	0	0	47,756	(1,256)	(2.7%)	
100,912	67,660	19,000	193,956	101,789	97,556	73,057	6,668	117,431	134,618	21,735	934,382	\$83,101	8.2%	
106,617	124,693	71,799	516,444	401,534	263,018	307,407	521,667	669,811	869,264	43,205	3,895,458	350,099	8.2%	
81,741	19,179	(25,669)	(516,444)	345,352	131,118	216,680	(501,082)	(669,783)	(425,458)	5,619	(1,338,746)	\$48,449	3.5%	
177%	115%	64%	0%	186%	150%	170%	4%	0%	51%	113%	66%			

FY 19-20
Unit Budget Summary
Community Services

	FY 17-18	FY 18-19	FY 19-20
	ACTUAL	ACTUAL	ORIGINAL BUDGET
REVENUE	7,064,104	7,167,012	7,561,328
SALARIES & BENEFITS	6,508,339	6,771,018	7,231,355
SERVICES & SUPPLIES			
4403 Agricultural Supplies	1,228	2,745	900
4417 Uniforms/Safety Products	8,707	8,092	9,780
4432 Household Supplies	35,149	28,941	29,736
4440 Food	88,826	91,153	86,735
4442 Office Supplies	22,262	17,703	22,815
4444 Medical	4,017	1,830	1,500
4446 Tools & Instruments	6,022	6,069	5,150
4447 Non-Capital Equipment	25,902	18,914	12,650
4450 Maint. - Structures/Grounds	78,194	36,576	142,550
4451 Maintenance of Equipment	1,335	1,964	5,475
4452 Utilities - Water/Sewer	4,617	3,854	5,149
4453 Utilities -Gas/Electric/Other	2,095	1,549	1,420
4454 Communications	21,908	22,906	27,100
4459 Memberships & Subscriptions	1,514	2,996	2,520
4460 Travel	6,294	2,624	2,360
4461 Training & Conferences	4,788	5,273	5,600
4462 Publications & Legal Notices	0	0	0
4463 Legal Services	0	0	0
4464 Program Services/Supplies	74,623	69,680	83,582
4465 Professional Services	38,172	62,046	21,400
4466 Licensing	11,558	10,141	9,800
4467 Field Trips & Events	141,986	132,714	135,600
4468 Instructors & Sports Officials	24,452	24,556	22,800
4470 Insurance	67,533	0	0
4476 Rent & Lease - Equipment	27,065	29,005	28,518
4477 Rent & Lease - Structures	74,064	44,016	51,564
TOTAL SERVICES & SUPPLIES	772,311	625,347	714,704
TOTAL OPERATING EXPENSES	7,280,650	7,396,365	7,946,059
Revenue less expense	(216,546)	(229,353)	(384,731)
Cost Recovery Percentage Rev/Exp	97%	97%	95%

FY 19-20 MID-YEAR BUDGET								Department Mid-Year Budget FY 19-20
Unit 06	Unit 09	Unit 10	Unit 11	Unit 16	Unit 32	Unit 40	Unit 41	
Camp Shelly	Extended Student Services	Senior Services	Preschool	Open Space	Community Outreach	Believes Program	Middle School Program	
80,724	5,365,708	221,211	464,860	529,269	0	149,340	612,682	7,423,794
36,367	4,487,228	181,545	428,065	995,605	168,738	156,616	605,927	7,060,090
0	12	0	23	1,050	0	0	0	1,085
0	1,201	722	0	5,299	1,154	0	0	8,376
905	26,583	135	703	671	0	0	1,498	30,495
305	60,790	5,264	202	6,702	150	0	10,372	83,785
208	18,752	505	1,108	1,862	0	0	93	22,528
0	1,101	0	0	546	0	0	0	1,647
535	1,032	0	0	3,122	0	0	0	4,689
500	2,853	0	0	6,162	0	0	0	9,515
1,069	51,451	0	3,477	23,818	0	0	0	79,815
0	1,068	0	0	2,142	0	0	0	3,210
1,234	0	0	0	3,387	0	0	0	4,621
1,858	0	0	0	70	0	0	0	1,928
0	17,068	0	0	9,800	0	0	0	26,868
0	2,199	0	0	400	1,000	0	180	3,779
618	613	30	0	814	0	0	0	2,075
0	720	0	0	3,006	0	0	0	3,726
0	0	0	0	0	121	0	0	121
0	0	0	0	0	0	0	0	0
74,623	49,110	6,477	7,483	3,128	2,012	0	7,699	75,909
11,698	47,606	0	0	11,605	0	0	0	70,909
0	9,922	0	0	0	0	0	0	9,922
0	31,782	97,073	0	976	0	0	5,520	135,351
0	0	30,963	0	0	0	0	0	30,963
0	0	0	0	0	0	0	0	0
114	19,565	0	0	6,992	0	0	1,314	27,985
7,500	44,064	0	0	12,606	0	0	0	64,170
26,544	387,492	141,169	12,996	104,158	4,437	0	26,676	703,472
62,911	4,874,720	322,714	441,061	1,099,763	173,175	156,616	632,603	7,763,562
17,813	490,988	(101,503)	23,799	(570,494)	(173,175)	(7,276)	(19,921)	(339,768)
128%	110%	69%	105%	48%	N/A	95%	97%	96%

Variance: Better/(Poorer)	
\$	%
(\$137,534)	(1.8%)
\$171,265	2.4%
(185)	(20.6%)
1,404	14.4%
(759)	(2.6%)
2,950	3.4%
287	1.3%
(147)	(9.8%)
461	9.0%
3,135	24.8%
62,735	44.0%
2,265	41.4%
528	10.3%
(508)	(35.8%)
232	0.9%
(1,259)	(50.0%)
285	12.1%
1,874	33.5%
(121)	-
0	-
7,673	9.2%
(49,509)	(231.4%)
(122)	(1.2%)
249	0.2%
(8,163)	(35.8%)
0	-
533	1.9%
(12,606)	(24.4%)
\$11,232	1.6%
182,497	2.3%
\$44,963	11.7%

COMMITTEES SINCE BOARD MEETING		
OF FEBRUARY 26, 2020		
*=Written Report		
STANDING COMMITTEES		
Date	Committee	Chair & Member
2/27 a	Facilities	Furst/Palajac
*3/02 b	Finance	Faltings/Pierpont
	Intergovernmental-EBRPD	Palajac/Pierpont
	Intergovernmental-LVJUSD/COL/LARPD	Furst for Palajac/Pierpont
	Personnel	Wilson/Faltings
	Program	Furst/Wilson
AD HOC COMMITTEES		
Date	Committee	Chair & Member
	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
3/4	Chamber of Commerce Business Alliance	Pierpont in for Furst
	Community Gardens	Wilson
	ESS Parent Advisory Commission	Pierpont
	LARPD Foundation	Faltings
3/4	Livermore Cultural Arts Council	Wilson
	Livermore Downtown, Inc.	Wilson in for Palajac
	Ravenswood Progress League	Pierpont
		ITEM NO. 6

LIVERMORE AREA RECREATION AND PARK DISTRICT

FINANCE COMMITTEE

DRAFT MINUTES

MONDAY, MARCH 2, 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, Patricia Lord, Jeffrey Schneider,
Allie Ikeda, Jill Kirk, Julie Dreher, Linda VanBuskirk,
Stacey Kenison, Frankie Rosa, Patrick Lucky

Members of the Public Present: None

1. Call to Order

Chair Faltings called the meeting to order at 1:35 p.m.

2. Public Comment

There were no comments from the public.

3. 2019-20 Mid-Year Operating Budget Recommendation

Administrative Services Manager Jeffrey Schneider discussed proposed mid-year adjustments to the District's Operating Budget and then reviewed District and Departmental financial summaries of all Revenue, Salaries & Benefits, and Services & Supplies for each of the District's departments. ASM Schneider reported that as a result of the proposed mid-year adjustments, the District's FY 2019-20 Mid-Year Operating Budget reflects a contingency of \$913K, up from \$431K in the original budget.

- Could we incorporate a DELTA column in these financial summaries?
[Pierpont]
- Will also do a trended cash flow that will include CIP projects to be paid for out of the General Fund. [ASM Schneider]
- Make adjustments to align the Open Space units with the Community Services Department, before the Budget Workshop on March 11th [ASM Schneider]

The Committee recommends Board approval of the proposed 2019-20 Mid-year Operating Budget after review by the full Board at the upcoming Board Budget Workshop on March 11, 2020.

4. Review of Pending Board Resolution Deleting Certain Fixed Assets and Related Policy

ASM Schneider Jeff reported on the list of vehicles which the District proposes to delete from its inventory, and to utilize Enterprise Fleet Management's resources to sell them. These vehicles are fully depreciated and have been replaced by EFM leased vehicles. EFM will credit the District from the net proceeds from these sales.

- Please provide a list of all vehicles to the Committee for its information.
[Pierpont]

Discussion ensued regarding the Deaccession Policy (No. FIN-98-52798) attached to the staff report. The policy doesn't seem relevant to the deletion of vehicles, and may need to be updated.

- Review Policy No. FIN-98-52798. Suggest addition of language pertaining to procurement and asset disposal.

The Committee recommends Board approval of the deletion of certain fixed assets presented. Direction was given to place this item on the Consent Agenda.

5. Review of Financial Results through January, 2020

ASM Schneider provided the Finance Committee with a summary level view of financial results, year-to-date through month 7 (January 2020), including the following:

1. Summary level view of financial results: Year-to-Date through Month 7 (January 2020)
2. Actual Results vs. Budget, YTD thru Month 7: Results by Unit/Department
 - a. Revenue, Salaries/Benefits, Services and Supplies, and Net Results (Rev-Exp)
 - b. Variance In Better/(Poorer) format
3. Actual Results vs. Prior Year, YTD thru Month 7: Results by Unit/Department
 - a. Revenue, Salaries/Benefits, Services and Supplies, and Net Results (Rev-Exp)
 - b. Variance in Increase/(Decrease) format
4. Actual Results vs Budget, Month 7: Results by Unit/Department
 - a. Revenue, Salaries/Benefits, Services and Supplies, and Net Results (Rev-Exp)
 - b. Variance In Better/(Poorer) format
5. Salary and Benefit Assumptions: FY19-20 and FY 20-21

No Committee action was taken.

6. Matters Initiated

- a) Chair Faltings asked for a status update on Mr. Garry Rodrigue's request to have the Board address alleged inconsistencies with the LARPD special tax on rural properties. The Board directed staff at its January 29, 2020 meeting to present the item for discussion at an upcoming Finance Committee meeting. GM Fuzie explained that he has been in contact with the County Assessor's office, who determines the categories of county land use. Discussion ensued regarding the various types of land use, including the rural category – with significant commercial use – which the Rodrigue's property falls under.
 - Staff was directed to contact Mr. and Mrs. Rodrigue to advise when their item would be placed on the agenda.

7. **Adjournment:** Chair Faltings adjourned the meeting at 2:43 p.m.