



Livermore Area
Recreation & Park District
An independent special district

Board of Directors

Beth Wilson
Director

David Furst
Vice Chair

Maryalice Faltings
Chair

Philip Pierpont
Director

Jan Palajac
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, AUGUST 8, 2018
7:00 P.M.**

**ROBERT LIVERMORE COMMUNITY CENTER
4444 EAST AVENUE, LIVERMORE, CALIFORNIA
CRESTA BLANCA ROOM**

1. CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE
2. PUBLIC COMMENT
3. CONSENT AGENDA (Motion)
 - 3.1 BOARD MINUTES
 - 3.1.1 Regular Meeting of July 25, 2018

3.2 COMMUNICATIONS

3.2.1 Acting General Manager's Monthly Report (#72-01)

4. CONSENT AGENDA RESOLUTIONS

None.

5. BIDS AND PUBLIC HEARINGS

5.1 CONSIDER BID PROTEST AND AWARD CONTRACT – MULTI PARK PLAYGROUND RENOVATION PROJECTS

The Board will consider rejecting the bid protest filed by Stockbridge General Contracting, Inc., and awarding the contract for the construction of the Multi Park Playground Renovation Projects, LARPD Project Nos. 327, 426, 706, and 508. (Resolution)

Resolution No. ____, accepting the bid and awarding the contract for the construction of the Multi Park Playground Renovation Projects at Jane Addams Preschool at Max Baer Park, Big Trees Park, Pleasure Island Park, and May Nissen Park to Goodland Landscape Construction, Inc., in the amount of \$5,482,614.00.

5.2 PUBLIC HEARING: FISCAL YEAR 2018-2019 FINAL OPERATING BUDGET

The Fiscal Year 2018-2019 Preliminary Operating Budget was adopted on June 13, 2018. Staff will present the recommended Final Operating Budget. A public hearing will be held to receive public comment. (Public Hearing and Resolution)

Resolution No. ____, adopting the Final Operating Budget for Fiscal Year 2018-2019.

5.3 PUBLIC HEARING: FISCAL YEARS 2018-2021 FINAL CAPITAL IMPROVEMENT PLAN BUDGET

The Fiscal Years 2018-2021 Preliminary Capital Improvement Plan Budget was adopted on June 13, 2018. Staff will present the recommended Final Capital Improvement Plan Budget. A public hearing will be held to receive public comment. (Public Hearing and Resolution)

Resolution No. ____, adopting the Final Capital Improvement Plan Budget for Fiscal Years 2018-2021.

6. OLD BUSINESS

None.

7. NEW BUSINESS

None.

8. COMMITTEE REPORTS

9. MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS

10. MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER

11. ADJOURNMENT



LIVERMORE AREA RECREATION AND PARK DISTRICT

DRAFT MINUTES

WEDNESDAY, JULY 25, 2018

ROBERT LIVERMORE COMMUNITY CENTER
4444 EAST AVENUE, LIVERMORE, CALIFORNIA

REGULAR MEETING
7:00 P.M.

DIRECTORS PRESENT: Directors Furst, Palajac, Pierpont, Wilson and Chair Faltings
DIRECTORS ABSENT: None.
STAFF MEMBERS PRESENT: Patricia Lord, Allie Ikeda, Stacey Kenison, Jeffrey Schneider,
Linda VanBuskirk, Rod Attebery

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

Chair Faltings called the meeting to order at 7:03 p.m. All Directors were present.

2. PUBLIC COMMENT: None.

3. PRESENTATION

3.1 LARPD CELEBRATES JULY AS PARKS AND RECREATION MONTH

The Board received a presentation entitled “July is Park and Recreation Month” by Marketing and Operations Supervisor Stacey Kenison and Department Manager of Recreation Alexandra Ikeda.

4. CONSENT AGENDA

4.1 BOARD MINUTES

4.1.1 Special Meeting of June 16, 2018

4.1.2 Special Meeting of June 29, 2018

4.1.3 Regular Meeting of July 11, 2018

Director Furst requested that the Minutes of the July 11, 2018 Board meeting be pulled. He requested clarification to the dates on which the Little League Intermediate World Series games would be televised. Only the Final Playoff games on Saturday, August 4th and Sunday, August 5th will be televised, not the entire series.

Chair Faltings requested that in the same set of Minutes at page 4, item 3, regarding the Old Fashioned Ice Cream Social, the last sentence should read, “The theme of the doll show put on by the Love-A-Doll and Golden Hills Doll Clubs will be “Toy Land.””

4.2 **COMMUNICATIONS**

None.

Moved by Director Furst, seconded by Director Wilson, approved the Consent Agenda, with the requested corrections to the Minutes of July 11, 2018, by the following unanimous voice vote:

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

5. **CONSENT AGENDA RESOLUTIONS**

- 5.1 Resolution No. 2636, declaring July 2018 as “Parks Make Life Better! ®” Month
- 5.2 Resolution No. 2637, approving a single modification to the Salary and Benefits Resolution for FY 2018-19 for the position of Assistant to the General Manager.

Director Furst requested that Item 5.2 be pulled for discussion. Administrative Services Manager Jeffrey Schneider explained that the item is a single adjustment to the Salary Schedule that staff is recommending for Board approval in order to maintain the internal equity established between salaries reflected in the Compensation Study, which should have been adjusted in line with the Accounting Supervisor role, but had been missed. The correction was previously reviewed with the Personnel Commission and the Personnel Committee, where both bodies recommended that the Board approve the adjustment. The fiscal impact is estimated to be \$5,429, and can be accommodated in the budget.

Moved by Director Palajac, seconded by Director Pierpont, approved the Consent Agenda Resolutions, by the following roll call vote:

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

6. **BIDS AND PUBLIC HEARINGS**

None.

7. **OLD BUSINESS**

None.

8. **NEW BUSINESS**

8.1 **APPOINTMENT OF NEW GENERAL MANAGER**

Chair Faltings introduced to the Board, District and public, Mr. Mathew Fuzie, LARPD's new General Manager. She asked District Legal Counsel, Rod Attebery, to explain the hiring process. Mr. Attebery explained the process which the District undertook to find and recruit its new General Manager. As a result of the recruitment and interview process, the Board directed consultant Bob Murray &

Associates and the District's legal counsel to prepare an employment contract. Mr. Attebery reported that an employment contract, approved as to form by legal counsel, and executed by Mr. Fuzie had been presented to the Board for its consideration. Mr. Mathew Fuzie addressed the Board regarding the hiring process and presented his professional background in detail.

Moved by Director Furst, seconded by Director Wilson, approved the appointment of Mathew Fuzie as LARPD's General Manager, and authorized entering into an employment contract with Mr. Fuzie, by the following unanimous voice vote:

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

8.2 **ARROYO DEL VALLE BRIDGE NAMING PROPOSAL**

Laura Mercier, Executive Director of Tri-Valley Conservancy (TVC) reported on the history of project from 2009 to present, initiated by LARPD, and in conjunction with many partners and stakeholders as outlined in the staff report. She gave a presentation to update the Board on the Juan Batista de Anza Historic Trail/Shadow Cliffs to Del Valle Regional Trail: Arroyo del Valle Bridge which highlighted the timeline, challenges encountered, cost including pledges received, and TVC's request for naming rights of the bridge. A discussion on the history of Alameda County Supervisor Edward R. Campbell ensued. He was instrumental in creating the South Livermore Plan, along with area developers and property owners. Ms. Mercier stated that this 135-foot bridge will transform a 2.5-mile trail into a 44-mile trail. This proposal was presented to the Facilities Committee on July 17, 2018. TVC along with the Facilities Committee recommended the Board consider approving the naming proposal to name the bridge the "Edward R. Campbell Bridge."

Directors Furst and Wilson expressed support of the naming proposal. In response to Director Wilson's request for a plaque containing the bridge's history, Chair Faltings directed staff to include the item on a future agenda.

Moved by Director Wilson, seconded by Chair Faltings, adopted Resolution No. 2638, approving the naming proposal from Tri-Valley Conservancy to name the Arroyo del Valle Bridge the "Edward R. Campbell Bridge", by the following roll call vote:

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

8.3 **ESTABLISHING THE FISCAL YEAR 2018-19 ANNUAL APPROPRIATIONS LIMIT**

Administrative Services Manager Jeffrey Schneider presented the staff report and stated the Appropriations Limit is calculated annually and is based upon data provided to the District by the State. Staff recommends approval of the FY 18-19 Appropriations Limit of \$22,035,595.

Moved by Director Palajac, seconded by Director Furst, adopted Resolution No. 2639, establishing the FY 2018-19 Annual Appropriations Limit at \$22,035,595, by the following roll call vote:

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

9. **COMMITTEE REPORTS**

- 1) Director Wilson reported on the July 12, 2018 Personnel Committee meeting. Topics discussed were an adjustment to the Salary Schedule for the Assistant to the General Manager position, and the District's performance review process. Chair Faltings suggested that in addition to the performance evaluation samples provided in the minutes, that staff contact the California Association of Recreation and Park Districts for additional applicable samples.
- 2) Director Furst reported that he attended the California Special Districts Association Leadership Academy. He will be able to supply the Board and staff with three additional evaluation forms.
- 3) Director Pierpont reported on the July 25, 2018 Program Committee meeting. Topics discussed were the Senior Services program, and an update on the District's website.

10. **MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS**

- 1) Director Palajac inquired on the latest status on the Sycamore Grove Park closure due to construction and the recent fire. AGM Lord reported that the park was closed due to the fire, but the area has been cleared. The Nature Camp program has been resumed. Signs have been posted regarding areas that remain closed due to construction of the trail.
- 2) Director Wilson asked for an update on the approximate sections of the main trail at Sycamore Grove Park that are open to the public.
- 3) Director Wilson asked for an update on the starting and ending dates for the Little League Intermediate World Series.
- 4) Chair Faltings announced that the 2nd Sunday in August (August 12th) will be the next annual Old Fashioned Ice Cream Social at Ravenswood Historic Site, from noon to 4 p.m.

11. **MATTERS INITIATED/ANNOUNCEMENTS BY THE ACTING GENERAL MANAGER**

AGM Lord made the following announcements:

- 1) The Little League World Series will be held at Max Baer Park with games beginning Sunday, July 29th through final playoffs on August 5th.
- 2) LARPD will be hosting a Parents Night Out on Friday, July 27 between 6:30 p.m. to 9:30 p.m. at the RLCC Aquatic Center.
- 3) There are still some weeknight camp sites available at Camp Shelly at South Lake Tahoe. The season will be winding down early this year (August 12th) to begin construction of the restroom facility.
- 4) The Livermore Chamber of Commerce will feature a large display during the month of July in honor of Parks and Recreation Month highlighting LARPD's programs and facilities.

12. **ADJOURNMENT**

The meeting adjourned at 7:50 p.m.

APPROVED,

Maryalice Summers Faltings
Chair, Board of Directors

ATTEST:

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

LIVERMORE AREA RECREATION & PARK DISTRICT
4444 East Avenue, Livermore, CA 94550-5053
(925) 373-5700

MONTHLY REPORT FOR JULY 2018 (#72-01)

TO: BOARD OF DIRECTORS

FROM: PATRICIA LORD, ACTING GENERAL MANAGER

GENERAL SUMMATION: The Board of Directors appointed Mathew (Mat) Fuzie to the position of General Manager and authorized entering into an employment contract at the regular Board meeting on July 25, 2018. When former General Manager Tim Barry announced his retirement after 15 years with LARPD, a professional executive recruitment firm, Bob Murray & Associates, was hired to advertise the position nationwide and to manage the selection process. The incoming General Manager has a vast and varied experience in parks; he has held numerous positions within the California Department of Parks and Recreation, most recently as Deputy Director of California State Parks where he oversaw the operation of the Off-Highway Motor Vehicle Recreation (OHMVR) Division. Prior to his role as Deputy Director OHMVR, Mathew served as District Superintendent for Monterey District of California State Parks. He has 27 years of experience as a Peace Officer Standards and Training (POST) Certified Peace Officer with the California Department of Parks and Recreation and is a POST Certified Hostage Negotiator. His first day at LARPD will be August 6, 2018.

Matters Initiated:

July 11, 2018 Board Meeting -

- **Please post the District's Mission Statement in a more prominent place at the community center. (Wilson)** *Staff ordered a silk banner with the new Mission Statement and District logo; the banner hangs in the RLCC Recreation Building adjacent to the Café.*

July 25, 2018 Board Meeting -

- **Please provide a status on the Sycamore Grove Park closures due to construction and the recent fire, including sections of the main trail that are open to the public. (Palajac and Wilson)** *Staff posts current information on Sycamore Grove Park at the top of the District home page <http://www.larpd.org>. Park visitors have several ways of getting updates: Updates are posted on park signs, on the LARPD website, and on social media including Sycamore Grove Park Facebook, Instagram and Twitter. People may also call the ranger office. The SGP map with updates is on park signs, on the website, and on the social media sites.*
- **Please provide an update on the starting and ending dates for the Little League Intermediate World Series. (Wilson)** *The Little League Intermediate World Series begins with Opening Ceremonies in front of the Bankhead Theatre on Saturday, July 28 at 4 PM. Games are held at Max Baer Park at 9 AM, 12 PM, 3 PM and 6 PM starting on Sunday, July 29 through Thursday, August 2. On Saturday, August 4, a Challenger Game is held at 9:30 AM, followed by an International Championship Game at 1 PM and US Championship Game at 5 PM. The final World Championship Game starts at 6 PM on August 5th. ESPN will televise the Championship Games on Saturday and Sunday, August 4-5. For more information, visit www.llws.org*

BOARD OF DIRECTORS: Board Members attended two regular Board meetings, one Public Meeting in Tex Spruiell Park, and four committee meetings. Directors also attended meetings at the following:

- Chamber of Commerce Business Alliance
- Livermore Cultural Arts Council
- Livermore Downtown
- Alameda County chapter CSDA
- Walk & Talk with Congressman Swalwell
- CSDA Special District Leadership Academy

Board actions for the month included: Recognized the members of the Livermore Baseball Team, its manager, coaches and volunteers; approved the Temporary Assignment of Higher Duties for AGM Lord to serve as Acting General Manager; accepted an irrevocable offer of dedication for a public art mural from Anne Giancola with the Bothwell Arts Center; declared July 2018 as “Parks Make Life Better!® Month; approved a single modification to the Salary and Benefits resolution for FY 2018-19 for the position of Assistant to the General Manager; appointed a new General Manager and authorized entering into an employment contract with Mathew Fuzie; approved the naming proposal from Tri-Valley Conservancy to name the Arroyo del Valle Bridge the “Edward R. Campbell Bridge”; and approved a resolution establishing the FY 2018-19 Annual Appropriations Limit at \$22,035,595.

ADMINISTRATIVE SERVICES - FINANCE/HUMAN RESOURCES/INFORMATION TECHNOLOGY:

Overall Team initiatives: Each group began an earnest effort to identify and prioritize goals for the FY18-19 fiscal year. We will conclude SMART goals for each of our team members in August.

Finance: Year-end payroll processing was a major focus of the team. A HUGE thank you to HR (Robert Sanchez, Jessie Masingale, and Megan Shannon) and Payroll (Julie Dreher and Ly Ha) for processing approximately 500 change forms for salary adjustments that were effective with the first pay period in July.

Strategic Financial Plan: Manager Schneider began work on the Strategic Financial Plan project with the consulting team from EPS.

A special thanks to Marilyn Youngman and Julie Dreher for their efforts to keep our accounting ship afloat while Lynn Loucks was on leave. We missed Lynn greatly but Marilyn and Julie did a terrific job in her absence.

We began efforts to work with Mass Mutual to identify steps needed to implement the Board-approved 457 match program, which we intend to complete by October, 2018.

Human Resources:

Recruitment: Aside from on-going efforts in support of seasonal hiring, J Masingale supported the successful, second effort (outside recruitment) to recruit a youth services coordinator. The team continues to work on several investigations (two concluded with positive results) and partnered effectively with unit management on a challenging employee relations issue involving both former and current employees.

We resumed efforts, with our HR consultant and led by M Shannon, on the update of our employee handbook and related policies (which will entail critical assessments of existing policies).

Ergonomics: R Sanchez orchestrated the first of our planned ergonomic assessments at the RLCC. More to come with other sites where office work is done (Trevano and MSC).

We had two informative vendor reviews with CAPRI and MHN (our EAP provider) and are encouraged about our prospects for more effectively utilizing the many services offered by these firms, often at deep discounts and/or zero marginal cost.

Information Technology: Focus of J Stevens is on security system gear selection for the RLCC and Security cameras/storage and related software at the RLCC. Soon will begin work on the Intranet project plan and roll-out and the Great Plains upgrade for Finance and HR.

YOUTH & SENIOR SERVICES/VOLUNTEERS:

Preschool: LARPD Preschool Summer Camp finished up with two fun, adventurous weeks in July. The Camp was full, and parents and children reported having a great time! Highlights: Week 4: *How to Catch a Star* – the teachers created an under table cave and campers used flashlights and stellar cut-outs to encourage conversations about the different constellations. Week 5: *Pete the Cat* – Campers created Pete the Cat costumes with oversize removable buttons on yellow tee shirts and cat ear hats and they acted out the *4 Groovy Buttons* story. The Preschool office has been registering, preparing, hiring and inputting in preparation for Fall Preschool programs. Preschool's 256 slots are 96% full and have waitlists for all but the afternoon classes.

ESS/PAL: The Extended Student Services – ESS and PAL Middle school programs are off to a great start this summer. Students have been kept very busy with fun activities planned by our talented staff. While bowling and swimming are the favorites, the middle school students just spent the afternoon at Sunol Paintball and had a blast!! The Game Truck, Kona Ice, Fur Scales and Tails and the Petting Zoo have all made visits to the sites and the kids have really enjoyed each one. We are lucky to have inspirational Rangers working with LARPD and they often share their knowledge with our programs. The recent Bird program was a hit at Marylin ESS.

Our programs are open 11 hours per day, 7 a.m. – 6 p.m., which gives staff an opportunity to spend quality time with the kids and enables them to plan meaningful and long term art and enrichment projects.

Seniors – 50+: Participants enjoyed a Coastal Walk in Santa Cruz along the West Cliff Drive path. A group of 44 seniors went to Treasure Island to witness and learn about the changes going on at the island and had lunch at the Job Corps Culinary School. Due to the popularity of this trip, a second one has been scheduled for August. A group of 32 participants enjoyed a motor coach drive to Sacramento for lunch and to see the National Tour production of "Gypsy" at the Wells Fargo Pavilion. The pre-trip meeting for the August *Pageant of the Masters* tour brought 18 of 24 participants to RLCC for information about upcoming trip.

The Oakland A's baseball team has been providing free tickets for the seniors. There are 69 people on the list for baseball tickets. Livermore Amador Valley Transit Authority announced it will be hosting meetings this fall regarding proposed fare increases for bus and paratransit services. One of the meetings will be held at the RLCC. SSC will list the information in the Sept.-Nov. Prime Time issue.

RECREATION:

Marketing & Communication: A downtown window display was created and installed at the Chamber of Commerce for the month of July to celebrate July as Parks and Recreation month. In addition to the window display, the Robert Livermore Community Center's monthly art display showcases canvased photographs of program participants participating in our wide variety of programs. These displays communicate all the wonderful recreation programs and services we provide to our community, and the importance of all that we do. To continue the celebration of Parks and Recreation month, the

marketing team created and presented a presentation to the Board of Directors at their July 25th meeting resulting in Resolution 2636 declaring July as “Parks Make Life Better!” Month. As we geared up for the Little League World Series, staff created and displayed new Livermore Area Recreation and Park District banners at Max Baer Park. Activity Guide production is still underway, with the final edits being approved before it goes to print and is mailed out mid-August. The new District website was reviewed and the concept was approved by the Program Committee at the July 25th meeting; staff will continue to work on this project with an anticipated launch this fall 2018.

District Operations: With the increased volume of facility rentals and programs within in the Cresta Blanca Ballroom, Larkspur Room, and Palo Verde Room, staff has implemented a new carpet cleaning procedure which requires the Facility and Operations Coordinator to block off this portion of the building every two (2) weeks for two (2) days to properly clean these carpeted areas. This new cleaning procedure has improved the overall appearance and cleanliness. District-wide in-house custodial and operations continues to be a challenge as we do have the appropriate staff ratios to cover all the District’s needs; to resolve this issue, we have contracted out some of the custodial services, which we have found to be successful so far.

Facilities Event Rentals: The Livermore Area Recreation and Park District continues to be a popular destination for weddings and receptions, birthday parties, and baby showers. Ravenswood Historic Site is the jewel of the District for picturesque weddings and events. The District facility staff partners with the Ravenswood Progress League and supports their efforts offering docent tours every 2nd and 4th Sunday of each month from 12 p.m. to 4 p.m. The Facility Event Rentals and Parks continue to work together on supporting picnic reservations and large permit rentals; Parks has taken over seeing the Intent to Use process in all LARPD parks, as the Facility Rentals team has focused their efforts on large outdoor requests accommodating 100+ people.

Equestrian Facility: The Equestrian Facility was back to full operation after the rodeo closure in celebration of the 100th rodeo. CGA-District #6 returned after the closure for a Gymkhana event; this is an ongoing renter of the facility throughout the year. To better communicate our facility rules and regulations with our renters, we will be creating and implementing the Equestrian Facility Rules and Regulations. These Rules and Regulations have been communicated to the Stockmen’s Rodeo Association for their review and approval. Staff have also has been working on creating a new equestrian brochure to help increase facility rentals.

Youth Sports: The Junior Giants hosted Michael Pritchard at the Robert Livermore Community Center to talk to our players and parents about bullying. He did a fantastic job relating and educating our young players about sportsmanship, kindness, standing up for what is right, and inclusion. This is something we would like to implement with our staff, Sports Camp, and other youth programs within the District.

Adult Sports: We have been busy preparing for the Adult Softball program to begin. From working on the fields, cleaning the score booths, building game schedules and scheduling umpires, we are anticipating a fun and exciting season.

Field/Gymnasium Rentals: It has been a very busy month getting ready for the Little League World Series. New lights were installed at the Max Baer field to better improve the light quality. New Livermore Area Recreation and Park District banners have been hung throughout the field, and new shade structures have been installed over the bleachers. This year we welcome our very own Livermore team into the World Series; attendance is expected to increase locally and internationally. To support this event, staff will be taking our Sports Camp participants on a field trip to watch a game.

Aquatics: Our Water Safety Instructors taught swim lessons to over 900 swimmers at both Robert Livermore Aquatic Center and May Nissen Swim Center. Recreational Swim continues to be a popular drop-in program with over 8,000 swimmers at the Robert Livermore Aquatic Center and 2,500 swimmers at the May Nissen Swim Center. Toddler Time for ages 0-4 years is held Monday through Thursday from 9:15 a.m. - 11:15 a.m. in the activity pool area. The drop-in program had over 800 participants this month. The Robert Livermore Aquatic Center hosted the Valley Swim League Championship swim meet on Saturday, July 21st and had over 2,000 attendees, including swimmers between the ages of 5-18 years of age. The Electric Eels took 7th Place overall and had several swimmers place in the top three of their events. On July 27th we hosted our final of three Parent's Night Out with 30 participants between the ages of 5-12. Kids were dropped off for three hours and were provided pizza and drinks, as well as access to the activity pool and games on the pool deck.

Summer Camps: Fun in the Sun Summer Camp continues to be hit with an average of 52 weekly participants. Campers enjoy a dynamic themed weeks including swim days from Tuesday through Thursday, and participating in arts and crafts, group games, and special themed activities.

OPEN SPACE:

General: Open space staff patrolled open space facilities and regional trails as well as other District facilities and parks. LARPD hosted a town hall meeting and hike for Representative Eric Swalwell at Sycamore Grove Park. Construction of the new paved path continued with park and trail closures.

Operations & Maintenance: Open space staff and volunteers performed maintenance on trails and trimmed trees near trails and public areas. Rangers met with a National Park Service representative to plan and certify the Juan Bautista de Anza Historic Trail in Sycamore Grove.

Public Safety: Rangers responded to off-leash dog complaints in various LARPD parks, and to reports of rattlesnakes. Rangers responded to Vista Meadows Park for reports of broken glass near the playground. Cleaned up glass and met with Parks staff. Rangers responded to a fire adjacent to Sycamore Grove. Staff ensured all visitors were out of the area, and assisted fire crews by conducting traffic control on Arroyo Road. The fire was put out later that night.

Resource Management: Staff and volunteers maintained native plantings and removed noxious non-native plant species from Sycamore Grove Park.

Volunteers: Open Space volunteers worked 516 hours performing maintenance on the native gardens, resource monitoring and documentation, performing visitor services, training, and trail surveys as well as helping with Summer Nature Camp.

Environmental/Outdoor Recreation Programs: Open space staff conducted educational programs for four school classes, seven weekend programs and one hoot owl. Healthy Parks Healthy People programs are being held monthly.

Interpretive Programs: Staff conducted seven weekend nature and recreational programs for the general public.

Monthly Totals

Sycamore Grove	4633
Daily Average Attendance	150
Horse Trailer Parking Use	36
Parking Fee Revenue	\$data not available
Nature Program Attendance	437

PARK MAINTENANCE:

Event Preparations included: Park Permits: 10 (8 Intent to Use permits and 3 on going permits) 2 Park Rentals. Equestrian Events: 1 Gymkhana.

Graffiti/Vandalism Clean-up: Volunteer graffiti clean-up 8.5 hours and Park staff 11 hours. Vandalism: 2 benches (one bench was damaged beyond repair), broken glass clean-up ten different occasions (8 different parks) labor was over 10 hours.

Irrigation: Repairs: 61 sprinklers, 3 main lines (Robert Livermore (two different main lines) and Independence), 6 lateral lines, 1 drinking fountain, 11 valves and 2 valve boxes. Installed battery operated valve at Bruno Canziani.

Mechanical Work: Service and repairs to 11 vehicles, 6 large pieces of equip. (mowers and chipper) and 7 small pieces of equip. Shop maintenance, meetings and interviews.

Miscellaneous Repairs and Tasks:

- Removed damaged controller at Hagemann
- Preparing Little League World Series at Max Baer
 - Repaired ruts in turf made by lighting crew
- Aerated and fertilized fields at Independence Park
- Contracted Services
 - Extensive ivy removal at Independence Park and Ida Holm Park
 - Sycamore trees raised, thinned and safety pruned at Bill Payne Park
 - Pine and Mulberry tree removed with stumps ground Ravenswood Park
 - 2 Mulberry, Oak trees safety pruned and repaired at Ravenswood Park

Tree Work:

- Removed broken limbs in 15 parks, raised low limbs in 4 parks, trimmed hedges in 2 parks, trimmed hedges in 1 park, pruned roses in 1 park, removed shrubs in 2 parks, removed tree suckers in 2 parks and removed 1 downed tree at Veterans' Memorial Building.

Weed Control: Post and pre-emergent spot sprayed - 17 parks, (228 gallons mix sprayed). Weeding – 22 parks. Rodent control – 9 parks/21 treatments (gophers, squirrels, moles and rats).

Zone 7 Weed Spraying: July aquatic weed control 5,980 gallons of mix sprayed.

Living Arroyos Program: July 2018

- Living Arroyos field crew used 21,575 gallons of water and a total of 296 person hours to keep native trees and shrubs alive during the summer at seven different sites.

For more information regarding the 2018-2019 Volunteer Season please visit:
livingarroyos.org/get-involved/

Respectfully submitted,

Patricia Lord
Acting General Manager

Livermore Area Recreation and Park District

Staff Report

TO: Chair Faltings and Board of Directors

FROM: Patricia Lord, Acting General Manager

PREPARED BY: Michelle Newbould, CIP Administrative Aide
and Bruce Aizawa, Parks and Facilities Manager

DATE: August 08, 2018

SUBJECT: Consider Bid Protest and Resolution Awarding Contract to Lowest Responsible Bidder, Goodland Landscape Construction, Inc., for the Construction of the Multi Park Playground Renovation Projects, LARPD Project Nos. 327, 426, 706, and 508

RECOMMENDATION:

1. That the Board of Directors reject Stockbridge General Contracting, Inc.'s ("Stockbridge") bid protest and accept staff's recommendation to reject both Stockbridge and Integra Construction Services, Inc.'s ("Integra") bids as non-responsive.
2. That the Board of Directors adopt Resolution No. _____, accepting the bid and awarding the contract to Goodland Landscape Construction, Inc., 21080 Mountain House Parkway, in the amount of \$5,482,614.00 for the construction of the Playground Renovation Projects at Jane Addams Preschool at Max Baer Park, Big Trees Park, Pleasure Island Park, and May Nissen Park, LARPD Project Nos. 327, 426, 706, and 508.

BACKGROUND:

At its March 28, 2018 meeting, the Board of Directors adopted Resolution No. 2614, approving the revised Plans and Specifications for the Playground Renovation Projects at Jane Addams Preschool at Max Baer Park, Big Trees Park, Pleasure Island Park, and May Nissen Park, and authorizing the General Manager to go out to bid for the construction of the improvements.

BID PROTEST

Stockbridge General Contracting, Inc. submitted the second lowest bid on June 27, 2018 for the Playground Renovation Projects. On July 2, 2018, Stockbridge submitted a timely bid protest regarding apparent low bidder Integra Construction Services. While timely, Stockbridge's initial bid protest did not state any facts or refer to the specific portion of Integra's bid forming the basis for Stockbridge's protest as Stockbridge had requested but not yet received Integra's bid proposal prior to the bid protest deadline.

Upon Stockbridge's receipt of Integra's bid, Stockbridge sent further correspondence to LARPD identifying what Stockbridge perceived as "mistakes" in Integra's bid as well as the argument as to why LARPD should find Integra's bid non-responsive.

Coincidentally, as determined by City of Livermore staff, Stockbridge's bid contained many of the same errors.

Book 1, Section B-11.e requires the Board of Directors to consider the merits of a timely protest. Here, as identified below, City of Livermore staff reviewed all of the submitted bids and determined that both Stockbridge and Integra's bids were non-responsive. Because the determination of non-responsiveness for both Stockbridge and Integra's submitted bids is based on staff findings, and not Stockbridge's protest, Stockbridge's protest should be rejected.

BID ANALYSIS AND REVIEW

On Wednesday, June 27, 2018, bids were opened. A total of five bids were received before the closing time of 1:00 p.m., ranging from the low bid of \$4,799,233.42 to the highest bid at \$6,421,386.00. The five bids were as follows:

<u>Rank</u>	<u>Company Name</u>	<u>Bid</u>
1	Integra Construction Services, Inc.	\$4,799,233.42
2	Stockbridge General Contracting, Inc.	\$5,416,712.97
3	Goodland Landscape Construction, Inc.	\$5,482,614.00
4	Suarez & Munoz Construction, Inc.	\$5,677,888.00
5	McGuire & Hester	\$6,421,386.00
	<i>Engineer's Estimate</i>	\$5,067,328.00

City of Livermore staff conducted a review of all five bid proposals that were submitted. The City's vetted bid results documented that the construction companies that ranked 1 and 2 (Integra Construction Services, Inc. and Stockbridge General Contracting, Inc.) were not qualified under LARPD's criteria due to several errors, including omissions and arithmetic errors, rendering both Stockbridge and Integra's bids non-responsive.

The findings for the lowest, responsive, responsible bidder are as follows:

- Goodland Landscape Construction, Inc. has valid California contractor's license of the appropriate classification (Class A). The licenses (Class A, C27) are current and active.
- Goodland Landscape Construction, Inc is bonded by The Guarantee Company of North America Insurance Company, which is licensed to do business in California and is rated "A" by A.M. Best Financial Services. Goodland Landscape Construction, Inc has Workers' Compensation with Travelers Property Casualty Company of America.
- Goodland Landscape Construction, Inc. has worked for LARPD on past projects (Bothwell Park Renovations Project and the Robertson Park Sports Fields Improvement Project) with positive results.
- Bid documents appear to be in order with all required submissions and certifications.

- The bid amount of \$5,482,614.00 is 7.9% above the engineer's estimate of \$5,067,328.00.

Pursuant to all relevant Public Contract Code, Labor Code, and the results of contractor license and reference checks, staff recommends that the contract for construction of the Playground Renovation Projects at Jane Addams Preschool at Max Baer Park, Big Trees Park, Pleasure Island Park, and May Nissen Park be awarded to Goodland Landscape Construction, Inc.

FISCAL IMPACT:

The funding for this project is budgeted and available in the District's Capital Improvement Plan Budget under Project Nos. 327, 426, 706, and 508. The bid amount of \$5,482,614.00 is 7.9% above the engineer's estimate of \$5,067,328.00.

PL/mn/ba

Livermore Area Recreation and Park District

Staff Report

TO: Chair Faltings and Board of Directors

FROM: Jeffrey Schneider, Administrative Services Manager
Julie Dreher, Financial Analyst

DATE: August 8, 2018

SUBJECT: Fiscal Year 2018-2019 Final Operating Budget and
Fiscal Years 2018-2021 Final Capital Improvement Plan Budget

RECOMMENDATION: That the Board of Directors adopt Resolution No. ____, approving the District's Final Operating Budget for fiscal year (FY) 2018-19, and Resolution No. ____, approving the District's Capital Improvement Plan (CIP) Budget for FY 2018-21.

BACKGROUND: The District is required to obtain Board approval of its Preliminary Operating and Capital Improvement Plan (CIP) budgets by June 30th and the Final Operating and CIP budgets by August 30th each year. In February, the Board addresses mid-year changes and approves, as appropriate, adjustments to the Budget. On June 13, 2018, the Board approved the District's Preliminary FY2018-2019 Operating Budget and the District's Preliminary FY2018-2021 CIP Budget.

OPERATING BUDGET – FY18-19

The FY18-19 Operating Budget is balanced, with total revenues and expenditures of \$22,017,048.

Several adjustments have been made relative to the Preliminary Operating Budget that was approved by the Board on June 13, 2018, though the total Operating Budget remains balanced. These changes, and notes related to them, are outlined in Table 1, below:

Table 1

REVENUE:

UNIT	Item	Impact	Description
25	Increase to Barn Revenue	\$6,000	per Recreation analysis
09	Increased Kidango Contract	\$58,247	Updated contract information
01	Increased 97-1 tax	\$24,300	Updated Equivelent Dwelling Unit (EDU) count at \$35.05 per
01	Residual Property Tax Revenue	\$44,000	increased from \$16k based on recent experience
Sub-total, Revisions to Revenue		\$132,547	

OPERATING AND CAPITAL EQUIPMENT EXPENSES:

UNIT	Item	Impact	Description
01	Increase to Memberships for Rotary	(\$2,200)	for AGM
09	Correction to ESS Supervisor's expense	(\$7,684)	had been 95% allocated
05	Correction to building maintenance expense	(\$13,845)	previously based on wrong Job Code
01	Shifted 17/18 Strategic Financial Plan to 18/19	(\$25,000)	Project delay (now 100% in FY18-19) at \$50k
01	Update to salary schedule for Assistant to the GM	(\$5,429)	Update approved by BoD 7/25
01	Financial & HR Systems Upgrade	(\$60,000)	Budgeting and reporting tools
01	Ergonomics - non-cap equip	(\$10,422)	Office staff, existing and new
01	Increased budget for payroll subscription service	(\$7,500)	Based on updated vendor information
45	Remove Cresta Blanca Lighting	\$125,000	Included in CIP Energy Management Project
01	Removed GM Monthly Auto Allowance	\$6,900	per preliminary input on GM Comp
01	Adjusted new GM timing	\$10,712	updated vs prelim July 1st assumption
01	ACERA updated rates	(\$8,380)	prior rates had not been final
42	Added Cresta Blanca lobby furniture	(\$15,000)	a priority capital item
01	International Instituted of Municipal Clerks membership	(\$215)	for Ass't to GM
01	National Notary Association membership	(\$119)	for Ass't to GM
01	Removed Purchasing Consultant	\$15,000	Will be completed internally with Neumiller & Beardsley
01	Added Contract Accountant	(\$15,000)	Addressing temporary need in Aug-Sept
05	Increase Utilities - Water	(\$104,380)	Adjustment based on Prelim FY17-18 actuals (3% increase)
05	Decrease Utilities - Gas/Electric	\$20,668	Adjustment based on Prelim FY17-18 actuals (5% increase)
01	Decrease Insurance	\$30,707	Adjustment based on Prelim FY17-18 actuals (15% increase)
01	Reduced Vacancy Factor (Prelim was \$271,105)	(\$66,360)	Reducing budget risk re: vacancy (revised = \$204,745)
Sub-total, Revisions to Expense		(\$132,547)	
TOTAL IMPACT of Revisions made for Final Budget		\$0	

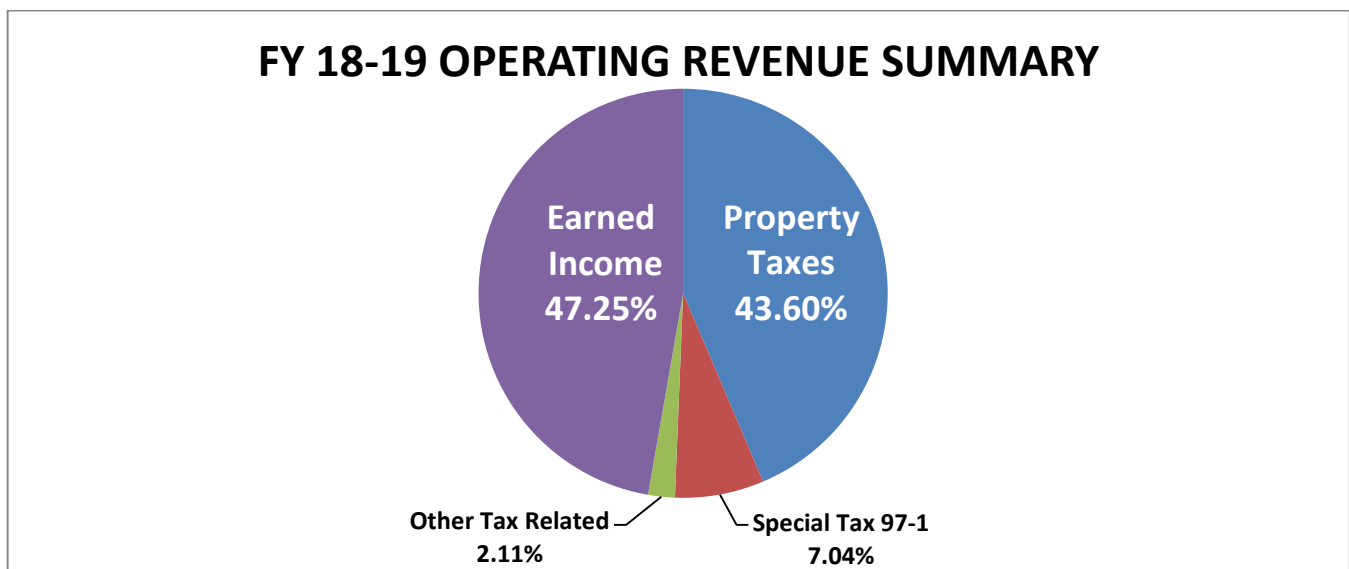
REVENUE:

1. At \$22,017,048 for FY18-19, District Revenues are budgeted at \$551,085, or 2.6%, above preliminary FY17-18 results. The District continues to maintain a healthy balance between Earned and Tax Revenue.
 - o Earned revenue will make up 47.3% of total District revenue in FY18-19, which is modestly lower than our recent experience (48.0-48.2% in the prior three years) and is budgeted at \$10,403,848, up \$72,198, or 0.7%, from preliminary FY17-18 results.
 - Extended Student Services (ESS) revenue, which comprises 51.1% of earned revenue, is projected to reach \$5,315,417, an increase of \$260,449, or 5.2%, vs preliminary FY17-18 results, reflecting assumptions for full staffing that will support increased student counts; influencing the year-over-year trend for ESS revenue is that fact that this will be the second full year of operations at the Lawrence Elementary School that began operating mid-way through FY16-17.
 - Earned Revenue growth is lower than in previous years for several reasons, including:
 1. Park Operations is budgeted to decrease by \$42,399, or 8.3% versus preliminary FY17-18 results, as increases in core business activities will be offset by the discontinuation of the District's services agreement with Zone 7 (impact \$120,000);

2. Aquatics is budgeted to decrease by \$38,665, or 6.6% versus preliminary FY17-18 results, as a result of the RLCC Aquatics Center pool closure necessitated by the planned Pool Deck Renovation project;
 3. Senior Services is budgeted to decrease by \$81,024, or 35.9%, but this decline is misleading: the budget assumes large trip revenues (and expenses) will be directly managed by third parties; margins (revenue less direct expenses) will remain positive versus prior year.
- Staff are pursuing a variety of revenue opportunities, including Fee increases are reflected in ESS (1.5%), Preschool (4%), youth sports (5%), adult basketball league fees (11%), field prep and lining (14%), and gym use (14% for residents and 11% for non-residents). In addition, a new basketball tournament fee of \$60/hour/court was added.
- Property, supplemental, and parcel tax (97-1) revenues will amount to \$11,613,200 in FY18-19, or 52.7% of total revenues, which is up \$478,887, or 4.3%, from preliminary FY17-18 results.
- Property taxes (43.6% of total District revenue) will be \$9,600,000, up \$510,491, or 5.6%, vs preliminary FY17-18 results.
 - At \$1,549,200, FY18-19 Parcel Tax revenues (97-1) will be \$34,647, or 2.3% above preliminary FY17-18 results, which reflects the 2% annual increase in the rate per Equivalent Dwelling Unit (EDU), approved by the Board on June 13, 2018, and the growth in EDUs versus last year.
 - Note: the trend in year-over-year Tax revenues reflects a spike in FY16-17 that is associated with the onset of year-end accruals for property and parcel taxes that were vetted with the District's audit partner and which resulted in a one-time \$500k positive impact on revenues. We have continued this accrual in FY17-18 and have anticipated it in the FY18-19 Budget. The year over year growth in Tax revenues is thus artificially high in FY16-17 and artificially low in FY17-18 (+/- 5% respectively).

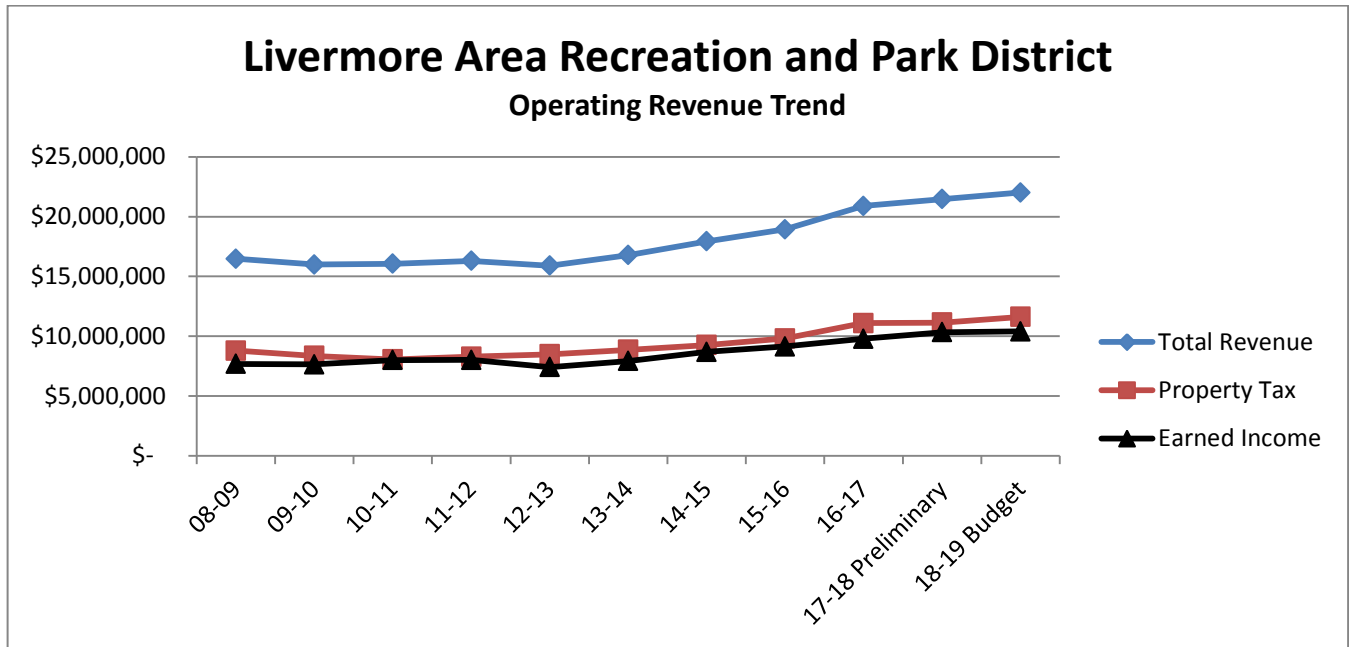
Revenue is balanced, with Taxes at 52.7% and Earned Income at 47.3% of total revenue:

Chart 1



The following chart shows the trend of District Operating Revenues from FY08-09 through the final FY18-19 Budget:

Chart 2



OPERATING EXPENSES:

Salary & Benefits: Salary and Benefits expenses remain the District's most significant investment and comprise 69.3% of the District's Operating Expenses. At \$15,259,822 for FY18-19, Salary and Benefits expense will increase by \$1,496,488, or 10.9%, over preliminary FY17-18 results.

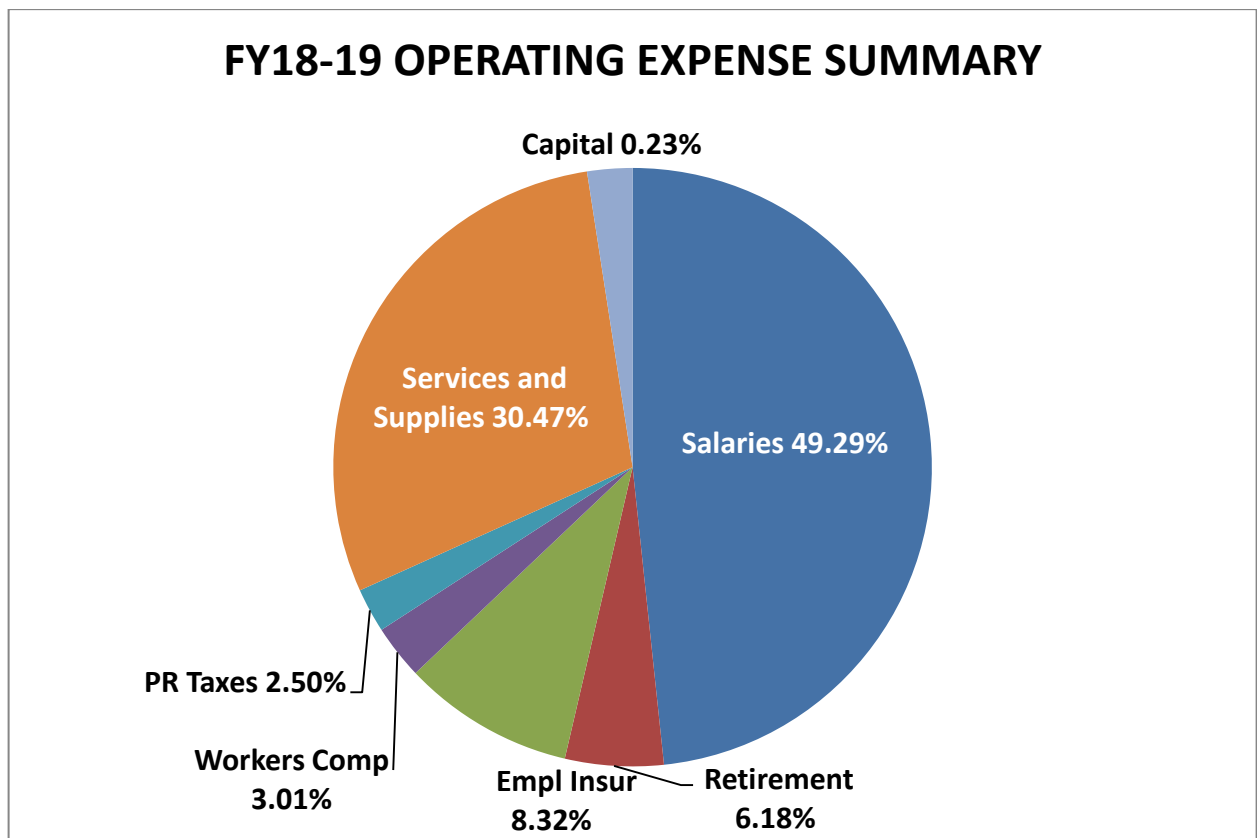
- The FY18-19 Final Operating Budget includes salary and benefit modifications that are above and beyond the adjustments required to accommodate the new minimum wage and annual step increases for all employees with a positive performance review, which are automatically included in the annual budget.
- Employee input is reflected in the District's Operating Budget (staff's top priorities, as provided to former General Manager Tim Barry during his annual Employee Benefits meetings for full-time and part-time benefited staff, which were held on April 11, 2018):
 - Cost of Living Adjustment (COLA) of 3.6% for all classification ranges, effective July 1, 2018; The magnitude of the COLA adjustment is based on the change in the consumer price index (3.6%) for the San Francisco Bay Area for the 12 months ending February, 2018. FISCAL IMPACT: \$445,000 including salaries, taxes, ACERA, and workers' compensation.
 - District contribution for medical coverage will increase by \$100 per month per benefited employee to cover the increase in premiums that is assumed for 2019. Alameda County, the administrator of the District's medical plan, indicates the District can expect medical premiums to increase by 5%, at most, above 2018. This change in the District contribution will be effective February, 2019. FISCAL IMPACT: \$27,000.

- Implementation of a District match for contributions to the 457 deferred compensation plans for part-time benefited staff. The District will match employee contributions up to 4% of their salaries and plans to implement this program by October, 2018. Full-time staff will not be eligible given their enrollment in the ACERA pension plan. FISCAL IMPACT: \$80,000.
- **Other Salary and Benefits Changes:**
 - There are three additional positions in the Final Operating Budget:
 - One full-time Park Ranger/Trails Coordinator to be hired in September, 2018; impact \$90,000.
 - This position will report to the Chief Ranger and assist Open Space Parks with general ranger duties and be the point of contact for trail development projects, volunteer trail maintenance coordination, volunteer trail building projects, and local and regional trail planning efforts.
 - Two part-time benefited Park Workers to be hired in July, 2018; impact \$104,000
 - These two positions will be in place of a vacant full-time position and will result in a net cost savings to the unit budget.
 - Implementation of Salary Range Changes Consistent with Compensation Study Findings: The District's recently concluded compensation study identified several benchmark and related positions that are materially below market, defined as the median compensation levels for similar roles in agencies that were surveyed. The FY 18-19 Budget reflects Board-approved salary adjustments for positions where the study identified salary levels were more than 20% below the median of the market. Affected positions received either a 5% or 2.5% increase, effective July 1, 2018. FISCAL IMPACT: \$125,000.
 - Benefit Plan Participation: Staff analysis of actual benefit enrollment indicates that 90% of full-time and 68% of part-time benefited staff actually enrolled in our programs, and when staff did enroll, they did so at levels below that of employee plus family (the most costly of our possible options). The budget for FY 2018-19 reflects actual enrollment patterns through January 2019, and then assumes 90% overall participation for the new benefit year, beginning in February, 2019, which will be revisited at mid-year when actual enrollment and cost data for the new enrollment period are available.
- **Services and Supplies:** At \$6,607,772 for FY 2018-19, these expenses are \$613,735, or 10.2% above preliminary FY 2017-18 results. Items of note in the FY 2018-19 Budget:
 - Bi-annual election fees of \$160,000 (included in Program Services and Supplies);
 - At \$498,372 for FY 2018-19, gas/electric utilities will increase 5% versus FY17-18;
 - At \$1,268,520 for FY 2018-19, water will increase 3% versus FY17-18;
 - Maintenance – Equipment is budgeted at \$191,940, which is \$64,836, or 51.0% above FY17-18 results due to the inclusion of subscription fees for new financial systems (time sheet automation, planning and reporting) and an important update to the accounting and human resources system.
 - Professional Services are budgeted at \$994,375, which is \$133,366, or 15.5% above FY17-18 results largely due to the inclusion of \$50,000 for a Strategic Financial Plan and \$55,000 for implementation assistance for the financial systems deployment efforts.
 - At \$328,961 for FY18-19, Insurance expense is \$42,908, or 15.0% above FY17-18 based upon current estimates from CAPRI, our insurance broker.

- **Contingency Budget:** \$100,000, as in past years.
- **Capital Equipment:** Capital equipment is limited to one item that was planned in FY 2017-18 but which will carry-over into FY 2018-19:
 - \$49,454 (current estimate) for an upgrade to the RLCC's video surveillance and storage system

The following chart shows key expense areas as a percentage of total expenses in the FY 2017-18 Budget:

Chart 3



CONCLUSION: The District has developed an Operating Budget for FY18-19 that supports its goals of meeting public needs and effectively supporting its staff in a financially sustainable fashion.

CAPITAL IMPROVEMENT PLAN (CIP) BUDGET – FY18-21

BACKGROUND:

The District's CIP projects are categorized as follows:

1. Priority A – Includes projects that have Board authorized funding sources and that staff expects to actively work on during the current fiscal year.
2. Priority B – Includes projects that have Board authorized funding sources and that staff will work on during the current fiscal year if time and resources permit.
3. Unfunded – Includes proposed projects from various sources (Board, staff, public or other agencies) that have not been funded or prioritized by the Board of Directors.

Some projects span multiple fiscal years due to the length of time required to plan, design, bid, inspect and implement them. Also, projects are funded in a variety of ways, including outside sources (grants, bonds, trusts and special development requirements), District reserves, and through development impact fees (AB1600).

DISCUSSION/HIGHLIGHTS:

The District's FY18-21 Capital Improvement Plan (CIP) Budget is, with two exceptions noted below in item B, unchanged from the Preliminary CIP Budget that was approved by the Board on June 13, 2018.

- A. The total CIP Budget for the three year planning horizon through FY20-21 is \$20,063,124 for Priority A and B projects; the majority of funding will come from AB1600 (\$16,502,729).
- B. After the Preliminary CIP Budget was approved, the District has determined that two project budgets, for the Ravenswood Upgrade (#209) and the Rodeo Stadium Infrastructure Improvements (#729A), require updates. The financial impact of these two changes and the reasons for them are outlined below. Note: these changes were reviewed and approved by the Finance Committee on July 26, 2018, and the Facilities Committee received a summary of them on August 1, 2018.

1. Project #209: Ravenswood Upgrade

- a. Explanation: to address updated cost estimates for work on the refurbishment of the five roofs and porch at Ravenswood that exceed the preliminary CIP Budget.
- b. Financial data:
 - i. \$217,036 Spend to date for completion of four roofs and alarm system
 - ii. \$69,000 Estimate for 5th roof
 - iii. \$376,200 Full cost estimate for porch (construction, 10% contingency and assumes internal PM)
 - iv. \$662,236 Revised Budget for five roofs, alarm system, and porch.
 - v. \$384,583 Original Budget for five roofs, alarm system, and porch
\$277,653 Incremental Budget Request for Project #209 (v-iv)

2. Project #729A: Rodeo Stadium Infrastructure Improvements

- a. Explanation: The District received a cost estimate to address the findings of a recently completed civil engineering analysis that identified required concrete repair work; the preliminary CIP Budget addressed only the costs to complete the analysis.
- b. Requires modifying the scope of this project to include concrete repair work
- c. Financial data:
 - i. \$33,450 Spend to date for completion of civil engineering analysis
 - ii. \$150,000 Original Budget for analysis
 - iii. \$116,550 (i-ii) Remaining budget – available to complete repair work
 - iv. \$250,000 Cost estimate, including 10% contingency, permit, utilities, and bond

Fees (assumes internal PM)

\$133,450 Incremental Budget Request for Project #729A (iv-iii)

- d. Note: This project is one of several that are considered within the overall “Asset Management High Priority Projects, #729” initiative (critical asset renovation and replacement plans that were identified in the recent asset management study conducted by consultant Kayuga Solution). As such, the District has “funded” the incremental budget request of \$133,450 by reducing the amount of money that remains for the as-yet-to-be-identified remainder of Project #729 projects, leaving the overall CIP Budget unchanged in relation to the proposed revision to project #729A.

C. Priority A Projects:

1. Given the Board-approved direction to engage in a new bid process for the four playground projects, including May Nissen, (project #508), Big Trees (project #426), Pleasure Island (project #706), and Jane Addams (project #327), staff have revised the timing of financial outlays for these projects, moving a portion of the project spend to FY 19-20, though the total budget for them remains as approved by the Board at its March 28, 2018 meeting.
2. Staff has identified specific projects under the umbrella of the Asset Management High Priority Projects (project #729). The attached, “Final Budget Book”, includes the following:
 - a. Project #729A, Rodeo Stadium Infrastructure Improvements, revised as outlined above to include actual costs for engineering analysis and costs to address repairs identified by the analysis to address safety concerns.
 - b. Project #729B, May Nissen Pool Renovation, which, at a cost of \$400,000, will address county health and safety code considerations that call for the deployment of one pump system (chemical controllers, pumps, filters, etc...) per pool (currently there is one system for the two pools at May Nissen).
 - c. Project #729C, Tex Spruiell Park Renovation, which entails design work that will address the renovation of a pathway and par course, the resurfacing of a basketball court, and the renovation of the irrigation system; design work will cost of \$90,000, while costs to implement the project as designed will be determined upon design completion.
 - d. Project #729D, Energy Efficiency Measures, involves upgrading the energy infrastructure at the RLCC at a total cost of \$2,697,000. Financing for this project is split: PG&E will provide 0% financing for 10x the annual energy savings that have been projected for the project, or \$1,328,000, which will be repaid over 10 years (program is called “on-bill-financing”). The balance of the project will be financed by the District and includes a new chiller, boilers, HVAC, lighting, energy

management controls, project management, site supervision, and \$135,000 in project contingencies.

3. Sunset Park Playground (project #719): this project has been delayed as the Board directed staff to re-bid this project given concerns about the prior design at its May 9, 2018 meeting. The project budget remains unchanged at \$1,200,000.

D. Priority B Projects:

- a. Two projects are now included in the Operations Budget and thus no longer appear in the Priority B list: project #406, Paving and Concrete Repair Program, and project #329, Park Monument Signs;
- b. Otherwise, staff has simply pushed the timing for the remaining projects to FY19-20.

E. Proposed Changes (all of which were incorporated in the Preliminary CIP Budget that was approved by the Board on June 13, 2018):

- a. **To Be Removed:** Three projects are now reflected in the District's Operating Budget as they are on-going maintenance-oriented efforts that consist of many, modest cost outlays:
 - i. Project #439, ESS – Upgrade Buildings
 - ii. Project #406, Paving & Concrete Repair
 - iii. Project #329, Park Monument Name Signs
- b. **Move from Priority B to Priority A:** Staff recommends moving one project from Priority B to Priority A: Patterson Ranch Trail (project #723).
- c. **Projects added to Priority A:**
 - i. Robertson Park Synthetic Turf (project #720): \$125,000 to install synthetic turf in the fence area between the two existing play fields;
 - ii. Bill Clark Park (project #538): \$100,000, funded by Signature Homes, to design and implement ADA compliance measures and other improvements.
 - iii. Barn Renovation (project #516): \$600,000 to design and implement improved accessibility, ADA compliant restrooms, address fire safety improvements, and other renovations.
 - iv. Altamont Creek (project #806): \$200,000 will fulfill the District's component of this project to replace the playground at Altamont Creek Park, which is being done in conjunction with the LVJUSD, who will manage the project and install the equipment. This project was approved by the Board in March, 2018,

Attachment: 2018-2019 Final Operating Budget / 2018-2021 Capital Improvement Plan Budget



Livermore Area
Recreation & Park District
An independent special district

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

2018 – 2019 Final Operating Budget

2018 – 2021 Capital Improvement Plan Budget

August 8, 2018

Board of Directors:

Maryalice Faltings

David Furst

Jan Palajac

Philip Pierpont

Beth Wilson

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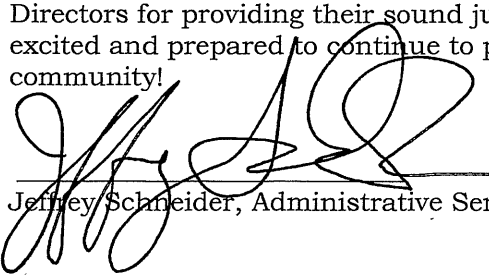
It is my pleasure to present the Final Budget for the Livermore Area Recreation and Park District for the Fiscal Year 2018-19. At \$22,017,048, the operating and capital equipment budget is balanced, and a total of \$13,722,564 is planned for capital improvement expenses for Fiscal Year 2018-19. The District's total expense plan for Fiscal 2018-19 is thus \$35,739,612. The budget includes a projected reserve of 22% of operating costs, as of June 30, 2019. The District continues to stand debt-free.

The budget includes the provision of programs and services for children, teens, adults and seniors and the maintenance of facilities, parks, trails and open space parks that serve the community. Park improvement projects include renovation of playgrounds at Big Trees Park, May Nissen Park, Pleasure Island Park and Jane Addams Preschool, the renovation of the Arroyo Del Valle trail at Sycamore Grove Park, and a partnership with Tri-Valley Conservancy to construct a bridge that will span the creek at the south end of Sycamore Grove Park as part of the regional trail. This budget includes a 3.6% cost of living adjustment (COLA) and market improvement factors for those job classifications that were identified as materially under market based on a comprehensive compensation study that was completed in March, 2018. The District will implement a deferred compensation match of up to 4% for part-time benefitted staff, and will contribute additional dollars to entirely cover anticipated health cost increases for benefitted staff. Property tax projections continue to rise, which is encouraging news since that revenue source makes up about half of the total District revenues. The District's operating units continue to provide the remainder of the revenues that fund the many innovative programs and services that are highly valued by the community.

This budget also reflects significant capital improvement spending in relation to high priority parks and buildings infrastructure projects that were identified by the recently completed District-wide Asset Management study. Included in our capital improvement plans are a variety of energy-saving initiatives, including solar power at the Robert Livermore Community Center (RLCC), and the renovation of the RLCC Aquatics Center.

The Fiscal Year 2018-19 Final Budget is the culmination of a comprehensive budget planning process that included members of the Board of Directors, feedback from the public throughout the year, and our staff. It represents our effort to support the goals set forth in the District's Parks, Recreation and Trails Master Plan (2016) and policy direction from the Board of Directors.

Acting General Manager Patricia Lord and I are grateful to District staff for compiling the detailed assumptions and information that form the foundation for this Budget, to Financial Analyst Julie Dreher for effectively managing the budget process, to recently retired General Manager Tim Barry for his invaluable guidance and support, and to the District's Board of Directors for providing their sound judgment in reviewing and adopting this budget. We are excited and prepared to continue to provide outstanding services and facilities to our community!


Jeffrey Schneider, Administrative Services Manager

Page 1

Board of Directors
Maryalice Faltings

David Furst

Jan Palajac

Philip Pierpont

Beth Wilson

LIVERMORE AREA RECREATION and PARK DISTRICT'S MISSION STATEMENT

To provide the people of the Livermore area with outstanding recreation programs and a system of parks, trails, recreation areas, and facilities that promote enjoyment, lifelong learning, and healthy, active lifestyles.

LIVERMORE AREA RECREATION AND PARK DISTRICT GOALS FOR FISCAL YEAR 2018-19

These goals reflect the District's direction and philosophy as outlined in its 2016 Parks, Recreation, and Trails Master Plan.

1. Provide safe and clean park areas, trails and facilities. Capital Improvement projects include the completion of the trail renovation at Sycamore Grove - Arroyo Del Valle and the Arroyo Del Del Valle Trail Bridge Connection, led by the Tri-Valley-Conservancy. Roof and porch renovations will be completed at the Ravenswood historic site. Improvements will be made at the RLCC Aquatics Center, including the replacement of the pool deck and enhancements to accessibility. Five park playground replacement projects will be initiated: Pleasure Island, Big Trees, May Nissen, Jane Addams preschool at Max Baer Park, and Sunset Park.
2. Create opportunities for saving water and energy. Work will commence on energy efficiency measures at the RLCC that will include the deployment of solar technology and the upgrade of aged equipment and fixtures that will reduce the RLCC's energy footprint.
3. Work on high priority Asset Management projects will continue, including: Rodeo Stadium infrastructure stabilization, equipment upgrades at the May Nissen pool, and design work for improvements to Tex Spruiell Park. Implementation of the *E-Maint* work order program will be completed, including staff training, to help manage the maintenance of high priority assets.
4. Complete a five year Strategic Financial Plan for the District that considers current economic conditions as well as various scenarios that could impact the District's ability to manage and/or expand program offerings.
5. Foster community partnerships with the City of Livermore and the Livermore Unified School District to explore potential roles for the District in the provision of additional park land and trails for the community.
6. Launch the District's redesigned website and implement enhanced marketing efforts through the use of various social media platforms.
7. Improve the efficiency and effectiveness of financial processes through the deployment of new planning, reporting, and payroll systems and tools.
8. Update the District's employee handbook and human resource policies and procedures.
9. Reach out to underserved populations utilizing various methods, including grant-funded programs, to enhance community engagement.

Livermore Area Recreation and Park District

Budget Policy

The District operates on a fiscal year basis beginning on July 1st and ending on June 30th. In accordance with the Public Resources Code, Section 5788 – 5788.9, the District is required to adopt a Preliminary Budget by July 1st and a Final Budget not later than August 30th.

Preliminary Budget

- 1) An Annual budget proposal shall be prepared by the General Manager.
- 2) Prior to review by the Board of Directors, the Board's Finance Committee shall meet with the General Manager and review his/her annual budget proposal.
- 3) The proposed annual budget as reviewed and amended by the Finance Committee shall be reviewed by the Board no later than its first meeting in June.
- 4) On or before July 1 of each year, the Board of Directors shall adopt, by Board resolution, a Preliminary Budget.

Final Budget

- 1) Prior to review by the Board of Directors, the Board's Finance Committee shall meet with the General Manager and review any revisions to the Preliminary Budget.
- 2) The proposed Final Budget as reviewed and amended by the Finance Committee shall be presented to the Board of Directors for review and adoption not later than August 30th.

Budget Adjustments and Amendments

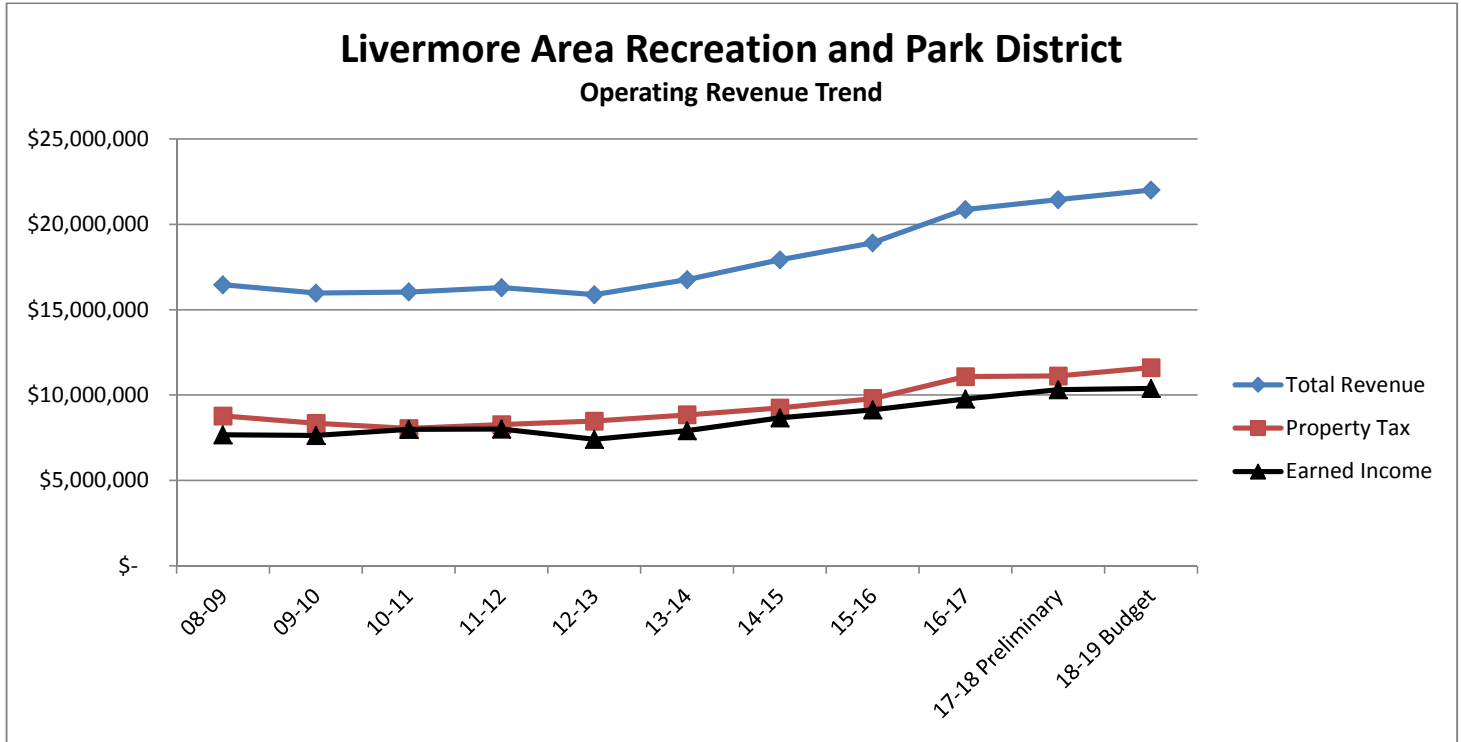
- 1) The General Manager may make adjustments within the Final Operating Budget that do not exceed the total appropriations approved by the Board of Directors.
- 2) Supplemental appropriations may be approved by resolution of the Board of Directors throughout the year when the total appropriations budgeted would be exceeded.

Adopted by Board Resolution August 7, 2001

Livermore Area Recreation and Park District

Operating Revenue Trend

FY 08-09 thru FY 17-18

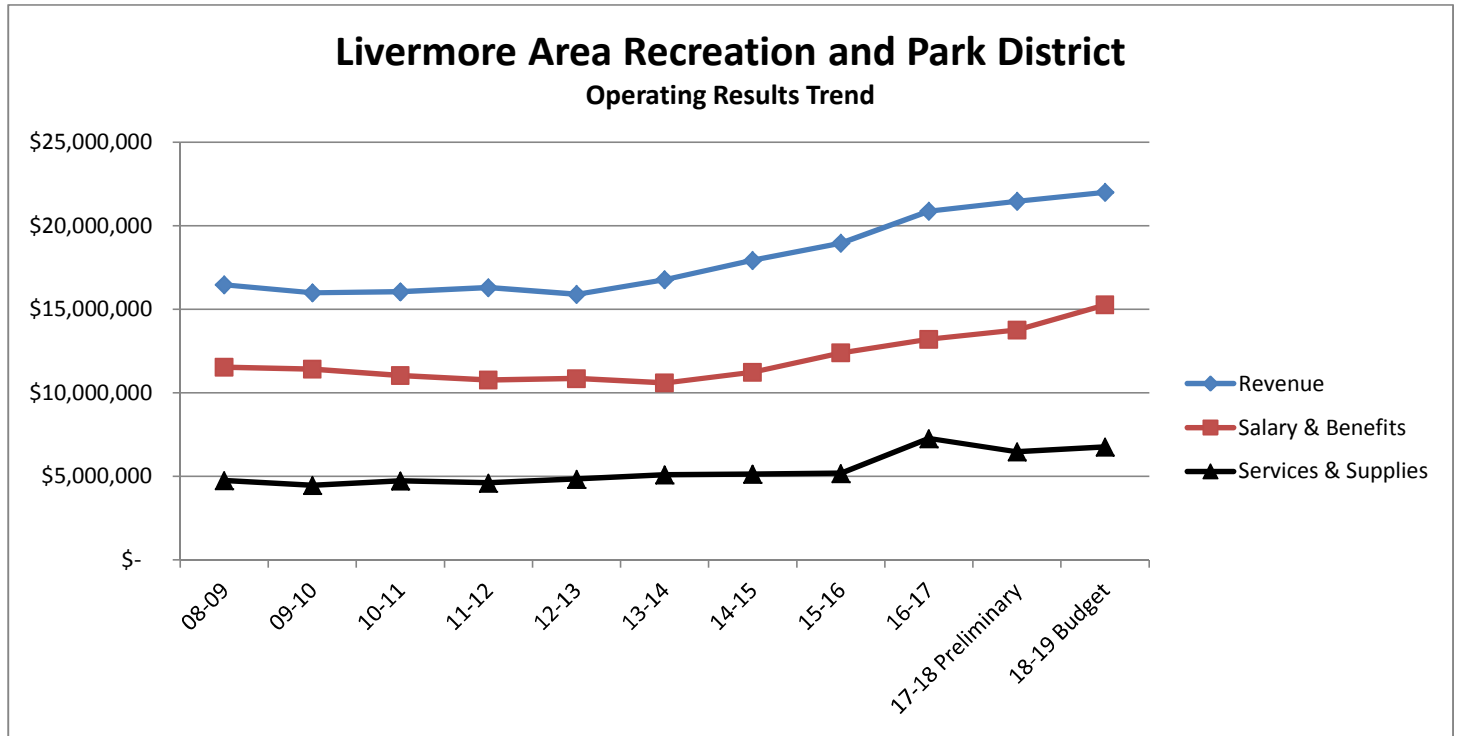


Fiscal Year	Total Revenue	Property Tax	Earned Income
08-09	\$ 16,468,616	\$ 8,788,937	\$ 7,679,679
09-10	\$ 15,988,833	\$ 8,352,156	\$ 7,636,677
10-11	\$ 16,052,795	\$ 8,056,098	\$ 7,996,697
11-12	\$ 16,303,802	\$ 8,282,851	\$ 8,020,951
12-13	\$ 15,896,472	\$ 8,480,513	\$ 7,415,959
13-14	\$ 16,778,397	\$ 8,853,216	\$ 7,925,181
14-15	\$ 17,938,908	\$ 9,257,514	\$ 8,681,394
15-16	\$ 18,935,883	\$ 9,809,444	\$ 9,145,695
16-17	\$ 20,885,191	\$ 11,096,725	\$ 9,788,466
17-18 Preliminary	\$ 21,465,963	\$ 11,134,313	\$ 10,331,650
18-19 Budget	\$ 22,017,048	\$ 11,613,200	\$ 10,403,848

Livermore Area Recreation and Park District

Operating Results Trend

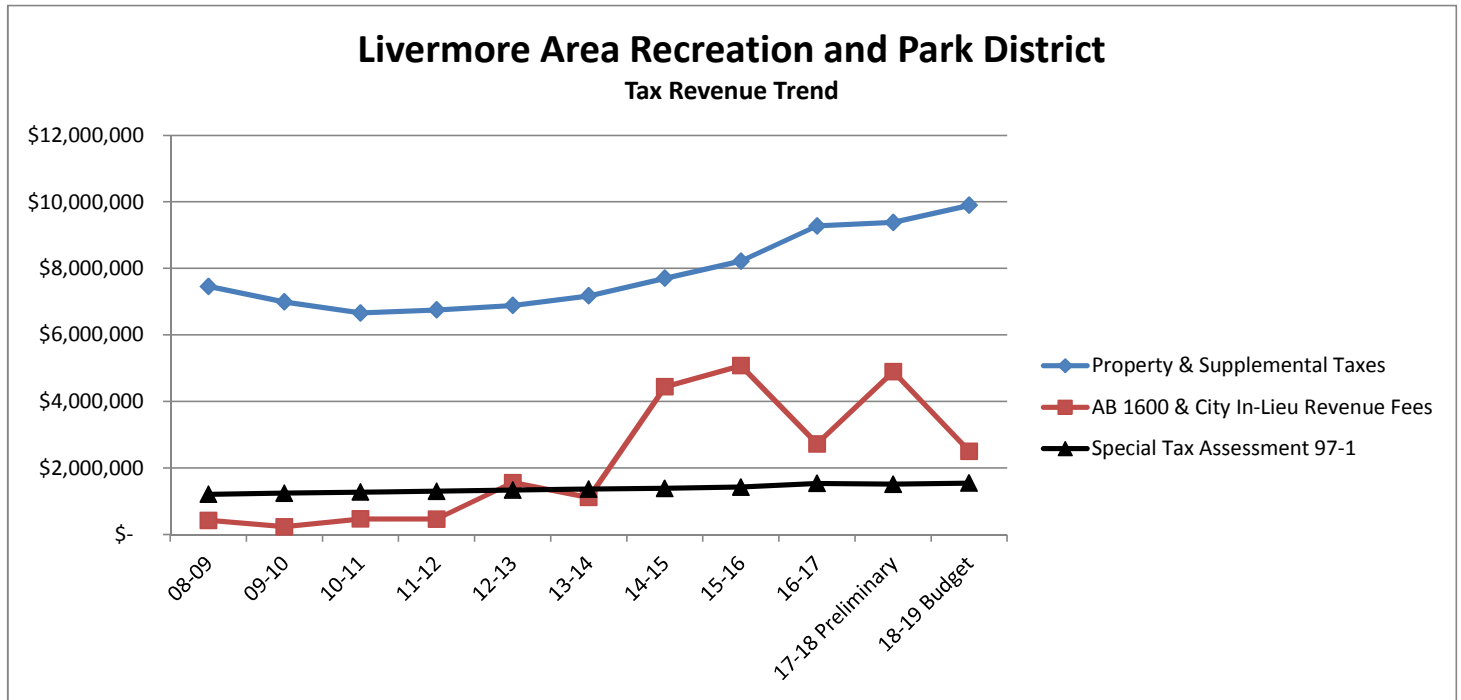
FY 08-09 thru FY 18-19



Fiscal Year	Revenue	Salary & Benefits	Services & Supplies
08-09	\$ 16,468,616	\$ 11,534,265	\$ 4,750,865
09-10	\$ 15,988,833	\$ 11,411,524	\$ 4,456,259
10-11	\$ 16,052,795	\$ 11,024,971	\$ 4,727,930
11-12	\$ 16,303,802	\$ 10,765,877	\$ 4,605,675
12-13	\$ 15,896,472	\$ 10,849,959	\$ 4,833,754
13-14	\$ 16,778,397	\$ 10,594,431	\$ 5,093,574
14-15	\$ 17,938,908	\$ 11,234,139	\$ 5,125,036
15-16	\$ 18,955,139	\$ 12,388,958	\$ 5,179,538
16-17	\$ 20,885,191	\$ 13,203,565	\$ 7,264,024
17-18 Preliminary	\$ 21,465,963	\$ 13,763,334	\$ 6,467,910
18-19 Budget	\$ 22,017,048	\$ 15,259,822	\$ 6,757,226

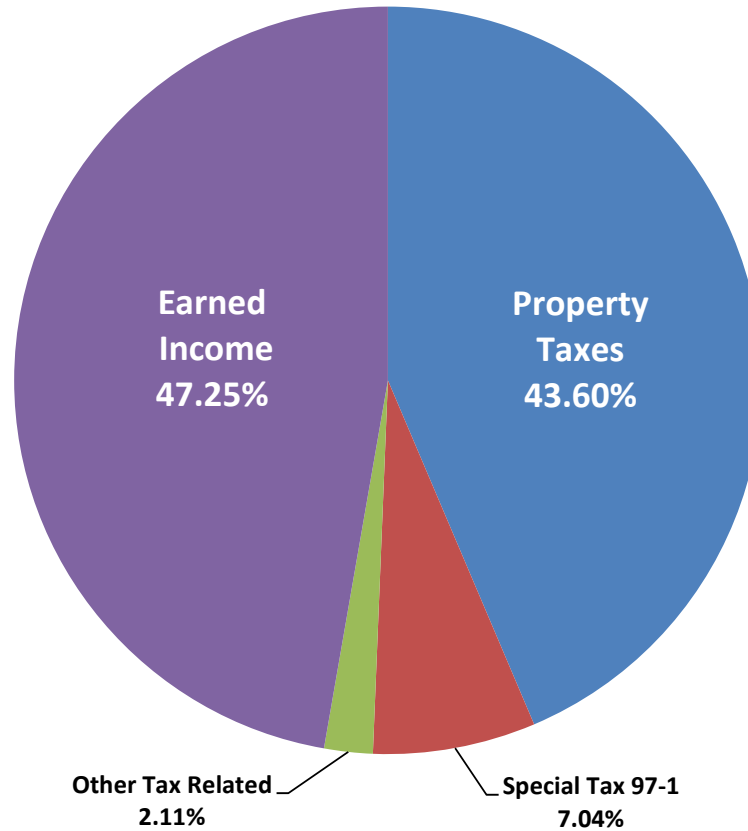
Livermore Area Recreation and Park District

Tax Revenue Trend
FY 08-09 thru FY 18-19



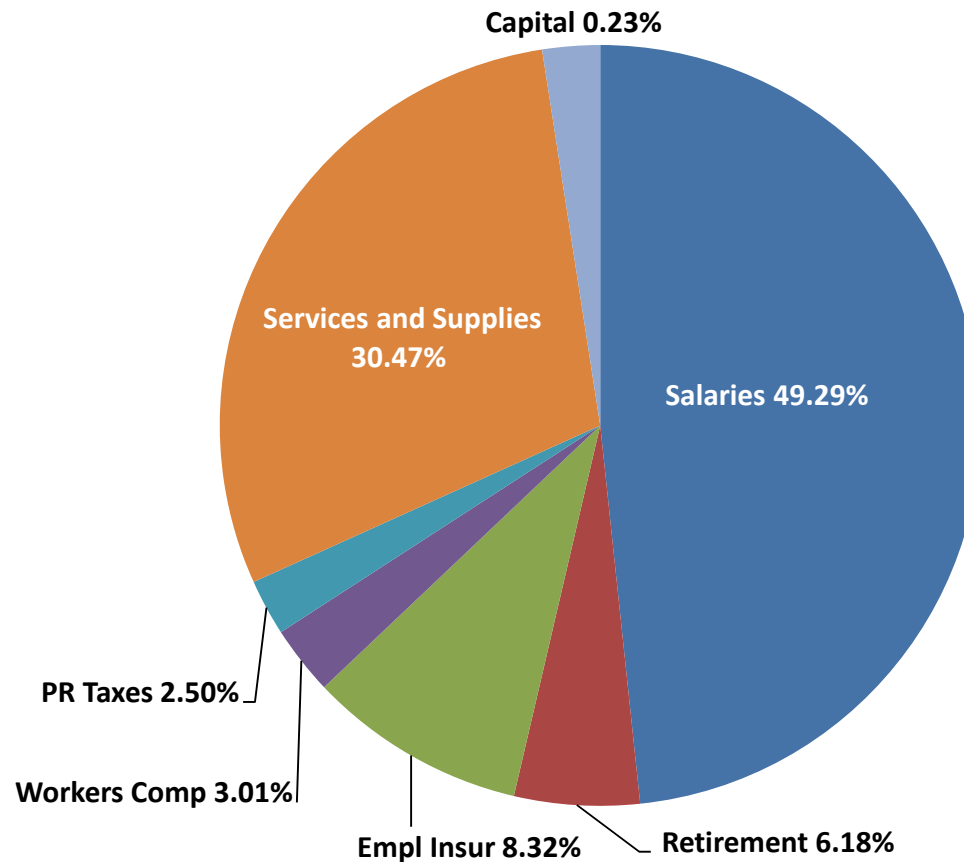
Fiscal Year	Property & Supplemental Taxes	AB 1600 & City In-Lieu Revenue Fees	Special Tax Assessment 97-1
08-09	\$ 7,463,294	\$ 424,694	\$ 1,211,648
09-10	\$ 6,994,951	\$ 235,499	\$ 1,244,029
10-11	\$ 6,663,684	\$ 471,242	\$ 1,279,258
11-12	\$ 6,753,662	\$ 467,875	\$ 1,304,842
12-13	\$ 6,887,757	\$ 1,561,913	\$ 1,334,770
13-14	\$ 7,177,033	\$ 1,113,103	\$ 1,369,185
14-15	\$ 7,705,717	\$ 4,444,394	\$ 1,388,030
15-16	\$ 8,221,488	\$ 5,078,439	\$ 1,428,561
16-17	\$ 9,279,918	\$ 2,724,597	\$ 1,536,839
17-18 Preliminary	\$ 9,388,078	\$ 4,897,334	\$ 1,514,553
18-19 Budget	\$ 9,900,000	\$ 2,500,000	\$ 1,549,200

FY 18-19 OPERATING REVENUE SUMMARY



Property Taxes	\$9,600,000
Special Tax 97-1	\$1,549,200
Other Tax Related	\$464,000
Earned Income	\$10,403,848
Total Funds for Operation	\$22,017,048

FY18-19 OPERATING EXPENSE SUMMARY



Salaries	\$ 10,852,277
Retirement	\$ 1,361,077
Employee Insurance	\$ 1,831,939
Workers Compensation	\$ 663,436
Payroll Taxes	\$ 551,093
Services & Supplies	\$ 6,707,772
Capital	\$ 49,454
Total Expenses	\$ 22,017,048

LIVERMORE AREA RECREATION & PARK DISTRICT
F/Y 18-19 OPERATING REVENUE SUMMARY

	15/16 Actual	16/17 Actual	17/18 Preliminary	18/19 Budget
GENERAL FUND				
TAXES				
Property Tax	8,026,149	8,929,110	9,089,509	9,600,000
HOPTR Subvention	62,759	62,418	30,681	61,000
In-Lieu City Housing	0	0	3,787	0
Supplemental Assessment Tax	195,339	350,808	298,569	300,000
	8,284,247	9,342,336	9,422,546	9,961,000
Special Assessment Tax	1,428,561	1,536,839	1,514,553	1,549,200
Redevelopment Fiscal Impact	53,824	59,021	57,102	43,000
RDA - Residual Property Taxes	42,812	158,529	140,112	60,000
	1,525,197	1,754,389	1,711,767	1,652,200
TOTAL TAXES	9,809,444	11,096,725	11,134,313	11,613,200
EARNED INCOME				
Classes, Camps & Events	412,762	425,250	449,287	415,400
Adult Sports & Fitness	145,930	159,495	141,576	161,230
Camp Shelly	66,600	66,630	68,949	68,183
Park Operations	411,187	498,983	509,189	466,790
Extended Student Services (ESS)	4,252,079	4,598,713	5,054,968	5,315,417
Senior Services and Volunteers	150,579	237,390	225,613	144,589
Preschool	421,936	423,347	431,853	435,495
Open Space	443,653	472,002	541,497	519,401
Marketing & Public Information	2,850	260	0	0
Facility Use & Rentals	796,823	871,009	814,458	816,820
Youth Sports & Fitness	145,985	180,319	221,309	188,443
Field & Gym Rentals	274,587	375,475	364,216	455,603
Believes Program	151,438	146,290	149,317	149,500
Middle School Program	586,985	552,102	620,510	577,122
Aquatics	490,028	587,510	584,501	545,836
Concessions	60,760	61,621	59,467	65,900
CIP Administration	172,942	0	0	0
Miscellaneous & Interest	139,315	132,070	94,940	78,119
TOTAL EARNED INCOME	9,126,439	9,788,466	10,331,650	10,403,848
Total General Fund Revenue	18,935,883	20,885,191	21,465,963	22,017,048

LIVERMORE AREA RECREATION & PARK DISTRICT
F/Y 18-19 OPERATING RESULTS SUMMARY

	15/16 Actual	16/17 Actual	17/18 Preliminary	18/19 Budget
OPERATING REVENUE				
Earned Revenue	9,126,439	9,788,466	10,331,650	10,403,848
Property Taxes	8,284,247	9,342,336	9,422,546	9,961,000
Special Assessment Taxes	1,428,561	1,536,839	1,514,553	1,549,200
Redevelopment Fiscal Impact	53,824	59,021	57,102	43,000
RDA - Residual Property Taxes	42,812	158,529	140,112	60,000
	18,935,883	20,885,191	21,465,963	22,017,048
OPERATING EXPENSE				
SALARIES & BENEFITS				
4124 Stipends - Board Members	20,875	20,650	25,475	24,960
4120 Salaries - Full-Time	4,438,055	4,546,076	4,253,487	4,728,817
4121 Salaries - Part-Time Benefited	1,875,645	2,218,854	2,848,364	3,349,176
4122 Salaries - Part-Time	2,760,965	2,926,052	3,136,521	2,954,069
4125 Salary - Retention Bonus	32,550	0	0	0
4126 Retirement	1,222,537	1,133,948	1,004,619	1,361,077
4128 Employee Group Insurance	1,219,350	1,335,574	1,381,027	1,831,939
4130 Workers Compensation	405,439	568,122	599,260	663,436
4200 Medicare / FICA Payroll Tax	413,543	454,289	514,581	551,093
District-Wide Temporary Vacancies	0	0	0	(204,745)
TOTAL SALARIES & BENEFITS	12,388,959	13,203,565	13,763,334	15,259,822
% of total revenue	65.43%	63.22%	64.12%	69.31%
SERVICES & SUPPLIES				
4403 Agricultural Supplies	102,105	138,019	123,393	106,650
4417 Uniforms/Safety Products	38,743	32,906	40,047	40,420
4432 Household Supplies	170,331	181,638	111,180	130,455
4440 Food	139,231	138,369	150,792	147,382
4442 Office Supplies	128,096	106,708	74,704	109,915
4444 Medical	26,273	32,511	27,790	36,242
4446 Tools & Instruments	30,713	42,184	39,334	27,305
4447 Non Capital Equipment	49,288	122,822	81,980	88,412
4450 Maintenance - Structures & Grounds	661,886	1,191,568	821,489	834,950
4451 Maintenance - Equipment	144,560	155,965	127,104	191,940
4452 Utilities - Water/Sewer	897,794	1,112,549	1,231,573	1,268,520
4453 Utilities - Gas/Electric/Other	414,116	468,968	474,640	498,372
4454 Communications	115,302	129,329	131,541	153,950
4459 Memberships & Subscriptions	28,776	25,119	33,186	36,759
4460 Travel	145,408	142,541	123,804	138,030
4461 Training and Conferences	0	15,836	39,826	66,506
4462 Publications & Legal Notices	8,859	6,341	10,016	7,980
4463 Legal	142,015	172,586	97,108	144,000
4464 Program Services/Supplies	160,361	456,422	267,107	477,014
4465 Professional Services	799,207	834,968	861,009	994,375
4466 Licensing	23,445	29,364	26,717	23,499
4467 Field Trips/Events	86,468	166,286	145,512	104,151
4468 Instructors & Sports Officials	341,512	361,378	374,075	348,824
4470 Insurance	237,527	281,689	286,053	328,961
4476 Rents & Leases - Equipment	85,915	103,096	102,522	110,720
4477 Rents & Leases - Structures & Grounds	154,330	210,862	186,627	192,440
4704 Finance Charges & Interest	3,343	1,708	4,908	0
TOTAL SERVICES & SUPPLIES	5,135,604	6,661,732	5,994,037	6,607,772
% of total revenue	27.12%	31.90%	27.92%	30.01%
OTHER CHARGES				
4750 Contingencies	0	0	0	100,000
4751 BUSINESS DEVELOPMENT	0	0	0	0
TOTAL OTHER CHARGES	0	0	0	100,000
TOTAL OPERATING EXPENSE	17,524,563	19,865,297	19,757,371	21,967,594
REVENUE LESS EXPENSES	1,411,320	1,019,894	1,708,592	49,454
4950 Capital Equipment	424,820	602,292	473,873	49,454
TFR FROM FB TO GENERAL FUND	0	0	0	0
TFR FROM GENERAL FUND TO FB	(986,500)	0	0	0
REVENUE LESS EXPENSES after FUND BALANCE TFR	0	417,602	1,234,719	(0)

LIVERMORE AREA RECREATION & PARK DISTRICT

FY 18-19 FUND BALANCE RESERVE SUMMARY

	Balance @ 6/30/2016	Balance @ 6/30/2017	Balance @ 6/30/2018	Balance @ 6/30/2019
Fund Balance Reserve Accounts:			< Prelim >	< Budget >
Restricted Reserves				
Restricted CIP Funds				
AB1600	10,984,578	12,915,655	16,854,034	9,161,865
Buckley Trust (Ravenswood)	330,591	331,554	274,061	106,554
Ponderosa Homes (Ida Holm Park)	30,000	30,000	30,000	30,000
Signature Homes (Bill Clark Park)	0	0	100,000	0
Other Restricted Funds	1,044,595	1,044,595	1,044,595	1,044,595
Total Restricted Reserves	12,389,764	14,321,805	18,302,691	10,343,015
Committed Reserves				
Equipment	883,623	883,623	1,004,215	1,005,035
Synthetic Turf	455,297	741,797	741,797	741,797
ESS Buildings	680,000	648,070	615,742	615,742
CIP - Capital Improvements	1,557,394	2,178,766	2,123,860	387,530
Total Committed Reserves	3,576,314	4,452,256	4,485,614	2,750,104
Unassigned Reserves				
Emergency Reserve (2% of Oper Exp)	369,070	369,070	395,147	439,352
Budget Stabilization Reserve (8% of Oper Exp)	1,476,278	1,476,278	1,580,590	1,757,408
Unappropriated Reserve (pending BoD review)	0	417,602	1,707,265	1,707,265
Total Unassigned Reserves	1,845,348	2,262,950	3,683,002	3,904,025
Total Fund Balance Reserves	17,811,426	21,037,011	26,471,307	16,997,144
memo: Total CIP Reserves (Restricted + Committed)	12,902,563	15,455,976	19,381,956	9,685,950
Total Operating Expenses and Capital Equipment	17,949,383	20,467,589	20,176,300	22,017,048
Total Unassigned Reserves + Equipment Reserves	2,728,971	3,146,573	4,687,217	4,909,060
Reserve %	15%	15%	23%	22%

The Administration Unit manages District-Wide functions: District administration, support for Board of Directors and Board Committees, District records, and administrative services that includes finance (budgeting, cash collections, accounts payable, audit, payroll, procurement, conformance with laws, etc.), and human resources (benefits, recruitment and hiring, discipline, training, records, workers compensation, etc.). This unit also manages fund development, coordination of grants and outside resource funding efforts (including liaison to the LARPD Foundation), policy development, coordination of legal and legislative activities, creation of community image and support, volunteer recognition, youth commission, risk and insurance, staff reports, strategic and long range planning, staff training and development, political process implementation including elections, interagency relations, and special projects.

		F/Y 15-16 ACTUAL	F/Y 16-17 ACTUAL	F/Y 17-18 Preliminary	F/Y 18-19 Budget
REVENUE					
5005	Property Taxes	8,026,149	8,929,110	9,089,509	9,600,000
5009	Property Taxes Supplemental	195,339	350,808	298,569	300,000
5011	Special Assessment Tax 97-1	1,428,561	1,536,839	1,514,553	1,549,200
5006	State Subvention (homeowner's exemption)	62,759	62,418	30,681	61,000
5014	Redevelopment Agreement - Assisted Housing	53,824	59,021	57,102	43,000
5015	RDA - Residual Property Taxes	42,812	158,529	140,112	60,000
5007	In-Lieu City Housing	0	0	3,787	0
5067	Special Assessment Tax 97-1 Interest	5,640	8,448	14,248	8,380
5073	General Fund Interest	9,233	43,228	28,498	39,000
5076	DCAP Interest	3	7	7	0
5085	Miscellaneous Revenue	96,494	48,812	23,800	0
5086	Prompt Payment Discount	(102)	0	(6)	0
5087	Admin Fees	24,167	28,401	24,734	28,600
5090	Activity Refund Fees	3,880	3,174	3,659	2,139
TOTAL REVENUE		9,948,759	11,228,795	11,229,253	11,691,319
SALARIES & BENEFITS					
4120	Salaries - Full-Time				
	1.15 General Manager				191,565
	1.00 Assistant General Manager				144,066
	1.00 Assistant to GM				91,216
	0.90 Administrative Services Manager				122,548
	1.00 Financial Analyst				90,685
	1.00 Human Resources Analyst				85,728
	1.00 Accounting Supervisor				98,748
FTE	7.05 Total Salaries - Full-Time	704,708	695,727	605,387	824,556
4124	Stipends - Board Members				24,960
	Total Stipends - Board Members	20,875	20,650	25,475	24,960
4121	Salaries - Part-Time Benefited				
	1.38 Accounting Assistant				80,463
	0.75 Administrative Assistant				51,818
	1.58 Human Resources Technician				108,738
	0.75 Payroll Technician				49,148
FTE	4.45 Total Salaries - Part-Time Benefited	265,838	211,591	292,774	290,167
4122	Salaries - Part-Time				
	0.09 Administrative Assistant				4,875
FTE	0.09 Total Salaries - Part-Time	111,903	65,843	33,223	4,875
4125	Salary - Retention Bonus				
	Total Salary - Retention Bonus	32,550	0	0	0
4126	Retirement				
	Full Time				198,793
	Part-Time Benefited				9,277
	Total Retirement	193,400	220,133	146,803	208,070

		F/Y 15-16 ACTUAL	F/Y 16-17 ACTUAL	F/Y 17-18 Preliminary	F/Y 18-19 Budget
4128	Employee Group Insurance				
	FT Insurance				146,920
	Board Insurance				49,209
	PTB & ACA Insurance				60,809
	Total Employee Group Insurance	145,685	142,258	188,037	256,938
4130	Workers Compensation				
	FT Workers Comp Insurance				15,675
	Board Workers Comp Insurance				910
	PTB Workers Comp Insurance				1,950
	PT Workers Comp Insurance				33
	Total Workers Compensation	15,313	17,181	17,397	18,568
4200	Medicare / FICA Payroll Tax				
	FT Medicare Taxes				11,952
	Board Medicare / FICA Taxes				380
	PTB Medicare / FICA Taxes				22,191
	PT Medicare / FICA Taxes				373
	Total Medicare / FICA	40,132	32,416	35,028	34,896
4250	District-Wide Temporary Vacancies				(204,745)
	TOTAL SALARIES & BENEFITS	1,530,404	1,405,799	1,344,124	1,458,284

SERVICES & SUPPLIES

Uniforms/Safety Products

4417	Uniforms & Nametags				240
	Total Uniforms/Safety Products	540	0	330	240

Food

4440	Meeting Provisions				5,040
	Foundation/Personnel Commission Recognition				3,000
	Personnel Commission				144
	Panel Interviews				1,020
	Total Food	11,482	10,781	15,379	9,204

Office Supplies

4442	Office Supplies				3,000
	Total Office Supplies	59,523	1,883	4,773	3,000

Medical

4444	Pre-employment Physical Exams				24,000
	Drug Testing				7,500
	Total Medical	16,841	28,381	22,630	31,500

Non Capital Equipment

4447	Ergonomic Equipment				10,422
	Total Non Capital Equipment	1,029	863	1,229	10,422

Maintenance - Structures & Grounds

4450					
	Total Maintenance - Structures & Grounds	5,773	0	0	0

Maintenance - Equipment

4451	Office Equipment				400
	Great Plains				7,400
	Taleo PMP Service				5,000
	Applicant Stack				800
	Payroll Subscription Service				25,000
	Budgeting Tool Subscription				30,000
	Total Maintenance - Equipment	2,296	390	13,208	68,600

Communications

4454	Cell Phone Reimbursements				1,800
	Total Communications	1,125	600	340	1,800

		F/Y 15-16 ACTUAL	F/Y 16-17 ACTUAL	F/Y 17-18 Preliminary	F/Y 18-19 Budget
Memberships & Subscriptions					
4459	Rotary				3,000
	CARPD				2,500
	CPRS				780
	CSDA				6,500
	CSMFO				110
	Costco Wholesale				220
	LAFCO				3,609
	SHRM (HR)				200
	HR Poster Compliance				2,000
	NRPA				600
	HR Employment Law				200
	Payroll Law				200
	Executive Leadership				150
	Manager's Legal Bulletin				160
	Thompson HR				600
	MMANC (HR)				75
	Communication Briefings				140
	International Institute of Municipal Clerks				215
	National Notary Association				119
Total Memberships & Subscriptions		21,451	15,326	20,688	21,378
Travel					
4460	Gas & Mileage				1,980
	Travel Expense - Directors				7,200
	Travel Expense - GM & AGM				10,800
Total Travel		32,210	41,811	33,465	19,980
Training & Conferences					
4461	Conferences - Directors				20,000
	Conferences - GM & AGM				8,000
	Conferences - Admin				7,996
Total Training & Conferences		0	0	14,479	35,996
Publications & Legal Notices					
4462	Job Postings				7,980
Total Publications & Legal Notices		8,305	6,341	10,016	7,980
Legal					
4463	General Counsel				144,000
Total Legal		142,015	170,477	97,108	144,000
Program Services/Supplies					
4464	Employee Recognition				15,000
	Election Fees				160,000
	Volunteer Recognition				500
	Job Fair Supplies				3,000
	Diversity Outreach				5,000
	Miscellaneous Event Supplies				9,000
Total Program Services/Supplies		20,564	166,530	26,628	192,500
Professional Services					
4465	Audit				26,000
	AC Special Tax 97-1 Collection Fee				25,400
	AC Property Tax Collection Fee				65,000
	Special Tax 97-1 Roll Preparation				9,750
	Alameda County Medical Admin Fee				27,600
	COBRA Management				1,200
	Flexible Spending Program/HRA (Navia)				7,020
	Great Plains Support				12,000
	Payroll System Deployment				25,000
	Strategic Financial Plan				50,000
	Contract Accounting				15,000
	RGS HR Consultant				24,320
	Budgeting Tool Deployment				30,000

	F/Y 15-16 ACTUAL	F/Y 16-17 ACTUAL	F/Y 17-18 Preliminary	F/Y 18-19 Budget
Total Professional Services	231,536	353,678	325,152	338,290
Licensing				
4466 Fingerprinting - Employees & Volunteers				12,500
Total Licensing	3,856	14,817	14,004	12,500
Insurance				
4470 Liability - General/Auto				231,373
Total Insurance	172,736	196,427	193,022	231,373
Rents & Leases - Equipment				
4476				
Total Rents & Leases - Equipment	41,714	204	296	0
Rents & Leases - Structures & Grounds				
4477				
Total Rents & Leases - Structures & Grounds	0	3,104	0	0
Finance Charges & Fees				
4704 Interest & Fees				
Total Finance Charges & Fees	3,343	1,708	4,908	0
TOTAL SERVICES & SUPPLIES	776,339	1,013,321	797,655	1,128,763
OTHER CHARGES				
Contingencies				
4750 Contingency for Operations				100,000
TOTAL OTHER CHARGES	0	0	0	100,000
TOTAL OPERATING EXPENSES	2,306,743	2,419,120	2,141,779	2,687,047
REVENUE less EXPENSES	7,642,016	8,809,675	9,087,474	9,004,272

This Unit includes a wide range of enrichment classes, for various age groups from preschool to adults, that are offered at multiple facilities. Seasonal camps include "Fun in the Sun Camp" and "Jr Adventure Camp". Special events include Parent and Child dances, Kids Triathlon, Breakfast with the Bunny, Children's Fair, Dogtoberfest and Breakfast with Santa.

		F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
		ACTUAL	ACTUAL	Preliminary	Budget
REVENUE					
5097	Contract Classes	376,474	372,999	385,444	362,000
5098	Rummage Sale	1,290	525	0	0
5100	Dogtoberfest	0	680	2,043	2,500
5101	Miscellaneous Events	0	2,320	0	0
5105	Miscellaneous	458	56	0	0
5119	Instructional Classes	3,034	2,662	3,458	2,500
5106	Halloween Fun	711	0	0	0
5109	Children's Fair	5,541	7,828	8,896	7,900
5110	Holiday Happenings	2,174	2,505	2,877	2,900
5111	Parent & Child Dance	3,768	4,918	4,866	4,900
5112	Breakfast with Bunny	1,341	1,350	1,339	1,200
5115	Special Event	2,271	1,848	2,933	3,000
5116	Fun in the Sun (Gr K-5)	12,370	24,989	34,972	25,000
5117	Jr Adventure Camp (Gr 6-8)	3,330	2,570	2,459	3,500
TOTAL REVENUE		412,762	425,250	449,287	415,400
SALARIES & BENEFITS					
4120	Salaries - Full-Time				
	0.35 Recreation Supervisor				33,072
FTE	0.35 Total Salaries - Full-Time	61,480	36,541	31,271	33,072
4121	Salaries - Part-Time Benefited				
FTE	- Total Salaries - Part-Time Benefited	2,095	1,048	1,012	0
4122	Salaries - Part-Time				
	0.23 Recreation Leader I				6,644
	0.20 Recreation Leader II				7,090
	0.15 Recreation Coordinator				7,741
FTE	0.58 Total Salaries - Part-Time	1,822	21,222	19,430	21,475
4126	Retirement				
	Retirement - FT				9,842
	Retirement - PTB				0
	Total Retirement	16,924	8,832	8,244	9,842
4128	Employee Group Insurance				
	FT Insurance				6,369
	Total Employee Group Insurance	12,712	8,372	6,835	6,369
4130	Workers Compensation				
	FT Workers Comp Insurance				1,222
	PT Workers Comp Insurance				793
	Total Workers Compensation	1,605	1,976	1,991	2,015
4200	Medicare / FICA Payroll Tax				
	FT Medicare Taxes				480
	PT Medicare / FICA Taxes				1,643
	Total Medicare / FICA	1,127	2,193	1,992	2,123
TOTAL SALARIES & BENEFITS		97,765	80,184	70,775	74,896

	F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
	ACTUAL	ACTUAL	Preliminary	Budget
SERVICES & SUPPLIES				
Uniforms/Safety Products				
4417 Dogtoberfest Shirts				500
Total Uniforms/Safety Products	0	0	39	500
Food				
4440 Special Events				2,000
Total Food	0	566	1,399	2,000
Office Supplies				
4442 Office Supplies				1,000
Total Office Supplies	0	123	595	1,000
Non Capital Equipment				
4447				
Total Non Capital Equipment	0	52	0	0
Memberships & Subscriptions				
4459				100
Total Memberships & Subscriptions	0	0	60	100
Travel				
4460 Mileage				100
Total Travel	0	133	44	100
Program Services/Supplies				
4464 Special Event Supplies				28,000
Total Program Services/Supplies	85	27,800	16,923	28,000
Professional Services				
4465 Special Events (DJ, Photobooth, etc.)				20,000
Total Professional Services	53	5,246	15,058	20,000
Field Trips/Events				
4467 Field Trips				500
Total Field Trips/Events	0	1,217	460	500
Instructors & Sports Officials				
4468 Instructors				221,000
Total Instructors & Sports Officials	238,308	230,418	242,841	221,000
TOTAL SERVICES & SUPPLIES	238,446	265,555	277,419	273,200
TOTAL OPERATING EXPENSES	336,211	345,739	348,194	348,096
REVENUE less EXPENSES	76,551	79,511	101,093	67,304

This unit includes leagues as well as drop-in gym programs for adult sports such as softball, soccer, pickle ball, ultimate frisbee and basketball. A wide range of adult fitness programs are offered, including indoor cycling, cardio boot camp, strength training and yoga classes.

		F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
		ACTUAL	ACTUAL	Preliminary	Budget
REVENUE					
5112	Adult Drop-in	6,176	9,448	12,587	12,000
5114	Adult Softball	77,107	69,451	56,281	66,900
5115	Contract Classes	0	53,973	41,136	50,131
5116	Adult Soccer	36,569	18,200	16,056	15,164
5117	Misc. Sports Revenue	0	3,105	5,970	8,000
5120	Basketball	26,098	2,828	6,264	6,300
5111	Disc Sports	(20)	2,490	3,282	2,735
TOTAL REVENUE		145,930	159,495	141,576	161,230
SALARIES & BENEFITS					
4120	Salaries - Full-Time				
	0.05 Recreation Supervisor				4,290
FTE	0.05 Total Salaries - Full-Time	27,943	26,549	4,288	4,290
4121	Salaries - Part-Time Benefited				
FTE	- Total Salaries - Part-Time Benefited	15,915	31,583	3,450	0
4122	Salaries - Part-Time				
	1.39 Recreation Leader II				42,136
	0.52 Recreation Coordinator				27,410
FTE	1.91 Total Salaries - Part-Time	27,564	24,064	39,094	69,547
4126	Retirement				
	Retirement - FT				988
	Total Retirement	7,665	5,206	845	988
4128	Employee Group Insurance				
	FT Insurance				990
	Total Employee Group Insurance	9,040	8,338	880	990
4130	Workers Compensation				
	FT Workers Comp Insurance				156
	PT Workers Comp Insurance				2,569
	Total Workers Compensation	1,739	2,639	2,116	2,725
4200	Medicare / FICA Payroll Tax				
	FT Medicare Taxes				64
	PT Medicare / FICA Taxes				5,320
	Total Medicare / FICA	3,634	4,473	3,308	5,384
TOTAL SALARIES & BENEFITS		93,500	102,852	53,981	83,924
SERVICES & SUPPLIES					
Agricultural Supplies					
4403					0
Total Agricultural Supplies		3,442	0	0	0
Uniforms/Safety Products					
4417	Staff shirts				500
Total Uniforms/Safety Products		2,247	783	510	500
Food					
4440	Food				200
Total Food		7,761	2,211	880	200

	F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
	ACTUAL	ACTUAL	Preliminary	Budget
Office Supplies				
4442 Office Supplies				200
Total Office Supplies	189	235	248	200
Tools & Instruments				
4446 Hand Tools				200
Total Tools & Instruments	147	18	55	200
Non Capital Equipment				
4447 Non-Capital Equipment				0
Total Non Capital Equipment	0	19,108	0	0
Maintenance - Structures & Grounds				
4450 Maintenance				0
Total Maintenance - Structures & Grounds	6,818	90	0	0
Maintenance - Equipment				
4451 Equipment Maintenance				2,000
Total Maintenance - Equipment	0	888	280	2,000
Memberships & Subscriptions				
4459 Amateur Softball Association				1,200
Total Memberships & Subscriptions	840	13	1,837	1,200
Travel				
4460 Mileage				0
Total Travel	28	42	0	0
Training & Conferences				
4461 Training				200
Total Training & Conferences	0	0	0	200
Program Services/Supplies				
4464 League Supplies				7,818
Total Program Services/Supplies	11,255	17,768	7,150	7,818
Professional Services				
4465				0
Total Professional Services	0	0	79	0
Licensing				
4466 Licensing				0
Total Licensing	15	0	0	0
Instructors & Sports Officials				
4468 Sports Officials				40,000
Instructors				25,000
Total Instructors & Sports Officials	30,454	71,059	63,803	65,000
Rents & Leases - Equipment				
4476				0
Total Rents & Leases - Equipment	331	0	0	0
TOTAL SERVICES & SUPPLIES	63,527	112,215	74,842	77,318
TOTAL OPERATING EXPENSES	157,027	215,067	128,823	161,242
REVENUE less EXPENSES	(11,097)	(55,572)	12,753	(12)

This unit provides all aspects of building maintenance for the District. Staff in this unit perform repairs and maintenance for RLCC, Veterans Memorial Hall, Carnegie Library Building, Bothwell Arts Center, R.E. Merritt building, Ranger offices, The Barn, Ravenswood Historic site, and all park restroom buildings. Staff also maintain all District fences, parking lots, tennis courts, basketball courts, and lighting. In addition, this Unit manages and completes small to medium-sized new construction projects throughout the District and writes or reviews plans and specifications for larger projects.

		F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
		ACTUAL	ACTUAL	Preliminary	Budget
REVENUE					
TOTAL REVENUE		0	0	0	0
SALARIES & BENEFITS					
4120	Salaries - Full-Time				
	0.25 Parks and Facilities Manager				27,144
	1.00 Facility Maint Supervisor				94,510
	2.58 Sr. Fac. Maint. Tech.				179,200
FTE	3.83 Total Salaries - Full-Time	141,066	274,310	262,583	300,854
4121	Salaries - Part-Time Benefited				
	0.95 Facility Maint. Tech.				48,953
FTE	0.95 Total Salaries - Part-Time Benefited	23,332	47,896	37,720	48,953
4122	Salaries - Part-Time				
FTE	- Total Salaries - Part-Time	46,951	0	8	0
4126	Retirement				
	Retirement - FT				81,795
	Retirement - PTB				1,568
	Total Retirement	38,820	69,403	56,716	83,363
4128	Employee Group Insurance				
	FT Insurance				68,465
	PTB & ACA Insurance				9,891
	Total Employee Group Insurance	35,216	76,741	66,565	78,356
4130	Workers Compensation				
	FT Workers Comp Insurance				29,459
	PTB Workers Comp Insurance				6,815
	Total Workers Compensation	21,129	34,593	30,149	36,274
4200	Medicare / FICA Payroll Tax				
	FT Medicare Taxes				4,359
	PTB Medicare / FICA Taxes				3,742
	Total Medicare / FICA	7,403	7,508	6,547	8,101
TOTAL SALARIES & BENEFITS		313,917	510,451	460,288	555,901
SERVICES & SUPPLIES					
Agricultural Supplies					
4403					
Total Agricultural Supplies		0	363	352	0
Uniforms/Safety Products					
4417	Uniforms, T-Shirts				1,080
Total Uniforms/Safety Products		535	1,459	569	1,080
Household Supplies					
4432	Cleaning Supplies, Paper Goods				0
Total Household Supplies		13,179	0	171	0
Food					
4440	Food				180
Total Food		182	537	823	180

		F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
		ACTUAL	ACTUAL	Preliminary	Budget
Office Supplies					
4442	Office Supplies				240
Total Office Supplies		1,146	1,251	614	240
Tools & Instruments					
4446	Tools, Equipment, Locks				6,000
Total Tools & Instruments		9,652	11,856	8,027	6,000
Non Capital Equipment					
4447	Shop & Maintenance Equipment				3,000
Total Non Capital Equipment		5,713	0	1,444	3,000
Maintenance - Structures & Grounds					
4450	General Maintenance				192,000
	May Nissen Pathway Renovation				68,500
	Little House Shade Structure				3,000
Total Maintenance - Structures & Grounds		62,211	651,089	201,767	263,500
Maintenance - Equipment					
4451	General Repairs				12,600
Total Maintenance - Equipment		3,310	6,032	6,309	12,600
Utilities - Gas/Electric/Other					
4453	PG&E all facilities				495,932
Total Utilities - Gas/Electric/Other		127,244	452,504	472,545	495,932
Communications					
4454	District Phones				0
Total Communications		72,572	130	0	0
Memberships & Subscriptions					
4459	IFMA, IFSA				0
Total Memberships & Subscriptions		179	108	106	0
Travel					
4460	Gas & Mileage				2,700
Total Travel		1,202	2,731	3,003	2,700
Training & Conferences					
4461	Training				3,050
Total Training & Conferences		0	0	937	3,050
Program Services/Supplies					
4464	Supplies				0
Total Program Services/Supplies		0	1,125	148	0
Professional Services					
4465	Outside Maintenance Services				27,480
Total Professional Services		4,342	8,516	34,515	27,480
Rents & Leases - Equipment					
4476	Tool Rental				900
Total Rents & Leases - Equipment		127	1,459	1,341	900
TOTAL SERVICES & SUPPLIES		301,594	1,139,160	732,671	816,662
TOTAL OPERATING EXPENSES		615,511	1,649,611	1,192,959	1,372,563
REVENUE less EXPENSES		(615,511)	(1,649,611)	(1,192,959)	(1,372,563)

This unit involves all management and maintenance for the Camp Shelly family campground facility, leased from the U.S. Forest Service and located in South Lake Tahoe. The camp is open from mid-June through Labor Day, and has 25 camp sites, a restroom facility with showers, and offers a variety of recreational/ interpretive activities.

		F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
		ACTUAL	ACTUAL	Preliminary	Budget
REVENUE					
5140	Donation	0	0	0	0
5141	Camp Fees	65,269	64,929	67,209	66,962
5145	Miscellaneous/Concessions	1,331	1,701	1,740	1,221
TOTAL REVENUE		66,600	66,630	68,949	68,183
SALARIES & BENEFITS					
4120	Salaries - Full-Time				
	0.04 Chief Ranger				3,432
FTE	0.04 Total Salaries - Full-Time	5,233	5,407	3,737	3,432
4121	Salaries - Part-Time Benefited				
	0.27 Park Ranger				19,971
FTE	0.27 Total Salaries - Part-Time Benefited	6,685	3,154	12,985	19,971
4122	Salaries - Part-Time				
	0.09 Park Ranger				6,447
FTE	0.09 Total Salaries - Part-Time	19,018	25,167	20,321	6,447
4126	Retirement				
	Retirement - FT				1,026
	Retirement - PTB				638
	Total Retirement	1,440	1,376	985	1,664
4128	Employee Group Insurance				
	FT Insurance				716
	PTB & ACA Insurance				3,927
	Total Employee Group Insurance	1,707	1,736	2,048	4,643
4130	Workers Compensation				
	FT Workers Comp Insurance				232
	PTB Workers Comp Insurance				1,329
	PT Workers Comp Insurance				429
	Total Workers Compensation	1,735	2,484	2,366	1,990
4200	Medicare / FICA Payroll Tax				
	FT Medicare Taxes				52
	PTB Medicare / FICA Taxes				1,528
	PT Medicare / FICA Taxes				493
	Total Medicare / FICA	1,944	2,238	2,634	2,073
TOTAL SALARIES & BENEFITS		37,762	41,562	45,076	40,221
SERVICES & SUPPLIES					
Agricultural Supplies					
4403	Native Plants/Supplies				50
Total Agricultural Supplies		292	170	0	50
Household Supplies					
4432	Cleaning Supplies				115
	Trailer Supplies				50
Total Household Supplies		6,804	5,509	161	165
Food					
4440	Food for Programs				250
Total Food		436	503	215	250

		F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
		ACTUAL	ACTUAL	Preliminary	Budget
Office Supplies					
4442	Office Supplies				100
	Annual PO Box Fee				65
Total Office Supplies		448	184	95	165
Medical					
4444	First Aid Supplies				50
Total Medical		0	0	0	50
Tools & Instruments					
4446	Miscellaneous Small Tools				255
Total Tools & Instruments		152	168	297	255
Non-Capital Equipment					
4447	Miscellaneous Equipment				600
Total Non Capital Equipment		0	483	725	600
Maintenance - Structures & Grounds					
4450	General Repairs				3,950
Total Maintenance - Structures & Grounds		3,280	7,265	460	3,950
Maintenance - Equipment					
4451	General Repairs				100
Total Maintenance - Equipment		0	0	0	100
Utilities - Water/Sewer					
4452	Water, Sewer				840
Total Utilities - Water/Sewer		734	778	825	840
Utilities - Gas/Electric/Other					
4453	Electric, Propane				2,340
Total Utilities - Gas/Electric/Other		1,800	2,012	2,070	2,340
Communications					
4454	Cell Phone Fee				100
Total Communications		0	0	0	100
Travel					
4460	Gas & Mileage				600
Total Travel		584	535	647	600
Program Services/Supplies					
4464	Program Supplies				150
Total Program Services/Supplies		38	133	26	150
Professional Services					
4465	Water Samples / Health Permit				1,275
	Trash Removal				6,400
	Printing				200
Total Professional Services		879	2,069	7,870	7,875
Rents & Leases - Equipment					
4476	Ice Machine				250
	ADA Portable Toilet				250
Total Rents & Leases - Equipment		172	584	509	500
Rents & Leases - Structures & Grounds					
4477	Forest Service Lease				6,500
Total Rents & Leases - Structures & Grounds		2,264	4,414	2,482	6,500
TOTAL SERVICES & SUPPLIES		17,883	24,807	16,382	24,490
TOTAL OPERATING EXPENSES		55,645	66,369	61,458	64,711
REVENUE less EXPENSES		10,955	261	7,491	3,472

This unit involves all aspects of park maintenance for the District and other public agencies, including sports fields, parks, historic buildings, equestrian facilities, picnic sites, dog parks, community gardens, tot lots, bicycle parks, streams and trails. This unit is also responsible for all aspects of repair and maintenance of District vehicles and power equipment, safety and construction inspections, reviewing and assisting in park planning and design, project construction work, and oversight of volunteers in parks, trails and streams.

		F/Y 15-16 ACTUAL	F/Y 16-17 ACTUAL	F/Y 17-18 Preliminary	F/Y 18-19 Budget
REVENUE					
5147	T-Mobile Lease Robertson Park	30,398	31,614	32,879	33,966
5150	T-Mobile Lease Max Baer	27,922	29,039	30,201	31,404
5151	MSC Reimbursement from COL	7,697	9,081	12,569	10,400
5153	Christensen School Reimbursement	11,582	22,914	29,054	30,000
5155	Zone 7 - Living Arroyo	74,846	146,904	178,448	192,000
5165	Miscellaneous	1,905	5,078	3,245	4,020
5166	Cell Tower at May Nissen	14,526	14,704	15,212	15,000
5167	CFD on Cayetano	91,798	65,296	67,440	80,000
5168	Zone 7 Contract	143,295	169,138	134,674	60,000
5169	Community Gardens	7,218	5,215	5,467	10,000
TOTAL REVENUE		411,187	498,983	509,189	466,790

SALARIES & BENEFITS

4120	Salaries - Full-Time				
	0.25 Parks & Facilities Manager				29,848
	1.00 Park Supervisor				99,216
	3.00 Park Foreman				245,934
	6.00 Park Maintenance Technician				400,920
	1.00 Senior Mechanic				81,978
FTE	11.25 Total Salaries - Full-Time	1,071,930	1,043,881	872,304	857,896
4121	Salaries - Part-Time Benefited				
	0.93 Administrative Aide				59,800
	0.93 Irrigation Technician				55,562
	0.93 Mechanic				66,154
	0.75 Office Assistant				22,206
	0.93 Park Enhancement Coordinator				46,434
	4.63 Park Maint Tech				277,477
	7.40 Park Worker				255,752
FTE	16.48 Total Salaries - Part-Time Benefited	228,681	377,252	613,603	783,385
4122	Salaries - Part-Time				
	2.00 Park Enhancement Aide				57,782
	1.38 Park Worker				50,314
FTE	3.38 Total Salaries - Part-Time	108,777	163,399	181,940	108,096
4126	Retirement				
	Retirement - FT				245,854
	Retirement - PTB				23,728
	Total Retirement	294,874	261,959	217,887	269,582
4128	Employee Group Insurance				
	FT Insurance				195,434
	PTB & ACA Insurance				156,184
	Total Employee Group Insurance	295,329	333,172	296,054	351,618
4130	Workers Compensation				
	FT Workers Comp Insurance				106,258
	PTB Workers Comp Insurance				98,217
	PT Workers Comp Insurance				15,056
	Total Workers Compensation	143,980	214,871	212,539	219,531

		F/Y 15-16 ACTUAL	F/Y 16-17 ACTUAL	F/Y 17-18 Preliminary	F/Y 18-19 Budget
4200	Medicare / FICA Payroll Tax				
	FT Medicare Taxes				12,420
	PTB Medicare / FICA Taxes				59,915
	PT Medicare / FICA Taxes				8,269
	Total Medicare / FICA	39,648	53,616	71,281	80,604
TOTAL SALARIES & BENEFITS		2,183,219	2,448,150	2,465,608	2,670,713
SERVICES & SUPPLIES					
Agricultural Supplies					
4403	Pesticides				55,500
	Landscape Materials/Turf Mix				37,000
Total Agricultural Supplies		92,909	133,766	119,421	92,500
Uniforms/Safety Products					
4417	Safety Equipment (gloves, glasses, coveralls, etc)				6,900
	Staff Uniforms				10,000
Total Uniforms/Safety Products		16,700	13,928	17,581	16,900
Household Supplies					
4432	Janitorial Supplies				600
	Liners & Scoops				36,000
Total Household Supplies		18,746	28,468	29,032	36,600
Food					
4440	Staff Meetings/Department Briefings				4,700
Total Food		3,555	3,108	4,050	4,700
Office Supplies					
4442	Office Supplies				6,960
Total Office Supplies		8,503	6,806	7,507	6,960
Medical					
4444	First Aid Supplies				400
Total Medical		531	656	241	400
Tools & Instruments					
4446	Replacement Tools				12,000
Total Tools & Instruments		8,455	23,151	21,997	12,000
Non Capital Equipment					
4447	Landscape Equipment				5,000
Total Non Capital Equipment		1,095	13,165	2,944	5,000
Maintenance - Structures & Grounds					
4450	General Maintenance				240,000
	Project Work				10,000
	Irrigation Repairs				25,000
	Rodeo Prep				5,000
	Playground Repairs				46,000
Total Maintenance - Structures & Grounds		337,987	345,262	469,793	326,000
Maintenance - Equipment					
4451	Maintenance Supplies				1,440
	Vehicle Maintenance				72,000
Total Maintenance - Equipment		87,875	101,088	85,196	73,440
Utilities - Water/Sewer					
4452	Water				1,262,380
Total Utilities - Water/Sewer		855,664	1,106,074	1,226,956	1,262,380
Communications					
4454	Zone 7 Communication				600
	Radio Service				4,000
	iPads for eMaint, Daily logs				5,000
Total Communications		12,972	6,955	(7)	9,600

		F/Y 15-16 ACTUAL	F/Y 16-17 ACTUAL	F/Y 17-18 Preliminary	F/Y 18-19 Budget
Memberships & Subscriptions					
4459	QAC				3,960
	Certified Arborist				500
	CPRS/NRPA				500
Total Memberships & Subscriptions		1,590	2,533	1,773	4,960
Travel					
4460	Fleet Services				92,000
	CPRS				1,000
	Park Maintenance School				2,500
Total Travel		95,956	84,405	76,490	95,500
Training & Conferences					
4461	Safety Training				2,400
	CPSI				2,000
	QAC				1,000
	Certified Arborist				1,000
	Equipment training				2,000
Total Training & Conferences		0	1,560	13,465	8,400
Program Services/Supplies					
4464	Supplies				0
Total Program Services/Supplies		(277)	806	230	0
Professional Services					
4465	Network Fleet				6,680
	eMaint Management System				10,400
	Mechanics IDS System				850
	Contract Landscape Maintenance				24,000
Total Professional Services		5,100	12,302	9,755	41,930
Licensing					
4466	Annual Haz-Mat licensing fee				1,000
Total Licensing		1,668	850	1,155	1,000
Insurance					
4470					
Total Insurance		226	0	0	0
Rents & Leases - Equipment					
4476	Equipment Rental				9,000
	Portable Toilet Rental				12,000
Total Rents & Leases - Equipment		6,823	31,675	19,033	21,000
Rents & Leases - Structures & Grounds					
4477	38% of MSC Operations Paid to COL				110,400
Total Rents & Leases - Structures & Grounds		86,066	136,624	110,081	110,400
TOTAL SERVICES & SUPPLIES		1,642,144	2,053,182	2,216,693	2,129,670
TOTAL OPERATING EXPENSES		3,825,363	4,501,332	4,682,301	4,800,383
REVENUE less EXPENSES		(3,414,176)	(4,002,349)	(4,173,112)	(4,333,593)

ESS (Extended Student Services) is a year-round licensed child development program which serves school age children in centers located at all 11 elementary schools in Livermore. The program supports the students' academic day by providing creative curriculum, based on Content Standards adopted by the California State Board of Education.

		F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
		ACTUAL	ACTUAL	Preliminary	Budget
REVENUE					
5196	Child Care Links	333,942	355,556	307,108	309,720
5197	Full Cost Program Fees	3,249,512	3,582,834	3,939,354	4,208,245
5205	Kidango CCTR Sub-Contract	471,364	439,368	649,792	640,000
5199	Kidango CCTR Parent Fees	30,532	31,462	25,811	24,583
5201	Full Cost Registration Fees	11,125	19,479	11,775	14,050
5207	Community Support Program	151,779	165,347	117,478	115,219
5209	Contributions/Fund Raisers	210	0	50	0
5213	Miscellaneous Revenue	15	1,067	0	0
5231	Kidango Rent	3,600	3,600	3,600	3,600
TOTAL REVENUE		4,252,079	4,598,713	5,054,968	5,315,417
SALARIES & BENEFITS					
4120	Salaries - Full-Time				
1.00	Department Manager				119,366
5.00	Lead Teacher				287,638
1.00	Senior Facilities Maintenance Technician				74,126
11.00	Youth Services Coordinator				761,540
0.90	Youth Services Supervisor				89,284
FTE	18.90 Total Salaries - Full-Time	1,015,370	1,060,109	1,267,674	1,331,954
4121	Salaries - Part-Time Benefited				
0.93	Administrative Aide				59,800
0.88	ESS Elig. Enrollment Specialist				52,470
5.23	Lead Teacher				275,183
3.73	Program Leader				110,495
2.19	Teacher I				74,705
6.78	Teacher II				260,692
2.48	Teacher III				112,242
FTE	22.20 Total Salaries - Part-Time Benefited	561,181	648,041	856,134	945,587
4122	Salaries - Part-Time				
2.30	Facility Attendant				80,754
19.16	Program Leader				499,419
0.58	Senior Office Assistant				28,477
0.58	Senior Program Leader				22,114
7.00	Teacher I				218,221
1.15	Teacher II				41,441
1.15	Teacher III				45,974
FTE	31.91 Total Salaries - Part-Time	881,484	833,691	929,278	936,400
4126	Retirement				
	Retirement - FT				362,124
	Retirement - PTB				30,258
	Total Retirement	279,697	256,221	303,533	392,382
4128	Employee Group Insurance				
	FT Insurance				318,996
	PTB & ACA Insurance				239,724
	Total Employee Group Insurance	328,741	373,992	440,168	558,720
4130	Workers Compensation				
	FT Workers Comp Insurance				56,793
	PTB Workers Comp Insurance				31,537
	PT Workers Comp Insurance				41,993
	Total Workers Compensation	66,525	91,426	121,504	130,323

		F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
		ACTUAL	ACTUAL	Preliminary	Budget
4200	Medicare / FICA Payroll Tax				
	FT Medicare Taxes				19,332
	PTB Medicare / FICA Taxes				72,350
	PT Medicare / FICA Taxes				71,635
	Total Medicare / FICA	124,068	126,996	153,444	163,317
TOTAL SALARIES & BENEFITS		3,257,066	3,390,476	4,071,735	4,458,683
SERVICES & SUPPLIES					
Agricultural Supplies					
4403					0
Total Agricultural Supplies		23	139	110	0
Uniforms/Safety Products					
4417	Uniforms/Name Badges				2,000
Total Uniforms/Safety Products		2,565	1,711	1,244	2,000
Household Supplies					
4432	Miscellaneous Supplies				37,200
Total Household Supplies		29,229	29,571	31,517	37,200
Food					
4440	Food/Snacks				59,400
Total Food		55,268	55,913	56,941	59,400
Office Supplies					
4442	Office Supplies				23,400
Total Office Supplies		22,711	22,928	18,094	23,400
Medical					
4444	First Aid Supplies				2,592
Total Medical		1,586	1,118	1,659	2,592
Tools & Instruments					
4446	Facility Equipment				2,200
Total Tools & Instruments		1,721	1,627	1,834	2,200
Non Capital Equipment					
4447	Replacement Appliances				3,000
Total Non Capital Equipment		0	795	6,169	3,000
Maintenance - Structures & Grounds					
4450	General Maintenance				95,000
	Safety Doors				32,000
Total Maintenance - Structures & Grounds		50,410	102,380	41,329	127,000
Maintenance - Equipment					
4451	Computer and Equipment Maintenance				1,800
Total Maintenance - Equipment		2,703	138	1,008	1,800
Communications					
4454	Internet Service				12,000
Total Communications		6,116	10,458	12,753	12,000
Memberships & Subscriptions					
4459	CPRS, CCDA				1,200
Total Memberships & Subscriptions		528	763	898	1,200
Travel					
4460	Gas/Mileage/Tolls				1,200
Total Travel		2,406	727	968	1,200
Training & Conferences					
4461	Training Expense				1,500
Total Training & Conferences		0	181	2,201	1,500
Publications & Legal Notices					
4462	Job Advertisements				0
Total Publications & Legal Notices		404	0	0	0

	F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
	ACTUAL	ACTUAL	Preliminary	Budget
Program Services/Supplies				
4464 Instructional Materials				66,000
Total Program Services/Supplies	52,662	60,964	44,007	66,000
Professional Services				
4465 EZ Care, Child Care Careers				7,800
Total Professional Services	10,507	10,731	13,285	7,800
Licensing				
4466 Licensing				9,999
Total Licensing	11,979	13,547	9,922	9,999
Field Trips/Events				
4467 Field Trips & Events				33,000
Total Field Trips/Events	24,670	29,061	30,880	33,000
Insurance				
4470 Liability - General/Auto				62,616
Total Insurance	41,269	46,930	54,446	62,616
Rents & Leases - Equipment				
4476 Lease Payments				28,920
Total Rents & Leases - Equipment	8,761	10,103	19,857	28,920
Rents & Leases - Structures & Grounds				
4477 Facilities Rental				75,540
Total Rents & Leases - Structures & Grounds	66,000	66,720	74,064	75,540
TOTAL SERVICES & SUPPLIES	391,518	466,505	423,186	558,367
TOTAL OPERATING EXPENSES	3,648,584	3,856,981	4,494,921	5,017,050
REVENUE less EXPENSES	603,495	741,732	560,047	298,367

Senior Services offers a variety of recreational, educational and social activities to promote independence, mental and physical fitness, social engagement and community involvement. Extensive information and referral, a senior meal program and many collaborative services create an environment to support the senior or family members who may need information about age related issues. Staff conducts activities and special events, plans and conducts trips, provides support services and offers information and referral.

		F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
		ACTUAL	ACTUAL	Preliminary	Budget
REVENUE					
5233	Senior Activity/Events	1,086	1,047	2,211	2,528
5234	Contract Classes	41,259	35,564	37,589	33,130
5235	Drop-in Fees	10,659	10,560	9,798	9,169
5236	Luncheons	5,883	3,572	4,851	2,820
5240	Newsletter	168	84	132	96
5253	Trips	86,618	182,728	167,875	93,682
5257	Bart/DPHC	1,943	1,709	1,536	1,752
5261	Fundraising	531	326	411	302
5269	Miscellaneous	1,232	900	10	510
5274	Sponsorship	1,200	900	1,200	600
TOTAL REVENUE		150,579	237,390	225,613	144,589
SALARIES & BENEFITS					
4120	Salaries - Full-Time				
	1.00 Recreation Supervisor				94,510
FTE	1.00 Total Salaries - Full-Time	98,960	102,109	89,181	94,510
4121	Salaries - Part-Time Benefited				
	0.63 Senior Office Assistant				26,026
	0.88 Recreation Coordinator				49,403
FTE	1.50 Total Salaries - Part-Time Benefited	46,961	54,395	73,899	75,429
4122	Salaries - Part-Time				
	0.19 Recreation Coordinator				9,898
	0.19 Recreation Leader II				5,682
	0.19 Senior Program Leader				7,882
FTE	0.56 Total Salaries - Part-Time	33,118	42,232	47,889	23,462
4126	Retirement				
	Retirement - FT				28,132
	Retirement - PTB				2,229
	Total Retirement	27,265	26,323	23,465	30,361
4128	Employee Group Insurance				
	FT Insurance				13,017
	PTB & ACA Insurance				19,782
	Total Employee Group Insurance	32,702	28,452	25,780	32,799
4130	Workers Compensation				
	FT Workers Comp Insurance				3,496
	PTB Workers Comp Insurance				1,992
	PT Workers Comp Insurance				867
	Total Workers Compensation	3,743	5,818	7,005	6,355
4200	Medicare / FICA Payroll Tax				
	FT Medicare Taxes				1,366
	PTB Medicare / FICA Taxes				5,772
	PT Medicare / FICA Taxes				1,795
	Total Medicare / FICA	7,455	8,771	10,513	8,933
TOTAL SALARIES & BENEFITS		250,204	268,100	277,732	271,849

	F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
	ACTUAL	ACTUAL	Preliminary	Budget
SERVICES & SUPPLIES				
Uniforms/Safety Products				
4417 Uniforms				0
Total Uniforms/Safety Products	36	82	232	0
Household Supplies				
4432 Cleaning supplies				90
Total Household Supplies	16	0	0	90
Food				
4440 Programs & Lunches				9,898
Total Food	8,613	7,378	9,445	9,898
Office Supplies				
4442 Supplies				450
Total Office Supplies	1,046	1,369	683	450
Non Capital Equipment				
4447				1,500
Total Non Capital Equipment	0	71	225	1,500
Maintenance - Equipment				
4451 Copier/Typewriter/Printer				0
Total Maintenance - Equipment	319	0	0	0
Memberships & Subscriptions				
4459 Memberships				311
Total Memberships & Subscriptions	340	245	311	311
Travel				
4460 Gas & Mileage				510
Total Travel	155	181	297	510
Training & Conferences				
4461 Training				1,200
Total Training & Conferences	0	0	218	1,200
Program Services/Supplies				
4464 Program Supplies				6,311
Total Program Services/Supplies	5,626	5,423	7,966	6,311
Professional Services				
4465 Miscellaneous				300
Total Professional Services	150	350	12	300
Licensing				
4466 Fingerprinting				0
Total Licensing	52	0	0	0
Field Trips/Events				
4467 Senior Trips				54,201
Total Field Trips/Events	49,251	126,597	103,634	54,201
Instructors & Sports Officials				
4468 Instructors				20,124
Total Instructors & Sports Officials	25,485	22,518	24,452	20,124
TOTAL SERVICES & SUPPLIES	91,089	164,214	147,475	94,895
TOTAL OPERATING EXPENSES	341,293	432,314	425,207	366,744
REVENUE less EXPENSES	(190,714)	(194,924)	(199,594)	(222,155)

The preschool program serves children ages 1 month to 6 years. From ages 3 months – 3 years we offer a variety of parent/child classes. When the child turns three we offer part-day preschool classes that are geared towards the developmental needs of each age group, incorporating theme related play, social experiences and opportunities to make choices.

		F/Y 15-16 ACTUAL	F/Y 16-17 ACTUAL	F/Y 17-18 Preliminary	F/Y 18-19 Budget
REVENUE					
5297	Registration Fees	388,618	397,672	428,400	435,495
5299	Preschool Scholarships	2,100	0	0	0
5302	First 5 Alameda County	30,277	24,750	2,750	0
5352	Leadership Class	941	925	703	0
TOTAL REVENUE		421,936	423,347	431,853	435,495

SALARIES & BENEFITS

4120	Salaries - Full-Time				
	1.00 Youth Services Coordinator				70,694
FTE	1.00 Total Salaries - Full-Time	35,133	87,156	61,999	70,694
4121	Salaries - Part-Time Benefited				
FTE	- Total Salaries - Part-Time Benefited	37,349	5,942	0	0
4122	Salaries - Part-Time				
	0.76 Teacher I				24,086
	2.60 Teacher II				106,509
	2.77 Teacher III				122,218
	0.39 Rec Leader II				13,154
FTE	6.52 Total Salaries - Part-Time	213,845	241,642	267,929	265,967
4126	Retirement				
	Retirement - FT				16,342
	Total Retirement	9,677	18,272	12,217	16,342
4128	Employee Group Insurance				
	FT Insurance				18,988
	Total Employee Group Insurance	11,584	14,419	9,663	18,988
4130	Workers Compensation				
	FT Workers Comp Insurance				2,612
	PT Workers Comp Insurance				9,824
	Total Workers Compensation	8,305	12,440	12,339	12,436
4200	Medicare / FICA Payroll Tax				
	FT Medicare Taxes				1,026
	PT Medicare / FICA Taxes				20,346
	Total Medicare / FICA	19,151	20,200	21,361	21,372
TOTAL SALARIES & BENEFITS		335,044	400,071	385,508	405,800

SERVICES & SUPPLIES

Uniforms/Safety Products

4417					500
Total Uniforms/Safety Products		27	0	0	500

Household Supplies

4432	Supplies				500
Total Household Supplies		1,508	717	508	500

Food

4440	Program & Food Expenses				1,200
Total Food		2,466	1,429	879	1,200

		F/Y 15-16 ACTUAL	F/Y 16-17 ACTUAL	F/Y 17-18 Preliminary	F/Y 18-19 Budget
Office Supplies					
4442	Supplies & Postage				400
Total Office Supplies		2,752	1,033	669	400
Medical					
4444	First Aid Supplies				0
Total Medical		133	0	0	0
Tools & Instruments					
4446					0
Total Tools & Instruments		23	508	0	0
Non Capital Equipment					
4447	Replacement Tables/Chairs/Shelving				1,500
Total Non Capital Equipment		0	81	138	1,500
Maintenance - Structures & Grounds					
4450	General Maintenance				6,000
Total Maintenance - Structures & Grounds		4,263	5,891	3,361	6,000
Maintenance - Equipment					
4451					0
Total Maintenance - Equipment		55	0	0	0
Memberships & Subscriptions					
4459	CAEYC				0
Total Memberships & Subscriptions		40	0	0	0
Travel					
4460	Mileage				0
Total Travel		250	570	0	0
Program Services/Supplies					
4464	Program Supplies				10,000
Total Program Services/Supplies		18,599	13,073	10,800	10,000
Professional Services					
4465	Staff Training				0
Total Professional Services		375	220	37	0
Licensing					
4466	Fingerprinting				0
Total Licensing		20	0	0	0
Field Trips/Events					
4467					0
Total Field Trips/Events		0	0	348	0
TOTAL SERVICES & SUPPLIES		30,511	23,522	16,740	20,100
TOTAL OPERATING EXPENSES		365,555	423,593	402,248	425,900
REVENUE less EXPENSES		56,381	(246)	29,605	9,595

This unit includes operation of Sycamore Grove, Holdener Park, Garaventa Wetland Preserve, Brushy Peak Regional Preserve, and open space trails. In addition, this unit works with local, state and federal agencies in regard to environmental, natural resources, mitigation and conservation activities and issues. Staff also provides nature and environmental education, interpretive programs and outdoor nature activities. This unit is also responsible for District wide security and safety services, which includes: limited patrolling of all District facilities and trails; responding to emergencies; enforcing District rules and regulations and assisting other law enforcement agencies in the enforcement of local, state and federal laws and regulations; issuing special use and encroachment permits; training staff in security and safety topics; wildland fire control; and working cooperatively with other public safety agencies on projects and incidents.

		F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
		ACTUAL	ACTUAL	Preliminary	Budget
REVENUE					
5372	OR Special Use Permit	0	288	0	0
5373	OR Programs & Classes	96,921	126,582	133,871	128,852
5374	Open Space Photo Permits	3,350	1,700	2,000	1,800
5375	Park Rental Fees	1,600	3,667	14,142	6,750
5377	OR Junior Rangers	4,290	11,482	10,671	11,550
5383	Residence Rental	10,428	10,427	10,428	10,428
5384	Parking Fees	38,768	33,100	60,953	62,097
5385	Parking Permits	42,013	44,388	49,651	54,138
5386	EBRPD Open Space Grant	200,000	200,000	200,000	200,000
5387	Special Event(Run for Parks)	6,528	0	0	0
5388	SG Merchandise Sales	1,624	1,349	1,384	1,616
5390	Grants & Foundation Donations	0	240	8,447	1,500
5392	Environmental Education (school groups)	35,810	27,874	38,564	37,170
5395	Miscellaneous	0	7,471	215	500
5396	Sycamore Grove Park - Donations	2,321	3,434	11,171	3,000
TOTAL REVENUE		443,653	472,002	541,497	519,401
SALARIES & BENEFITS					
4120	Salaries - Full-Time				
	0.25 Parks & Facilities Manager				27,144
	0.81 Trails Coordinator				56,091
	2.00 Park Ranger				152,620
	1.00 Open Space Technician				69,394
	1.00 Chief Ranger				99,216
FTE	5.06 Total Salaries - Full-Time	360,151	390,542	366,748	404,465
4121	Salaries - Part-Time Benefited				
	0.95 Administrative Aide				56,974
	3.20 Park Ranger				227,603
FTE	4.15 Total Salaries - Part-Time Benefited	152,067	158,377	203,499	284,577
4122	Salaries - Part-Time				
	0.43 Naturalist				22,038
	1.75 Park Ranger				127,546
	0.15 Park Ranger Aide				6,582
	0.15 Recreation Coordinator				7,919
	0.44 Recreation Leader I				12,788
	0.68 Recreation Leader II				23,700
	0.23 Recreation Leader III				9,248
FTE	3.81 Total Salaries - Part-Time	182,842	229,885	269,173	209,819
4126	Retirement				
	Retirement - FT				111,601
	Retirement - PTB				7,409
	Total Retirement	99,304	97,337	88,605	119,010

		F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
		ACTUAL	ACTUAL	Preliminary	Budget
4128	Employee Group Insurance				
	FT Insurance				88,619
	PTB & ACA Insurance				44,289
	Total Employee Group Insurance	93,240	104,164	104,539	132,908
4130	Workers Compensation				
	FT Workers Comp Insurance				26,122
	PTB Workers Comp Insurance				15,542
	PT Workers Comp Insurance				12,184
	Total Workers Compensation	36,856	50,819	50,057	53,848
4200	Medicare / FICA Payroll Tax				
	FT Medicare Taxes				5,856
	PTB Medicare / FICA Taxes				21,773
	PT Medicare / FICA Taxes				16,051
	Total Medicare / FICA	30,541	35,012	41,075	43,680
TOTAL SALARIES & BENEFITS		955,001	1,066,136	1,123,696	1,248,307
SERVICES & SUPPLIES					
Agricultural Supplies					
4403	Native Plants/Wildflowers				750
	Soil/Mulch				250
	Wasp Control				100
Total Agricultural Supplies		1,695	785	998	1,100
Uniforms/Safety Products					
4417	Safety Equipment				5,800
	Uniforms				1,400
	Fire Clothing				200
Total Uniforms/Safety Products		7,122	7,138	7,231	7,400
Household Supplies					
4432	Janitorial Supplies				150
	Kitchen Supplies				150
	Water Filter				500
Total Household Supplies		4,294	3,753	1,294	800
Food					
4440	Food for Programs, Meetings				8,000
Total Food		5,162	7,858	8,476	8,000
Office Supplies					
4442	Office Supplies				1,200
	Computer Supplies				300
	Parking Machine Printer Paper				600
	Books, Subscriptions				100
	Class Supplies				400
Total Office Supplies		1,608	3,201	2,277	2,600
Medical					
4444	First Aid Supplies				300
Total Medical		383	161	2,317	300
Tools & Instruments					
4446	Trail/Fire Tools				300
	Barricades, Safety Cones				300
	Misc. Tools, Instruments				1,300
	LE Tools, Instruments				300
Total Tools & Instruments		3,965	2,626	3,891	2,200
Non Capital Equipment					
4447	Equipment				8,040
Total Non Capital Equipment		599	6,457	17,741	8,040

		F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
		ACTUAL	ACTUAL	Preliminary	Budget
Maintenance - Structures & Grounds					
4450	General Maintenance				20,000
	Tree Service				5,000
	Fire Breaks				7,500
	Fence Repair				3,600
	Septic Service				2,700
	Burn Program				300
Total Maintenance - Structures & Grounds		33,477	27,626	33,044	39,100
Maintenance - Equipment					
4451	Misc. Repairs				300
	Bike Repair/Parts				300
	Parking Meter Maintenance				1,000
	Radio, Fire Pumper Repairs				300
Total Maintenance - Equipment		1,604	1,375	327	1,900
Utilities - Water/Sewer					
4452	Zone 7 Water				5,300
Total Utilities - Water/Sewer		7,562	5,696	3,792	5,300
Utilities - Gas/Electric/Other					
4453	Utilities				100
Total Utilities - Gas/Electric/Other		32	0	25	100
Communications					
4454	Emergency Communication System				9,500
	One-Time Radio Software Upgrade				9,000
	Parking Machine Cell Service				480
Total Communications		6,952	9,652	9,155	18,980
Memberships & Subscriptions					
4459	PRAC/COSTCO				220
Total Memberships & Subscriptions		165	165	280	220
Travel					
4460	Gas, Mileage & Tolls				6,000
Total Travel		2,711	5,503	4,383	6,000
Training/Conferences					
4461	Misc. Training				3,990
Total Training/Conferences		0	3,758	2,369	3,990
Program Services/Supplies					
4464	Program Supplies				1,200
	Camp Craft Supplies				1,200
	Jr. Ranger Program Supplies				500
	Critter Food and Supplies				500
	Display Materials				100
Total Program Services/Supplies		1,836	3,287	3,099	3,500
Professional Services					
4465	Officer Safety Training				4,200
	Calendar Printing				3,300
	Annual Parking Pass Printing				1,150
	Misc. Printing				2,000
	Trash Removal				4,200
	Credit Card Processing - Parking Meters				1,200
Total Professional Services		9,225	6,360	16,968	16,050
Licensing					
4466	Fingerprinting, Class B, EMT				0
Total Licensing		813	0	1,636	0
Field Trips/Events					
4467	Admissions				750
Total Field Trips/Events		480	670	65	750

	F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
	ACTUAL	ACTUAL	Preliminary	Budget
Rents & Leases - Equipment				
4476				900
Portable Restroom Rental				600
Miscellaneous Equipment				3,900
Copier Lease				
Total Rents & Leases - Equipment	4,875	7,216	6,485	5,400
TOTAL SERVICES & SUPPLIES	94,560	103,287	125,853	131,730
TOTAL OPERATING EXPENSES	1,049,561	1,169,423	1,249,549	1,380,037
REVENUE less EXPENSES	(605,908)	(697,421)	(708,052)	(860,636)

District-wide marketing includes production of the LARPD Activity guides three times a year (Winter/Spring, Summer and Fall Guides), maintaining the District website, televising the Board meetings, designing fliers and banners, and promoting community event participation through District press releases and various social media platforms, marketing and branding.

		F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
		ACTUAL	ACTUAL	Preliminary	Budget
REVENUE					
5404	Advertising Revenue	2,850	260	0	0
	TOTAL REVENUE	2,850	260	0	0
SALARIES & BENEFITS					
4120	Salaries - Full-Time				
	0.30 Marketing and Operations Supervisor				27,194
FTE	0.30 Total Salaries - Full-Time	41,082	39,001	17,185	27,194
4121	Salaries - Part-Time Benefited				
	1.30 Marketing and Operations Specialist				59,046
FTE	1.30 Total Salaries - Part-Time Benefited	41,524	41,703	58,185	59,046
4122	Salaries - Part-Time				
	0.10 Park Ranger Aide				4,547
FTE	0.10 Total Salaries - Part-Time	104	25	880	4,547
4126	Retirement				
	Retirement - FT				6,289
	Retirement - PTB				1,886
	Total Retirement	11,286	8,553	3,687	8,175
4128	Employee Group Insurance				
	FT Insurance				5,358
	PTB & ACA Insurance				16,036
	Total Employee Group Insurance	13,090	14,509	12,534	21,394
4130	Workers Compensation				
	FT Workers Comp Insurance				183
	PTB Workers Comp Insurance				2,182
	PT Workers Comp Insurance				168
	Total Workers Compensation	619	1,144	1,634	2,533
4200	Medicare / FICA Payroll Tax				
	FT Medicare Taxes				392
	PTB Medicare / FICA Taxes				4,512
	PT Medicare / FICA Taxes				348
	Total Medicare / FICA	3,685	3,704	4,722	5,252
	TOTAL SALARIES & BENEFITS	111,390	108,639	98,827	128,141
SERVICES & SUPPLIES					
Uniforms/Safety Products					
4417	Shirts				500
	Total Uniforms/Safety Products	0	0	0	500
Household Supplies					
4432					
	Total Household Supplies	0	0	1,052	0
Food					
4440	Special Events/Park Meetings				650
	Total Food	0	288	551	650

		F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
		ACTUAL	ACTUAL	Preliminary	Budget
Office Supplies					
4442	Office Supplies				1,500
	Brochure Mailing				8,700
Total Office Supplies		27	493	590	10,200
Tools & Instruments					
4446					0
Total Tools & Instruments		1,140	0	0	0
Non Capital Equipment					
4447	Equipment				2,900
Total Non Capital Equipment		0	0	5,321	2,900
Maintenance - Equipment					
4451					
Total Maintenance - Equipment		0	0	345	0
Memberships					
4459	LERN, CPRS				690
Total Memberships		0	30	420	690
Travel					
4460	Conference Travel				2,890
Total Travel		14	884	847	2,890
Training & Conferences					
4461	LERN Conference				1,110
Total Training & Conferences		0	1,887	1,588	1,110
Program Services/Supplies					
4464	Email Blasts (Constant Contact)				1,380
	Photo Storage				120
	Misc. Supplies				3,080
Total Program Services/Supplies		0	955	9,103	4,580
Professional Services					
4465	Brochure Design/Printing				97,000
	Website Maintenance				4,800
	Public TV				6,000
	ASCAP				750
	Marketing & Promotional Materials				23,000
Total Professional Services		152,594	135,370	110,845	131,550
TOTAL SERVICES & SUPPLIES		153,775	139,907	130,662	155,070
TOTAL OPERATING EXPENSES		265,165	248,546	229,489	283,211
REVENUE less EXPENSES		(262,315)	(248,286)	(229,489)	(283,211)

This Unit provides District-wide information technology support, from procurement to on-going maintenance. Staff provides basic (tier 1) support of communications, desktop, and infrastructure components, as well as staff training, procurement, and technical advice to District management regarding all technology-oriented projects. Independent contractors are engaged to manage the network infrastructure, provide complex (tier 2) support, and contribute to technology-oriented projects as needed.

		F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
		ACTUAL	ACTUAL	Preliminary	Budget
REVENUE					
TOTAL REVENUE		0	0	0	0
SALARIES & BENEFITS					
4120	Salaries - Full-Time				
	0.10 Administrative Services Manager				12,792
FTE	0.10 Total Salaries - Full-Time	22,068	36,961	30,052	12,792
4121	Salaries - Part-Time Benefited				
	0.90 IT Technician				70,720
FTE	0.90 Total Salaries - Part-Time Benefited	49,793	57,528	65,766	70,720
4122	Salaries - Part-Time				
FTE	- Total Salaries - Part-Time	326	0	0	0
4126	Retirement				
	Retirement - FT				2,962
	Retirement - PTB				2,262
	Total Retirement	5,322	8,387	4,810	5,224
4128	Employee Group Insurance				
	FT Insurance				1,790
	PTB & ACA Insurance				4,725
	Total Employee Group Insurance	5,532	7,113	5,565	6,515
4130	Workers Compensation				
	FT Workers Comp Insurance				90
	PTB Workers Comp Insurance				480
	Total Workers Compensation	381	1,065	1,196	570
4200	Medicare / FICA Payroll Tax				
	FT Medicare Taxes				182
	PTB Medicare / FICA Taxes				5,408
	Total Medicare / FICA	4,076	4,943	5,452	5,590
TOTAL SALARIES & BENEFITS		87,498	115,997	112,841	101,411
SERVICES & SUPPLIES					
Food					
4440					
Total Food		0	55	0	0
Office Supplies					
4442	Miscellaneous				0
Total Office Supplies		7,482	6,043	198	0
Non Capital Equipment					
4447	Various Equipment				6,900
Total Non Capital Equipment		0	987	11,092	6,900
Maintenance - Equipment					
4451	General Repairs				1,950
	Licensing & Support				4,400
Total Maintenance - Equipment		0	0	4,432	6,350

	F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
	ACTUAL	ACTUAL	Preliminary	Budget
Communications				
4454				105,970
Internet & Phones				
Public Wi-Fi at RLCC				1,800
Total Communications	14,159	100,984	107,647	107,770
Travel				
4460				0
Total Travel	35	167	0	0
Training & Conferences				
4461				360
Total Training & Conferences	0	0	0	360
Professional Services				
4465				114,000
Computer System IT Contract				
Intranet				10,000
Total Professional Services	220,562	149,871	119,633	124,000
TOTAL SERVICES & SUPPLIES	242,238	258,107	243,002	245,380
TOTAL OPERATING EXPENSES	329,736	374,104	355,843	346,791
REVENUE less EXPENSES	(329,736)	(374,104)	(355,843)	(346,791)

This unit includes staffing, equipment and supply costs associated with customer and business services to support District-wide programs with Recreation Software, copiers, postage, credit card processing, and other bulk mailing.

		F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
		ACTUAL	ACTUAL	Preliminary	Budget
REVENUE					
TOTAL REVENUE		0	0	0	0
SALARIES & BENEFITS					
4120	Salaries - Full-Time				
	1.00 Department Manager				107,778
	0.60 Recreation Supervisor				56,706
FTE	1.60 Total Salaries - Full-Time		57,031	141,162	164,484
4121	Salaries - Part-Time Benefited				
	0.81 Admin Aide				50,795
	1.38 Senior Office Assistant				64,787
FTE	2.19 Total Salaries - Part-Time Benefited		81,877	114,787	115,582
4122	Salaries - Part-Time				
	1.82 Office Assistant				55,188
FTE	1.82 Total Salaries - Part-Time		51,744	61,241	55,188
4126	Retirement				
	Retirement - FT				48,970
	Retirement - PTB				3,689
	Total Retirement		14,155	31,774	52,659
4128	Employee Group Insurance				
	FT Insurance				23,735
	PTB & ACA Insurance				24,507
	Total Employee Group Insurance		24,800	40,470	48,242
4130	Workers Compensation				
	FT Workers Comp Insurance				6,078
	PTB Workers Comp Insurance				773
	PT Workers Comp Insurance				371
	Total Workers Compensation		2,877	5,854	7,222
4200	Medicare / FICA Payroll Tax				
	FT Medicare Taxes				2,382
	PTB Medicare / FICA Taxes				8,848
	PT Medicare / FICA Taxes				4,222
	Total Medicare / FICA		10,866	15,322	15,452
TOTAL SALARIES & BENEFITS		0	243,350	410,610	458,829
SERVICES & SUPPLIES					
Uniforms/Safety Products					
4417					200
Total Uniforms/Safety Products		0	155	217	200
Household Supplies					
4432					600
Total Household Supplies		0	252	575	600
Food					
4440					3,500
Total Food		0	1,319	2,685	3,500

	F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
	ACTUAL	ACTUAL	Preliminary	Budget
Office Supplies				
4442 Workroom Supplies, Postage				48,000
Total Office Supplies	0	49,336	31,443	48,000
Medical				
4444				300
Total Medical	0	83	203	300
Tools & Instruments				
4446				
Total Tools & Instruments	0	252	0	0
Non Capital Equipment				
4447 Equipment				3,000
Total Non Capital Equipment	0	2,339	1,189	3,000
Communications				
4454				
Total Communications	0	0	360	0
Memberships & Subscriptions				
4459 LERN, CPRS, MMANC				1,000
Total Memberships & Subscriptions	0	746	469	1,000
Travel				
4460 Mileage & Travel Accommodations				4,300
Total Travel	0	55	896	4,300
Training & Conferences				
4461 LERN Conference				2,400
Total Training & Conferences	0	54	591	2,400
Program Services/Supplies				
4464 Active Registration Fees/Credit Card Processing				102,000
Misc. Services/Supplies				7,000
Total Program Services/Supplies	0	114,898	102,576	109,000
Professional Services				
4465				200
Total Professional Services	0	596	162	200
Rents & Leases - Equipment				
4476 Copier & Postage Machine Leases				44,000
Total Rents & Leases - Equipment	0	43,075	44,473	44,000
TOTAL SERVICES & SUPPLIES	0	213,160	185,839	216,500
TOTAL OPERATING EXPENSES	0	456,510	596,449	675,329
REVENUE less EXPENSES	0	(456,510)	(596,449)	(675,329)

Facility use includes the scheduling and rental of all indoor facilities: Robert Livermore Community Center, Recreation Building and Gymnasium, R.E. Merritt building, Veterans Hall, the Barn, Carnegie Building, Ravenswood Historic Site and Bothwell Arts Center. This unit also manages the scheduling and rental of group picnic areas and use of the Equestrian Center (the stadium, one covered arena and two open arenas, fencing, pole barn and parking).

		F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
		ACTUAL	ACTUAL	Preliminary	Budget
REVENUE					
5457	Veterans Hall	50,567	45,116	45,350	50,000
5458	The Barn	54,222	46,750	44,291	42,000
5459	Carnegie	10,664	9,137	9,004	8,000
5461	LVPAC Bothwell Leases	12,864	13,754	15,000	15,000
5462	RE Merritt	30,000	30,000	30,000	30,000
5463	Ravenswood Rental	104,430	133,942	114,730	110,000
5466	RLCC - Room Rentals	351,228	387,129	344,754	362,000
5467	Insurance	34,391	41,763	37,707	36,600
5468	Cleaning Fee	13,660	24,250	26,268	22,600
5469	Party Rentals	50,418	27,142	0	0
5471	Equestrian Arenas	10,000	12,190	11,910	14,000
5472	Arena Day Use	3,184	2,323	1,718	2,220
5473	Equipment & Amenity Rentals	4,800	15,192	50,634	46,000
5474	Security Guards	39,768	56,367	60,504	57,000
5475	Damage & Compliance Fees	130	(406)	0	0
5476	LLNL Contract	3,600	3,600	3,600	3,600
5477	Other Permit Fees	12,777	15,710	16,013	15,000
5481	Picnic Area Rental & Fees	10,120	7,050	2,975	2,800
TOTAL REVENUE		796,823	871,009	814,458	816,820
SALARIES & BENEFITS					
4120	Salaries - Full-Time				
0.35	Marketing and Operations Supervisor				31,590
0.50	Facilities & Operations Coordinator				30,186
1.00	Events & Marketing Coordinator				66,378
FTE	1.85 Total Salaries - Full-Time	85,712	116,753	82,855	128,154
4121	Salaries - Part-Time Benefited				
0.48	Marketing & Communications Specialist				21,476
0.63	Senior Office Assistant				32,260
0.81	Senior Facility Attendant				30,786
FTE	1.91 Total Salaries - Part-Time Benefited	17,940	55,363	61,098	84,522
4122	Salaries - Part-Time				
0.19	Facility Attendant				5,232
1.80	Senior Facility Attendant				66,607
FTE	1.99 Total Salaries - Part-Time	28,573	25,436	86,084	71,839
4126	Retirement				
	Retirement - FT				29,638
	Retirement - PTB				2,696
	Total Retirement	23,546	22,916	16,635	32,334
4128	Employee Group Insurance				
	FT Insurance				28,204
	PTB & ACA Insurance				40,251
	Total Employee Group Insurance	17,696	16,231	25,996	68,455
4130	Workers Compensation				
	FT Workers Comp Insurance				6,864
	PTB Workers Comp Insurance				5,297
	PT Workers Comp Insurance				10,006
	Total Workers Compensation	8,152	4,869	14,878	22,167
4200	Medicare / FICA Payroll Tax				

	F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
	ACTUAL	ACTUAL	Preliminary	Budget
FT Medicare Taxes				1,860
PTB Medicare / FICA Taxes				6,452
PT Medicare / FICA Taxes				5,496
Total Medicare / FICA	4,551	7,847	12,398	13,808
TOTAL SALARIES & BENEFITS	186,170	249,415	299,944	421,279
SERVICES & SUPPLIES				
Uniforms				
4417				1,000
Total Uniforms	0	0	20	1,000
Household Supplies				
4432 Trash Disposal				0
Total Household Supplies	188	0	(679)	0
Food				
4440 Food				500
Total Food	0	267	514	500
Office Supplies				
4442 Office Supplies				1,500
Total Office Supplies	320	3,367	1,147	1,500
Small Tools & Instruments				
4446				250
Total Small Tools & Instruments	0	0	26	250
Non Capital Equipment				
4447 Equipment				11,950
Total Non Capital Equipment	14,765	26,703	14,511	11,950
Maintenance - Structures & Grounds				
4450				0
Total Maintenance - Structures & Grounds	57	482	0	0
Maintenance - Equipment				
4451				200
Total Maintenance - Equipment	778	0	85	200
Memberships				
4459 CPRS				200
Total Memberships	0	0	0	200
Travel				
4460 Mileage & Conference Travel				1,000
Total Travel	200	830	729	1,000
Training & Conferences				
4461 Conference Expense				3,000
Total Training & Conferences	0	40	510	3,000
Program Services/Supplies				
4464 Event Supplies				500
Total Program Services/Supplies	128	1,679	30	500
Professional Services				
4465 Security Guards				51,000
Event Cleaning				66,000
Facility Rental Brochure				15,000
Total Professional Services	16,699	54,442	57,388	132,000
Insurance				
4470 Insurance				22,000
Total Insurance	4,398	26,952	25,498	22,000

	F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
	ACTUAL	ACTUAL	Preliminary	Budget
Rents & Leases - Equipment				0
4476 Rug & Mop Service				0
Total Rents & Leases - Equipment	1,696	339	0	0
TOTAL SERVICES & SUPPLIES	39,229	115,101	99,779	174,100
TOTAL OPERATING EXPENSES	225,399	364,516	399,723	595,379
REVENUE less EXPENSES	571,424	506,493	414,735	221,441

This unit provides youth-related, non-aquatic, sports programming including a wide variety of fitness classes, programs, Sports Camps, and Junior Giants Program.

		F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
		ACTUAL	ACTUAL	Preliminary	Budget
REVENUE					
5485	Football	3,313	966	0	0
5486	Skyhawks	(1,127)	73	0	0
5487	Kidz Love Soccer	31,501	37,007	42,596	38,057
5494	Miscellaneous Classes	2,070	2,617	2,905	5,000
5500	Baseball/Softball Camps	62	0	0	0
5501	Just For Kicks (Soccer)	3,920	0	0	0
5481	Summer Sports Camp	52,559	71,328	100,976	72,291
5482	Volleyball	6,197	17,622	7,071	6,426
5490	Tennis	0	12,717	21,134	16,669
5502	LARPD Classes	47,490	37,989	46,627	50,000
TOTAL REVENUE		145,985	180,319	221,309	188,443
SALARIES & BENEFITS					
4120	Salaries - Full-Time				
	0.30 Recreation Supervisor				25,792
FTE	0.30 Total Salaries - Full-Time	14,503	26,549	25,728	25,792
4121	Salaries - Part-Time Benefited				
	0.93 Recreation Coordinator				45,590
FTE	0.93 Total Salaries - Part-Time Benefited	343	37,276	45,174	45,590
4122	Salaries - Part-Time				
	0.40 Recreation Leader I				11,669
	1.46 Recreation Leader II				42,134
FTE	2.68 Total Salaries - Part-Time	11,185	46,873	45,122	53,803
4126	Retirement				
	Retirement - FT				5,966
	Retirement - PTB				1,460
	Total Retirement	3,979	5,206	5,070	7,426
4128	Employee Group Insurance				
	FT Insurance				5,358
	PTB & ACA Insurance				10,689
	Total Employee Group Insurance	3,341	8,314	8,473	16,047
4130	Workers Compensation				
	FT Workers Comp Insurance				950
	PTB Workers Comp Insurance				1,686
	PT Workers Comp Insurance				1,987
	Total Workers Compensation	644	3,576	4,387	4,623
4200	Medicare / FICA Payroll Tax				
	FT Medicare Taxes				376
	PTB Medicare / FICA Taxes				3,486
	PT Medicare / FICA Taxes				4,116
	Total Medicare / FICA	1,068	6,657	7,250	7,978
TOTAL SALARIES & BENEFITS		35,063	134,451	141,204	161,260
SERVICES & SUPPLIES					
Uniforms/Safety Products					
4417	Camp & Staff Shirts				1,000
Total Uniforms/Safety Products		0	0	1,467	1,000

		F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
		ACTUAL	ACTUAL	Preliminary	Budget
Food					
4440	Program Supplies				1,000
Total Food		71	259	177	1,000
Office Supplies					
4442	Office Supplies				200
Total Office Supplies		263	32	183	200
Tools & Instruments					
4446					200
Total Tools & Instruments		0	0	0	200
Non Capital Equipment					
4447					
Total Non Capital Equipment		0	12	90	0
Maintenance - Structures & Grounds					
4450					
Total Maintenance - Structures & Grounds		0	0	79	0
Memberships & Subscriptions					
4459	SANCRA, CPRS				500
Total Memberships & Subscriptions		25	389	0	500
Travel					
4460	Mileage				200
Total Travel		85	77	52	200
Training & Conferences					
4461	CPRS Conference				500
Total Training & Conferences		0	0	271	500
Publications & Legal Notices					
4462					0
Total Publications & Legal Notices		150	0	0	0
Program Services/Supplies					
4464	Camp Supplies				5,500
Total Program Services/Supplies		3,920	4,272	5,820	5,500
Licensing					
4466					0
Total Licensing		52	0	0	0
Field Trips/Events					
4467	Transportation & Admissions				4,200
Total Field Trips/Events		2,758	2,491	3,065	4,200
Instructors & Sports Officials					
4468	Instructors				40,500
Total Instructors & Sports Officials		18,454	36,244	40,024	40,500
TOTAL SERVICES & SUPPLIES		25,778	43,776	51,228	53,800
TOTAL OPERATING EXPENSES		60,841	178,227	192,432	215,060
REVENUE less EXPENSES		85,144	2,092	28,877	(26,617)

This unit involves the scheduling and rental of all outdoor sport fields and the gymnasium, and provides liaison and coordination services to various community groups and clubs who utilize these facilities. This unit includes operation of the concessions stands associated with field use and rentals.

		F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
		ACTUAL	ACTUAL	Preliminary	Budget
REVENUE					
5625	Field Rentals	103,717	152,813	137,640	130,400
5629	Equipment Rentals & Miscellaneous	4,244	7,276	5,825	5,550
5631	Synthetic Field Rentals	81,106	94,259	74,245	170,500
5634	Storage Shed Rental	0	6,350	11,800	10,250
5635	Field Lighting	0	46,669	47,280	52,803
5638	Field Rental	24,681	(54)	0	0
5640	Snack Shack	15,455	16,247	17,337	18,000
5643	Gym Rental - (Sports)	45,384	51,915	70,089	68,100
TOTAL REVENUE		274,587	375,475	364,216	455,603
SALARIES & BENEFITS					
4120	Salaries - Full-Time				
	0.65 Recreation Supervisor				61,438
FTE	0.65 Total Salaries - Full-Time	57,362	52,892	55,745	61,438
4121	Salaries - Part-Time Benefited				
	0.93 Recreation Coordinator				47,489
FTE	0.93 Total Salaries - Part-Time Benefited	25,251	45,612	49,538	47,489
4122	Salaries - Part-Time				
	2.63 Recreation Leader II				92,165
	0.88 Recreation Leader III				35,963
FTE	3.50 Total Salaries - Part-Time	64,182	56,941	68,421	128,128
4126	Retirement				
	Retirement - FT				14,208
	Retirement - PTB				3,633
	Total Retirement	15,744	10,628	10,985	17,841
4128	Employee Group Insurance				
	FT Insurance				5,021
	PTB & ACA Insurance				16,645
	Total Employee Group Insurance	15,440	8,137	3,289	21,666
4130	Workers Compensation				
	FT Workers Comp Insurance				2,274
	PTB Workers Comp Insurance				1,755
	PT Workers Comp Insurance				4,733
	Total Workers Compensation	3,585	4,994	7,384	8,762
4200	Medicare / FICA Payroll Tax				
	FT Medicare Taxes				896
	PTB Medicare / FICA Taxes				3,633
	PT Medicare / FICA Taxes				9,802
	Total Medicare / FICA	7,510	8,822	9,780	14,331
TOTAL SALARIES & BENEFITS		189,074	188,026	205,142	299,655
SERVICES & SUPPLIES					
Agricultural Supplies					
4403	Field materials				13,000
Total Agricultural Supplies		2,441	2,796	2,512	13,000

	F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
	ACTUAL	ACTUAL	Preliminary	Budget
Uniforms/Safety Products				
4417				1,000
Total Uniforms/Safety Products	496	19	1,314	1,000
Household Supplies				
4432 Misc. Supplies				1,000
Total Household Supplies	0	529	178	1,000
Food				
4440				7,000
Total Food	220	4,199	9,152	7,000
Office Supplies				
4442				500
Total Office Supplies	287	494	156	500
Medical				
4444				0
Total Medical	0	104	0	0
Tools & Instruments				
4446				1,000
Total Tools & Instruments	691	456	416	1,000
Non Capital Equipment				
4447				0
Total Non Capital Equipment	1,600	6,604	316	0
Maintenance - Structures & Grounds				
4450 General Maintenance				4,000
Total Maintenance - Structures & Grounds	615	6,224	1,428	4,000
Maintenance - Equipment				
4451 Chain Link Repair				2,000
Soccer & Tennis Net Replacements				3,400
Pitching Mound, Bases				3,500
Misc. Maintenance				1,450
Total Maintenance - Equipment	0	6,311	5,880	10,350
Communications				
4454 Rec. Building TV Service				750
Total Communications	0	0	0	750
Memberships & Subscriptions				
4459 CPRS, STMS, LERN, SANCRA				1,000
Total Memberships & Subscriptions	225	578	446	1,000
Travel				
4460 Mileage				200
Total Travel	180	85	18	200
Training & Conferences				
4461 CPRS Conference				500
Total Training & Conferences	0	0	190	500
Program Services/Supplies				
4464 Misc. Supplies				0
Total Program Services/Supplies	58	321	238	0
Professional Services				
4465 Soccer Field Painting				12,000
Total Professional Services	12,354	14,516	13,835	12,000
Licensing				
4466				0
Total Licensing	670	50	0	0
Insurance				
4470				0
Total Insurance	1,974	100	0	0

	F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
	ACTUAL	ACTUAL	Preliminary	Budget
Rents & Leases - Equipment				
4476 Portable Toilets				10,000
Total Rents & Leases - Equipment	8,880	8,441	7,248	10,000
TOTAL SERVICES & SUPPLIES	30,691	51,827	43,327	62,300
TOTAL OPERATING EXPENSES	219,765	239,853	248,469	361,955
REVENUE less EXPENSES	54,822	135,622	115,747	93,648

The Believes program is a collaborative program with the Livermore Valley Joint Unified School District. It is a free after-school academic and enrichment program which meets every afternoon when school is in session. Its funding comes through the California Department of Education ASES grant. The program is offered at Marylin Elementary and Junction K-8 schools.

		F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
		ACTUAL	ACTUAL	Preliminary	Budget
REVENUE					
5532	After school Grant	151,438	146,290	149,317	149,500
TOTAL REVENUE		151,438	146,290	149,317	149,500
SALARIES & BENEFITS					
4120	Salaries - Full-Time				
	0.05 Youth Services Supervisor				4,524
FTE	0.05 Total Salaries - Full-Time	7,486	7,759	4,678	4,524
4122	Salaries - Part-Time				
	3.03 Teacher I				101,682
	0.82 Teacher II				30,787
FTE	3.85 Total Salaries - Part-Time	127,189	124,966	135,348	132,469
4126	Retirement				
	Retirement - FT				1,350
	Total Retirement	2,061	1,975	1,232	1,350
4128	Employee Group Insurance				
	FT Insurance				889
	Total Employee Group Insurance	1,319	1,678	953	889
4130	Workers Compensation				
	FT Workers Comp Insurance				168
	PT Workers Comp Insurance				4,893
	Total Workers Compensation	3,471	4,473	5,213	5,061
4200	Medicare / FICA Payroll Tax				
	FT Medicare Taxes				66
	PT Medicare / FICA Taxes				10,134
	Total Medicare / FICA	9,724	9,669	10,422	10,200
TOTAL SALARIES & BENEFITS		151,250	150,520	157,846	154,493
SERVICES & SUPPLIES					
Licensing					
4466	Fingerprinting				
Total Licensing		282	0	0	0
TOTAL SERVICES & SUPPLIES		282	0	0	0
TOTAL OPERATING EXPENSES		151,532	150,520	157,846	154,493
REVENUE less EXPENSES		(94)	(4,230)	(8,529)	(4,993)

The Middle School Program (aka PAL) is a structured before-school and after-school program for middle school youth, funded by the California Department of Education ASES grant and parent fees. PAL is located on campus at all four middle schools and is open year-round. Activities are led by staff and include homework assistance, games, environmental education, sports, trips and arts and crafts

		F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
		ACTUAL	ACTUAL	Preliminary	Budget
REVENUE					
5533	Parent Fees	338,333	317,149	391,798	379,665
5536	Registration Fees	3,400	7,208	5,890	2,200
5540	Community Support Program	24,123	26,170	19,550	23,520
5543	After school Grant	198,536	201,363	203,152	171,737
5550	Child Care Links	24,897	0	0	0
5555	Miscellaneous	(2,304)	212	120	0
5559	Donations/Grants	0	0	0	0
TOTAL REVENUE		586,985	552,102	620,510	577,122
SALARIES & BENEFITS					
4120	Salaries - Full-Time				
	0.05 Youth Services Supervisor				4,966
FTE	0.05 Total Salaries - Full-Time	31,912	33,034	0	4,966
4121	Salaries - Part-Time Benefited				
	2.63 Recreation Coordinator				158,588
FTE	2.63 Total Salaries - Part-Time Benefited	156,634	168,689	147,211	158,588
4122	Salaries - Part-Time				
	5.45 Program Leader				146,325
	3.00 Senior Program Leader				120,650
FTE	8.45 Total Salaries - Part-Time	248,686	217,694	229,626	266,976
4126	Retirement				
	Retirement - FT				1,482
	Retirement - PTB DC				3,311
	Total Retirement	8,791	8,407	0	4,793
4128	Employee Group Insurance				
	FT Insurance				990
	PTB & ACA Insurance				31,136
	Total Employee Group Insurance	31,682	37,567	28,082	32,126
4130	Workers Compensation				
	FT Workers Comp Insurance				182
	PTB Workers Comp Insurance				5,857
	PT Workers Comp Insurance				9,862
	Total Workers Compensation	10,954	14,108	14,228	15,901
4200	Medicare / FICA Payroll Tax				
	FT Medicare Taxes				76
	PTB Medicare / FICA Taxes				12,128
	PT Medicare / FICA Taxes				20,424
	Total Medicare / FICA	31,252	29,642	27,604	32,628
TOTAL SALARIES & BENEFITS		519,911	509,141	446,751	515,977
SERVICES & SUPPLIES					
Uniforms/Safety Products					
4417	Staff T-Shirts				1,000
Total Uniforms/Safety Products		352	723	0	1,000

	F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
	ACTUAL	ACTUAL	Preliminary	Budget
Household Supplies				
4432 Cleaning Supplies/Paper Products				3,780
Total Household Supplies	3,057	2,440	1,667	3,780
Food				
4440 Food & Snacks				13,200
Total Food	13,211	12,691	12,871	13,200
Office Supplies				
4442 Office Supplies				500
Total Office Supplies	323	1,132	238	500
Medical				
4444 First Aid Class/Supplies				0
Total Medical	26	49	40	0
Small Tools & Instruments				
4446				0
Total Small Tools & Instruments	0	35	0	0
Non Capital Equipment				
4447				0
Total Non Capital Equipment	0	343	0	0
Communications				
4454				0
Total Communications	1,023	0	0	0
Memberships & Subscriptions				
4459				0
Total Memberships & Subscriptions	165	0	25	0
Program Services/Supplies				
4464 Program Supplies				10,200
Total Program Services/Supplies	7,539	9,438	8,725	10,200
Licensing				
4466 Fingerprinting				0
Total Licensing	732	0	0	0
Field Trips/Events				
4467 Field Trip Expenses				11,500
Total Field Trips/Events	9,308	6,250	7,060	11,500
Insurance				
4470 Liability - General/Auto				12,972
Total Insurance	9,920	11,280	13,087	12,972
Rents & Leases - Equipment				
4476				0
Total Rents & Leases - Equipment	315	0	214	0
TOTAL SERVICES & SUPPLIES	45,971	44,381	43,927	53,152
TOTAL OPERATING EXPENSES	565,882	553,522	490,678	569,129
REVENUE less EXPENSES	21,103	(1,420)	129,832	7,993

This unit provides the logistical support and custodial duties for the daily operations of Robert Livermore Community Center, outlying rental facilities, and park restrooms. Outlying rental facilities include Ravenswood Historic Site, The Barn and Veterans Hall. This unit provides daily setup and takedown for classes, programs, activities and facility rentals.

		F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
		ACTUAL	ACTUAL	Preliminary	Budget
REVENUE					
TOTAL REVENUE		0	0	0	0
SALARIES & BENEFITS					
4120	Salaries - Full-Time				
	0.35 Marketing and Operations Supervisor				31,590
	0.50 Facility and Operations Coordinator				32,321
FTE	0.85 Total Salaries - Full-Time	282,978	157,710	79,578	63,911
4121	Salaries - Part-Time Benefited				
	4.98 Senior Facility Attendant				189,353
FTE	4.98 Total Salaries - Part-Time Benefited	70,776	33,774	39,934	189,353
4122	Salaries - Part-Time				
	1.91 Facility Attendant				55,254
	1.34 Senior Facility Attendant				52,969
FTE	3.25 Total Salaries - Part-Time	202,481	270,758	189,648	108,224
4126	Retirement				
	Retirement - FT				14,780
	Retirement - PTB				1,705
	Total Retirement	75,593	29,648	15,926	16,485
4128	Employee Group Insurance				
	FT Insurance				12,763
	PTB & ACA Insurance				60,243
	Total Employee Group Insurance	76,159	53,284	37,924	73,006
4130	Workers Compensation				
	FT Workers Comp Insurance				4,710
	PTB Workers Comp Insurance				26,368
	PT Workers Comp Insurance				15,074
	Total Workers Compensation	43,000	55,220	41,246	46,152
4200	Medicare / FICA Payroll Tax				
	FT Medicare Taxes				923
	PTB Medicare / FICA Taxes				14,478
	PT Medicare / FICA Taxes				8,279
	Total Medicare / FICA	24,745	25,475	18,580	23,680
TOTAL SALARIES & BENEFITS		775,732	625,869	422,836	520,811
SERVICES & SUPPLIES					
Uniforms/Safety Products					
4417	Staff Uniforms				2,000
Total Uniforms/Safety Products		3,110	3,695	3,379	2,000
Household Supplies					
4432	Janitorial Supplies				49,200
Total Household Supplies		28,949	67,133	44,888	49,200
Food					
4440	Food for Staff Trainings				500
Total Food		1,856	292	85	500

		F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
		ACTUAL	ACTUAL	Preliminary	Budget
Office Supplies					
4442	Office Supplies				700
Total Office Supplies		11,368	369	580	700
Medical					
4444	First Aid Kits				0
Total Medical		626	225	83	0
Tools & Instruments					
4446	Misc. Tools				1,000
Total Tools & Instruments		2,981	23	733	1,000
Non Capital Equipment					
4447	Replacement Items				20,000
Total Non Capital Equipment		11,437	25,805	2,156	20,000
Maintenance - Structures & Grounds					
4450					0
Total Maintenance - Structures & Grounds		87,194	0	0	0
Maintenance - Equipment					
4451					600
Total Maintenance - Equipment		6,391	106	39	600
Utilities - Water/Sewer					
4452					0
Total Utilities - Water/Sewer		21,616	0	0	0
Utilities - Gas/Electric/Other					
4453					0
Total Utilities - Gas/Electric/Other		250,224	0	0	0
Communications					
4454					0
Total Communications		333	0	0	0
Memberships & Subscriptions					
4459	CPRS, LERN				200
Total Memberships & Subscriptions		800	348	408	200
Travel					
4460	Mileage				1,000
Total Travel		2,605	125	126	1,000
Training & Conferences					
4461	CPRS Conference				3,000
Total Training & Conferences		0	376	156	3,000
Program Services/Supplies					
4464	EOC Supplies				15,000
	TV Service for Comm. Building				780
Total Program Services/Supplies		24,023	1,717	654	15,780
Professional Services					
4465	Facility Cleaning				68,400
Total Professional Services		39,762	25,647	90,248	68,400
Licensing					
4466	Fingerprinting				0
Total Licensing		1,112	0	0	0
Insurance					
4470	Rental Insurance				0
Total Insurance		7,004	0	0	0
Rents & Leases - Equipment					
4476					0
Total Rents & Leases - Equipment		3,982	0	3,066	0
TOTAL SERVICES & SUPPLIES		505,373	125,861	146,601	162,380
TOTAL OPERATING EXPENSES		1,281,105	751,730	569,437	683,191
REVENUE less EXPENSES		(1,281,105)	(751,730)	(569,437)	(683,191)

This unit includes all aquatic activities at the Robert Livermore Aquatic Center and May Nissen Swim Center. Activities include American Red Cross swim lessons, swim camps, summer swim team, lap swimming, USA Water Polo Teams, water exercise classes, recreational swimming, pool parties, and special events.

		F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
		ACTUAL	ACTUAL	Preliminary	Budget
REVENUE					
5121	MN Lessons & Classes	57,389	61,707	75,564	57,675
5125	MN Admissions & Passes	4,563	5,274	6,342	4,995
5129	MN Pool Rental/Parties	2,680	3,430	1,345	1,750
5580	RLCC Aquatics Lessons & Classes	138,903	155,740	72,903	80,300
5581	RLCC Aquatics Admissions & Passes	255,757	265,541	247,086	258,974
5582	RLCC Pool Rentals & Events	30,653	62,734	88,513	61,550
5583	RLCC Miscellaneous	83	8,097	0	0
5584	Merchandise Sales	0	0	0	1,000
5587	Competitive Programs	0	24,987	92,748	79,592
TOTAL REVENUE		490,028	587,510	584,501	545,836
SALARIES & BENEFITS					
4120	Salaries - Full-Time				
1.00	Aquatics Coordinator				68,111
1.00	Aquatics Supervisor				99,216
0.42	Sr Facilities Maint Tech				31,361
1.00	Pool Maint Specialist				76,570
FTE	3.42 Total Salaries - Full-Time	195,364	215,446	218,765	275,258
4121	Salaries - Part-Time Benefited				
0.84	Aquatics Instructor				51,519
0.68	Recreation Coordinator				32,161
FTE	1.52 Total Salaries - Part-Time Benefited	129,137	119,863	129,900	83,680
4122	Salaries - Part-Time				
0.82	Aquatics Coach				42,576
0.33	Aquatics Instructor				17,239
2.01	Aquatics Lead				69,449
7.65	Lifeguard				230,689
1.18	Office Assistant				36,298
0.39	Recreation Leader I				10,155
1.71	Swim Instructor				51,014
FTE	14.10 Total Salaries - Part-Time	362,314	451,265	483,131	457,418
4126	Retirement				
	Retirement - FT				68,727
	Retirement - PTB				2,673
	Total Retirement	58,252	47,222	46,612	71,400
4128	Employee Group Insurance				
	FT Insurance				63,345
	PTB & ACA Insurance				22,680
	Total Employee Group Insurance	62,655	65,955	68,811	86,025
4130	Workers Compensation				
	FT Workers Comp Insurance				21,213
	PTB Workers Comp Insurance				3,088
	PT Workers Comp Insurance				39,409
	Total Workers Compensation	23,540	37,180	43,217	63,710

		F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
		ACTUAL	ACTUAL	Preliminary	Budget
4200	Medicare / FICA Payroll Tax				
	FT Medicare Taxes				3,988
	PTB Medicare / FICA Taxes				6,404
	PT Medicare / FICA Taxes				34,992
	Total Medicare / FICA	40,228	46,707	49,995	45,384
TOTAL SALARIES & BENEFITS		871,490	983,638	1,040,431	1,082,876
SERVICES & SUPPLIES					
Uniforms/Safety Products					
4417	Uniforms & Cold Weather Gear				4,200
Total Uniforms/Safety Products		3,870	3,212	5,222	4,200
Household Supplies					
4432	Janitorial Supplies				400
Total Household Supplies		62,857	43,234	175	400
Food					
4440	Food for Trainings				1,700
Total Food		454	2,626	3,133	1,700
Office Supplies					
4442	Aquatics Miscellaneous Supplies				900
	Wristbands				1,500
	Computer printer cartridges				1,400
Total Office Supplies		2,133	3,999	3,578	3,800
Medical					
4444	First Aid Supplies				600
	Oxygen				200
	AED Supplies				300
Total Medical		6,146	1,734	617	1,100
Tools & Instruments					
4446	Misc. Equipment				2,000
Total Tools & Instruments		1,572	1,466	2,058	2,000
Non Capital Equipment					
4447	Picnic Tables, Deck Chairs, E-Z Ups				8,500
	Water Polo Equipment				1,100
Total Non Capital Equipment		1,248	16,509	16,354	9,600
Maintenance - Structures & Grounds					
4450	Pool Chemicals				56,900
	Painting Supplies				1,000
	Lane Line Cables				500
	Pool Maintenance				7,000
Total Maintenance - Structures & Grounds		4,803	45,259	70,228	65,400
Maintenance - Equipment					
4451	Maintain Pool Equipment				12,000
	EZ-UP Replacements				2,000
Total Maintenance - Equipment		26,281	38,887	9,453	14,000
Utilities - Gas/Electric/Other					
4453	RLCC Utilities				0
Total Utilities - Gas/Electric/Other		16,206	14,452	0	0
Communications					
4454	Cell Phone Stipend				900
	May Nissen Internet				2,050
Total Communications		50	550	1,293	2,950

		F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
		ACTUAL	ACTUAL	Preliminary	Budget
Memberships & Subscriptions					
4459	CPRS Membership				290
	NRPA Membership				165
	AAOP Membership				70
	USA Water Polo Memberships				525
	BAPPOA Membership				50
	Team Unify				400
	SurveyMonkey				300
	Team Snap				1,000
Total Memberships & Subscriptions		1,237	2,046	4,455	2,800
Travel					
4460	Mileage & Travel				1,850
Total Travel		650	3,682	1,839	1,850
Training & Conferences					
4461	CAMS				1,200
Total Training & Conferences		0	1,158	2,468	1,200
Program Services/Supplies					
4464	Books (Lifeguard Training/WSI)				5,375
	Teaching Aids				500
	Water Exercise Equipment				500
	Tournament Fees (Water Polo)				6,000
	Water Polo Team Supplies				500
	Staff Supplies				400
	Special Events				1,100
	Swim Team Supplies				1,500
	Banners				1,000
Total Program Services/Supplies		4,288	25,897	22,817	16,875
Professional Services					
4465	Staff Certifications				3,600
	QSI Safety Inspection of Waterslide				1,200
	Staff Auditing				1,700
Total Professional Services		20,734	7,442	4,514	6,500
Licensing					
4466	Fingerprinting				0
Total Licensing		1,191	0	0	0
Instructors & Sports Officials					
4468	Water Polo Officials				2,200
Total Instructors & Sports Officials		0	1,138	2,955	2,200
TOTAL SERVICES & SUPPLIES		153,720	213,291	151,159	136,575
TOTAL OPERATING EXPENSES		1,025,210	1,196,929	1,191,590	1,219,451
REVENUE less EXPENSES		(535,182)	(609,419)	(607,089)	(673,615)

This unit manages the Café and vending contract services at the Recreation Center.

		F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
		ACTUAL	ACTUAL	Preliminary	Budget
REVENUE					
5784	RLCC Café	60,420	61,089	59,020	65,400
5785	Café Contract	0	0	0	0
5786	Vending contract	340	532	447	500
TOTAL REVENUE		60,760	61,621	59,467	65,900
SALARIES & BENEFITS					
4120	Salaries - Full-Time				
	0.05 Recreation Supervisor				4,732
FTE	0.05 Total Salaries - Full-Time	14,559	8,613	4,467	4,732
4121	Salaries - Part-Time Benefited				
FTE	- Total Salaries - Part-Time Benefited	11,508	0	0	0
4122	Salaries - Part-Time				
	0.18 Recreation Coordinator				8,046
	0.45 Recreation Leader I				12,969
	0.24 Recreation Leader II				8,372
FTE	0.87 Total Salaries - Part-Time	86,033	27,912	28,734	29,387
4126	Retirement				
	Retirement - FT				1,406
	Total Retirement	3,990	2,184	1,178	1,406
4128	Employee Group Insurance				
	FT Insurance				889
	Total Employee Group Insurance	8,137	2,086	954	889
4130	Workers Compensation				
	FT Workers Comp Insurance				170
	PT Workers Comp Insurance				1,086
	Total Workers Compensation	2,736	1,621	1,325	1,256
4200	Medicare / FICA Payroll Tax				
	FT Medicare Taxes				66
	PT Medicare / FICA Taxes				2,248
	Total Medicare / FICA	6,695	2,250	2,294	2,314
TOTAL SALARIES & BENEFITS		133,658	44,666	38,952	39,984
SERVICES & SUPPLIES					
Uniforms/Safety Products					
4417	Staff Shirts				400
Total Uniforms/Safety Products		0	0	692	400
Household Supplies					
4432					0
Total Household Supplies		220	0	547	0
Food					
4440	Café				24,000
Total Food		28,443	25,708	23,086	24,000
Office Supplies					
4442	Flyers, Schedules, Record Supplies				100
Total Office Supplies		631	655	51	100

	F/Y 15-16	F/Y 16-17	F/Y 17-18	F/Y 18-19
	ACTUAL	ACTUAL	Preliminary	Budget
Non Capital Equipment				
4447 Appliances				1,000
Total Non Capital Equipment	1,832	2,042	0	1,000
Memberships & Subscriptions				
4459				0
Total Memberships & Subscriptions	25	220	0	0
Travel				
4460				0
Total Travel	5	0	0	0
Training & Conferences				
4461				100
Total Training & Conferences	0	0	0	100
Program Services/Supplies				
4464 Program Supplies				300
Total Program Services/Supplies	0	334	112	300
Professional Services				
4465				0
Total Professional Services	0	189	0	0
Licensing				
4466				0
Total Licensing	656	0	0	0
TOTAL SERVICES & SUPPLIES	31,812	29,148	24,488	25,900
TOTAL OPERATING EXPENSES	165,470	73,814	63,440	65,884
REVENUE less EXPENSES	(104,710)	(12,193)	(3,973)	16

This unit oversees the design, construction, renovation and long range planning of the District's trails, neighborhood and open space parks, and related recreational facilities. The work includes applying for grants as well as oversight and implementation of the District's Capital Improvement Plan (CIP), including: scoping, conceptual planning, budgeting and scheduling; preparation and review of plans, specifications, and contracts; preparation of procurement documents (request for bids, request for proposals), construction agreements and consultant contracts; administration of competitively bid contracts; and providing construction administration, site inspection services, and overall project management to ensure the successful completion of projects in a timely and cost efficient manner.

		F/Y 15-16 ACTUAL	F/Y 16-17 ACTUAL	F/Y 17-18 Preliminary	F/Y 18-19 Budget
REVENUE					
5800	AB1600 CIP Administration	96,118	0	0	0
5802	Plan Check, Inspection, Legal & Fees	0	0	0	0
5803	Developer Improvement Agreement Fees	19,000	0	0	0
5805	Miscellaneous Revenue	57,824	0	0	0
TOTAL REVENUE		172,942	0	0	0
SALARIES & BENEFITS					
4120	Salaries - Full-Time				
	0.25 Parks and Facilities Manager				29,848
FTE	0.25 Total Salaries - Full-Time	109,815	71,996	28,101	29,848
4121	Salaries - Part-Time Benefited				
	0.75 Admin Aide				46,536
FTE	0.75 Total Salaries - Part-Time Benefited	32,635	37,890	41,696	46,536
4122	Salaries - Part-Time				
FTE	- Total Salaries - Part-Time	2,567	5,293	0	0
4126	Retirement				
	Retirement - FT				8,890
	Retirement - PTB				1,490
	Total Retirement	30,253	9,605	7,409	10,380
4128	Employee Group Insurance				
	FT Insurance				4,464
	PTB & ACA Insurance				9,891
	Total Employee Group Insurance	9,954	4,256	7,407	14,355
4130	Workers Compensation				
	FT Workers Comp Insurance				1,104
	PTB Workers Comp Insurance				311
	Total Workers Compensation	3,403	2,748	1,235	1,415
4200	Medicare / FICA Payroll Tax				
	FT Medicare Taxes				430
	PTB Medicare / FICA Taxes				3,563
	Total Medicare / FICA	4,235	4,284	3,578	3,993
TOTAL SALARIES & BENEFITS		192,862	136,072	89,426	106,527
SERVICES & SUPPLIES					
Household Supplies					
4432	Misc. Supplies				120
Total Household Supplies		0	32	94	120
Food					
4440	Food				300
Total Food		48	248	51	300

	F/Y 15-16 ACTUAL	F/Y 16-17 ACTUAL	F/Y 17-18 Preliminary	F/Y 18-19 Budget
Office Supplies				
4442 Office Supplies				6,000
Total Office Supplies	7,335	1,908	985	6,000
Non Capital Equipment				
4447 Equipment				0
Total Non Capital Equipment	0	404	336	0
Maintenance - Equipment				
4451				0
Total Maintenance - Equipment	0	750	542	0
Memberships & Subscriptions				
4459 CPRS, Dropbox, Fred Pryor, Autocad				1,000
Total Memberships & Subscriptions	1,167	1,610	1,010	1,000
Travel				
4460 Mileage				0
Total Travel	6,133	0	0	0
Training & Conferences				
4461				
Total Training & Conferences	0	0	383	0
Legal				
4463 Legal Services				0
Total Legal	0	1,055	0	0
Program Services/Supplies				
4464				
Total Program Services/Supplies	0	0	55	0
Professional Services				
4465 Project Management Consultant				60,000
Total Professional Services	72,173	47,418	41,653	60,000
Licensing				
4466				0
Total Licensing	347	0	0	0
TOTAL SERVICES & SUPPLIES	87,203	53,425	45,109	67,420
TOTAL OPERATING EXPENSES	280,065	189,497	134,535	173,947
REVENUE less EXPENSES	(107,123)	(189,497)	(134,535)	(173,947)

FY 18-19
Capital Equipment FY 18-19 Budget and Prior Year Trend
UNIT 45

	FY 15-16	FY 16-17	FY 17-18	FY 18-19
	Actual	Preliminary	Preliminary	Budget
Video Security System Upgrade			0	49,454
New filters for May Nissen			1,405	
Replace Two Parking Machines at Sycamore Grove			24,917	
One replacement mower & mower engine			40,574	
Concrete - Grass Party Area at RLCC			25,965	
3 Replacement Vehicles			92,734	
Rodeo Stadium Enhancement (100th yr)			13,663	
Replacement Pool Vacuum & Cart			8,345	
Tractor Loader			81,859	
Backhoe			45,947	
Turf Groomer			54,944	
Replacement Trailer for Camp Shelly			33,609	
Water Wagon			7,484	
Cresta Blanca Audio System Upgrade			18,378	
Forklift			10,999	
Website Upgrade	4,600	4,475	13,050	
2016 Ford F150 (V46)		24,344		
John Deere Utility Vehicle		22,203		
Toro Pro-force blower w/trailer		7,657		
Turfco Mete-R-Matic XL Spreader		15,194		
Billy Goat Leaf Vak/shredder		6,965		
2017 Ford F450 (V47)		46,302		
Smithco Riding Lawnmower (E078)		19,750		
Jacobsen Cab Mower (E080)		111,535		
Kubota Utility 4WD Tractor (Open Space)		48,924		
Large Carpet Cleaning Unit for RLCC		6,184		
Replace Chemical Controller - RLCC Pools		53,800		
Aflex Inflatables (RLCC and May Nissen)		26,242		
Pool Lane Lines RLCC & May Nissen		8,480		
Robertson Storage Container		7,611		
Video Security System Upgrade		9,538		
RLCC Storage Containers		12,853		
Cresta Blanca Audio System Upgrade		6,126		
Replace Lifeguard Stands (safety Issue) and Umbrellas - RLCC		9,972		
Telephone System Upgrade	10,465	150,263		
IT Disaster Recovery & Upgrade Servers	9,793	3,873		
2016 Toyota Tacoma	31,167			
200 Gallon Spraytec Sprayer	13,676			
Storage Containers at Robertson Park	5,877			
2016 Ford F150 (V39)	25,743			
2016 Ford F150 (V40)	28,021			
Fence and Gate at Bill Payne Park	11,125			
Fence at Robertson Park Lower Field	34,130			
Carpeting at RLCC	44,230			
Engine for 2000 Ford Taurus (V93)	6,140			
Irrigation Solarkit	8,730			
Sidewalk Grinder	5,140			
Public Wi-Fi at RLCC	12,252			
Scissor Lift	7,769			
2016 Ford F250 (V41)	33,389			
2016 Ford F250 (V42)	33,389			
2016 Ford Mini-Van (V43)	28,736			
2016 Ford Super Duty with Utility Bed (v44)	37,062			
2016 Ford F250 (V45)	33,386			
Total Capital Equipment Expenditures	424,820	602,292	473,873	49,454

LIVERMORE AREA RECREATION & PARK DISTRICT
FY 18-19 Full-Time Equivalents by Unit

Unit		Full-Time	Part-Time Benefited	Part-Time	Total
01	Administration	7.05	4.45	0.09	11.59
02	Classes, Camps & Events	0.35	0.00	0.58	0.93
03	Adult Sports & Fitness	0.05	0.00	1.91	1.96
05	Building Maintenance	3.83	0.95	0.00	4.78
06	Camp Shelly	0.04	0.27	0.09	0.40
07	Park Operations	11.25	14.06	3.38	28.70
09	Extended Student Services	18.90	22.20	31.91	73.01
10	Senior Services	1.00	1.50	0.56	3.06
11	Preschool	1.00	0.00	6.52	7.52
16	Open Space	5.06	4.15	3.81	13.02
17	Marketing & Public Information	0.30	1.30	0.10	1.70
18	Technology and Communications	0.10	0.90	0.00	1.00
20	Customer & Business Services	1.60	2.19	1.82	5.60
25	Facility Use & Rentals	1.85	1.91	1.99	5.75
26	Youth Sports & Fitness	0.30	1.91	1.99	4.20
27	Field & Gym Rentals	0.65	0.93	3.50	5.08
40	Believes Program	0.05	0.00	3.85	3.90
41	Middle School Program	0.05	2.63	8.45	11.13
42	Building Operations	0.85	4.98	3.25	9.08
54	Aquatics	3.42	1.52	14.10	19.04
57	Concessions	0.05	0.00	0.87	0.92
60	Planning and CIP Administration	0.25	0.75	0.00	1.00
District Totals		58.00	66.59	88.77	213.36

By Division:

Recreation	9.42	14.73	30.10	54.25
Youth and Senior Services	21.00	26.33	51.29	98.62
Parks, Open Space, and CIP Admin	20.42	20.19	7.29	47.90
Administration	7.15	5.35	0.09	12.59
District Totals	58.00	66.59	88.77	213.36

FY 18-19		Unit 01	Unit 02	Unit 03	Unit 05	Unit 06	Unit 07	Unit 09	Unit 10	Unit 11	Unit 16	Unit 17	Unit 18	Unit 20
Unit Budget Summary		Admin	Class, Camps & Events	Adult Sports & Fitness	Building Maint.	Camp Shelly	Park Operations	Extended Student Services	Senior Services	Preschool	Open Space	Marketing & Public Information	Technology & Communications	Customer & Business Services
REVENUE		11,691,319	415,400	161,230	0	68,183	466,790	5,315,417	144,589	435,495	519,401	0	0	0
SALARIES & BENEFITS		1,458,284	74,896	83,924	555,901	40,221	2,670,713	4,458,683	271,849	405,800	1,248,307	128,141	101,411	458,829
SERVICES & SUPPLIES														
4403	Agricultural Supplies	0	0	0	0	50	92,500	0	0	0	1,100	0	0	0
4417	Uniforms/Safety Products	240	500	500	1,080	0	16,900	2,000	0	500	7,400	500	0	200
4432	Household Supplies	0	0	0	0	165	36,600	37,200	90	500	800	0	0	600
4440	Food	9,204	2,000	200	180	250	4,700	59,400	9,898	1,200	8,000	650	0	3,500
4442	Office Supplies	3,000	1,000	200	240	165	6,960	23,400	450	400	2,600	10,200	0	48,000
4444	Medical	31,500	0	0	0	50	400	2,592	0	0	300	0	0	300
4446	Tools & Instruments	0	0	200	6,000	255	12,000	2,200	0	0	2,200	0	0	0
4447	Non-Capital Equipment	10,422	0	0	3,000	600	5,000	3,000	1,500	1,500	8,040	2,900	6,900	3,000
4450	Maint. - Structures/Grounds	0	0	0	263,500	3,950	326,000	127,000	0	6,000	39,100	0	0	0
4451	Maintenance of Equipment	68,600	0	2,000	12,600	100	73,440	1,800	0	0	1,900	0	6,350	0
4452	Utilities - Water/Sewer	0	0	0	0	840	1,262,380	0	0	0	5,300	0	0	0
4453	Utilities - Gas/Electric/Other	0	0	0	495,932	2,340	0	0	0	0	100	0	0	0
4454	Communications	1,800	0	0	0	100	9,600	12,000	0	0	18,980	0	107,770	0
4459	Memberships & Subscriptions	21,378	100	1,200	0	0	4,960	1,200	311	0	220	690	0	1,000
4460	Travel	19,980	100	0	2,700	600	95,500	1,200	510	0	6,000	2,890	0	4,300
4461	Training & Conferences	35,996	0	200	3,050	0	8,400	1,500	1,200	0	3,990	1,110	360	2,400
4462	Publications & Legal Notices	7,980	0	0	0	0	0	0	0	0	0	0	0	0
4463	Legal Services	144,000	0	0	0	0	0	0	0	0	0	0	0	0
4464	Program Services/Supplies	192,500	28,000	7,818	0	150	0	66,000	6,311	10,000	3,500	4,580	0	109,000
4465	Professional Services	338,290	20,000	0	27,480	7,875	41,930	7,800	300	0	16,050	131,550	124,000	200
4466	Licensing	12,500	0	0	0	0	1,000	9,999	0	0	0	0	0	0
4467	Field Trips & Events	0	500	0	0	0	0	33,000	54,201	0	750	0	0	0
4468	Instructors & Sports Officials	0	221,000	65,000	0	0	0	0	20,124	0	0	0	0	0
4470	Insurance	231,373	0	0	0	0	0	62,616	0	0	0	0	0	0
4476	Rent & Lease - Equipment	0	0	0	900	500	21,000	28,920	0	0	5,400	0	0	44,000
4477	Rent & Lease - Structures	0	0	0	0	6,500	110,400	75,540	0	0	0	0	0	0
4704	Finance Charges & Fees	0	0	0	0	0	0	0	0	0	0	0	0	0
CAPITAL EQUIPMENT		0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL SERVICES & SUPPLIES		1,128,763	273,200	77,318	816,662	24,490	2,129,670	558,367	94,895	20,100	131,730	155,070	245,380	216,500
4750	Contingencies	100,000	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL OPERATING EXPENSES		2,687,047	348,096	161,242	1,372,563	64,711	4,800,383	5,017,050	366,744	425,900	1,380,037	283,211	346,791	675,329
Revenue less expense		9,004,272	67,304	(12)	(1,372,563)	3,472	(4,333,593)	298,367	(222,155)	9,595	(860,636)	(283,211)	(346,791)	(675,329)
Cost Recovery Percentage Rev/Exp		435%	119%	100%	0%	105%	10%	106%	39%	102%	38%	0%	0%	0%

FY 18-19		Unit 25	Unit 26	Unit 27	Unit 40	Unit 41	Unit 42	Unit 54	Unit 57	Unit 60	Unit 45	Operating	FY 15-16	FY 16-17	FY 17-18
Unit Budget Summary		Facility Use & Rentals	Youth Sports & Fitness	Field & Gym Rentals	Believes Program	Middle School Program	Building Operations	Aquatics	Concessions	CIP	Capital Equip	Budget FY 18-19	ACTUAL	ACTUAL	PRELIM
REVENUE		816,820	188,443	455,603	149,500	577,122	0	545,836	65,900	0	0	22,017,048	18,935,883	20,885,191	21,465,963
SALARIES & BENEFITS		421,279	161,260	299,655	154,493	515,977	520,811	1,082,876	39,984	106,527	0	15,259,822	12,388,959	13,203,565	13,763,334
SERVICES & SUPPLIES															
4403	Agricultural Supplies	0	0	13,000	0	0	0	0	0	0	0	106,650	102,105	138,019	123,393
4417	Uniforms/Safety Products	1,000	1,000	1,000	0	1,000	2,000	4,200	400	0	0	40,420	38,743	32,906	40,047
4432	Household Supplies	0	0	1,000	0	3,780	49,200	400	0	120	0	130,455	170,331	181,638	111,180
4440	Food	500	1,000	7,000	0	13,200	500	1,700	24,000	300	0	147,382	139,231	138,369	150,792
4442	Office Supplies	1,500	200	500	0	500	700	3,800	100	6,000	0	109,915	128,096	106,708	74,704
4444	Medical	0	0	0	0	0	0	1,100	0	0	0	36,242	26,273	32,511	27,790
4446	Tools & Instruments	250	200	1,000	0	0	1,000	2,000	0	0	0	27,305	30,713	42,184	39,334
4447	Non-Capital Equipment	11,950	0	0	0	0	20,000	9,600	1,000	0	0	88,412	49,288	122,822	81,980
4450	Maint. - Structures/Grounds	0	0	4,000	0	0	0	65,400	0	0	0	834,950	661,886	1,191,568	821,489
4451	Maintenance of Equipment	200	0	10,350	0	0	600	14,000	0	0	0	191,940	144,560	155,965	127,104
4452	Utilities - Water/Sewer	0	0	0	0	0	0	0	0	0	0	1,268,520	897,794	1,112,549	1,231,573
4453	Utilities - Gas/Electric/Other	0	0	0	0	0	0	0	0	0	0	498,372	414,116	468,968	474,640
4454	Communications	0	0	750	0	0	0	2,950	0	0	0	153,950	115,302	129,329	131,541
4459	Memberships & Subscriptions	200	500	1,000	0	0	200	2,800	0	1,000	0	36,759	28,776	25,119	33,186
4460	Travel	1,000	200	200	0	0	1,000	1,850	0	0	0	138,030	145,408	142,541	123,804
4461	Training & Conferences	3,000	500	500	0	0	3,000	1,200	100	0	0	66,506	0	15,836	39,826
4462	Publications & Legal Notices	0	0	0	0	0	0	0	0	0	0	7,980	8,859	6,341	10,016
4463	Legal Services	0	0	0	0	0	0	0	0	0	0	144,000	142,015	172,586	97,108
4464	Program Services/Supplies	500	5,500	0	0	10,200	15,780	16,875	300	0	0	477,014	160,361	456,422	267,107
4465	Professional Services	132,000	0	12,000	0	0	68,400	6,500	0	60,000	0	994,375	799,207	834,968	861,009
4466	Licensing	0	0	0	0	0	0	0	0	0	0	23,499	23,445	29,364	26,717
4467	Field Trips & Events	0	4,200	0	0	11,500	0	0	0	0	0	104,151	86,468	166,286	145,512
4468	Instructors & Sports Officials	0	40,500	0	0	0	0	2,200	0	0	0	348,824	341,512	361,378	374,075
4470	Insurance	22,000	0	0	0	12,972	0	0	0	0	0	328,961	237,527	281,689	286,053
4476	Rent & Lease - Equipment	0	0	10,000	0	0	0	0	0	0	0	110,720	85,915	103,096	102,522
4477	Rent & Lease - Structures	0	0	0	0	0	0	0	0	0	0	192,440	154,330	210,862	186,627
4704	Finance Charges & Fees	0	0	0	0	0	0	0	0	0	0	0	3,343	1,708	4,908
	CAPITAL EQUIPMENT	0	0	0	0	0	0	0	0	0	49,454	49,454	424,820	602,292	473,873
TOTAL SERVICES & SUPPLIES		174,100	53,800	62,300	0	53,152	162,380	136,575	25,900	67,420	49,454	6,657,226	5,560,424	7,264,024	6,467,910
4750	Contingencies	0	0	0	0	0	0	0	0	0	0	100,000	0	0	0
TOTAL OPERATING EXPENSES		595,379	215,060	361,955	154,493	569,129	683,191	1,219,451	65,884	173,947	49,454	22,017,048	17,949,383	20,467,589	20,231,244
Revenue less expense		221,441	(26,617)	93,648	(4,993)	7,993	(683,191)	(673,615)	16	(173,947)	(49,454)	(0)	986,500	417,602	1,234,719
Cost Recovery Percentage Rev/Exp		137%	88%	126%	97%	101%	0%	45%	100%	0%	0%	100%	105%	102%	106%

FY 18-19 Unit Budget Summary ADMINISTRATION	Unit 01 Admin	Unit 18 Technology & Communications	Unit 45 Capital Equipment	Operating Budget FY 18-19	FY 15-16 ACTUAL	FY 16-17 ACTUAL	FY 17-18 PRELIM
REVENUE	11,691,319	0	0	11,691,319	9,948,759	11,228,795	11,229,253
SALARIES & BENEFITS	1,458,284	101,411	0	1,559,695	1,617,902	1,521,796	1,456,965
SERVICES & SUPPLIES							
4403 Agricultural Supplies	0	0	0	0	0	0	0
4417 Uniforms/Safety Products	240	0	0	240	540	0	330
4432 Household Supplies	0	0	0	0	0	0	0
4440 Food	9,204	0	0	9,204	11,482	10,836	15,379
4442 Office Supplies	3,000	0	0	3,000	67,005	7,926	4,971
4444 Medical	31,500	0	0	31,500	16,841	28,381	22,630
4446 Tools & Instruments	0	0	0	0	0	0	0
4447 Non-Capital Equipment	1,229	6,900	0	8,129	1,029	1,850	12,321
4450 Maint. - Structures/Grounds	0	0	0	0	5,773	0	0
4451 Maintenance of Equipment	68,600	6,350	0	74,950	2,296	390	17,640
4452 Utilities - Water/Sewer	0	0	0	0	0	0	0
4453 Utilities - Gas/Electric/Other	0	0	0	0	0	0	0
4454 Communications	1,800	107,770	0	109,570	15,284	101,584	107,987
4459 Memberships & Subscriptions	21,378	0	0	21,378	21,451	15,326	20,688
4460 Travel	19,980	0	0	19,980	32,245	41,978	33,465
4461 Training & Conferences	35,996	360	0	36,356	0	0	14,479
4462 Publications & Legal Notices	7,980	0	0	7,980	8,305	6,341	10,016
4463 Legal Services	144,000	0	0	144,000	142,015	170,477	97,108
4464 Program Services/Supplies	192,500	0	0	192,500	20,564	166,530	26,628
4465 Professional Services	338,290	124,000	0	462,290	452,098	503,549	444,785
4466 Licensing	12,500	0	0	12,500	3,856	14,817	15,500
4467 Field Trips & Events	0	0	0	0	0	0	0
4468 Instructors & Sports Officials	0	0	0	0	0	0	0
4470 Insurance	231,373	0	0	231,373	172,736	196,427	193,022
4476 Rent & Lease - Equipment	0	0	0	0	41,714	204	296
4477 Rent & Lease - Structures	0	0	0	0	0	3,104	0
4704 Finance Charges & Fees	0	0	0	0	3,343	1,708	4,908
CAPITAL EQUIPMENT	0	0	49,454	49,454	424,820	602,292	473,873
TOTAL SERVICES & SUPPLIES	1,119,570	245,380	49,454	1,414,404	1,443,397	1,873,720	1,514,531
4750 Contingencies	100,000	0	0	100,000	0	0	0
TOTAL OPERATING EXPENSES	2,677,854	346,791	49,454	3,074,099	3,061,299	3,395,516	2,971,496
Revenue less expense	9,013,465	(346,791)	(49,454)	8,617,220	6,887,460	7,833,279	8,257,757
Cost Recovery Percentage Rev/Exp	437%	0%	0%	380%	325%	331%	378%

FY 18-19 Unit Budget Summary PARKS, MAINTENANCE, & OPEN SPACE		Unit 05 Building Maint.	Unit 06 Camp Shelly	Unit 07 Park Operations	Unit 16 Open Space	Unit 60 CIP	Operating Budget FY 18-19	FY 15-16 ACTUAL	FY 16-17 ACTUAL	FY 17-18 PRELIM
REVENUE		0	68,183	466,790	519,401	0	1,054,374	1,094,382	1,037,615	1,119,635
SALARIES & BENEFITS		555,901	40,221	2,670,713	1,248,307	106,527	4,621,669	3,763,740	4,202,371	4,184,094
SERVICES & SUPPLIES										
4403	Agricultural Supplies	0	50	92,500	1,100	0	93,650	96,198	135,084	120,771
4417	Uniforms/Safety Products	1,080	0	16,900	7,400	0	25,380	24,357	22,525	25,381
4432	Household Supplies	0	165	36,600	800	120	37,685	44,170	37,762	30,752
4440	Food	180	250	4,700	8,000	300	13,430	9,383	12,254	13,615
4442	Office Supplies	240	165	6,960	2,600	6,000	15,965	19,040	13,350	11,478
4444	Medical	0	50	400	300	0	750	914	817	2,558
4446	Tools & Instruments	6,000	255	12,000	2,200	0	20,455	22,438	37,801	34,212
4447	Non-Capital Equipment	3,000	600	5,000	8,040	0	16,640	17,377	20,509	23,190
4450	Maint. - Structures/Grounds	263,500	3,950	326,000	39,100	0	632,550	501,954	1,031,242	705,064
4451	Maintenance of Equipment	12,600	100	73,440	1,900	0	88,040	105,087	109,245	92,374
4452	Utilities - Water/Sewer	0	840	1,262,380	5,300	0	1,268,520	876,177	1,112,548	1,231,573
4453	Utilities - Gas/Electric/Other	495,932	2,340	0	100	0	498,372	147,686	454,516	474,640
4454	Communications	0	100	9,600	18,980	0	28,680	92,496	16,737	9,148
4459	Memberships & Subscriptions	0	0	4,960	220	1,000	6,180	3,101	4,416	3,169
4460	Travel	2,700	600	95,500	6,000	0	104,800	106,586	93,174	84,523
4461	Training & Conferences	3,050	0	8,400	3,990	0	15,440	0	5,318	17,154
4462	Publications & Legal Notices	0	0	0	0	0	0	0	0	0
4463	Legal Services	0	0	0	0	0	0	0	1,055	0
4464	Program Services/Supplies	0	150	0	3,500	0	3,650	1,597	5,351	3,558
4465	Professional Services	27,480	7,875	41,930	16,050	60,000	153,335	93,884	76,665	110,761
4466	Licensing	0	0	1,000	0	0	1,000	2,828	850	2,791
4467	Field Trips & Events	0	0	0	750	0	750	480	670	65
4468	Instructors & Sports Officials	0	0	0	0	0	0	0	0	0
4470	Insurance	0	0	0	0	0	0	226	0	0
4476	Rent & Lease - Equipment	900	500	21,000	5,400	0	27,800	20,238	40,934	27,368
4477	Rent & Lease - Structures	0	6,500	110,400	0	0	116,900	88,330	141,038	112,563
TOTAL SERVICES & SUPPLIES		816,662	24,490	2,129,670	131,730	67,420	3,169,972	2,315,305	3,373,861	3,136,708
TOTAL OPERATING EXPENSES		1,372,563	64,711	4,800,383	1,380,037	173,947	7,791,641	6,079,045	7,576,232	7,320,802
Revenue less expense		(1,372,563)	3,472	(4,333,593)	(860,636)	(173,947)	(6,737,267)	(4,984,663)	(6,538,617)	(6,201,167)
Cost Recovery Percentage Rev/Exp		0%	105%	10%	38%	0%	14%	18%	14%	15%

FY 18-19 Unit Budget Summary YOUTH & SENIOR SERVICES		Unit 09 Extended Student Services	Unit 10 Senior Services	Unit 11 Preschool	Unit 40 Believes Program	Unit 41 Middle School Program	Operating Budget FY 18-19	FY 15-16 ACTUAL	FY 16-17 ACTUAL	FY 17-18 PRELIM
REVENUE		5,315,417	144,589	435,495	149,500	577,122	6,622,123	5,563,017	5,957,842	6,482,261
SALARIES & BENEFITS		4,458,683	271,849	405,800	154,493	515,977	5,806,802	4,513,475	4,718,308	5,339,572
SERVICES & SUPPLIES										
4403	Agricultural Supplies	0	0	0	0	0	0	23	139	110
4417	Uniforms/Safety Products	2,000	0	500	0	1,000	3,500	2,980	2,516	1,476
4432	Household Supplies	37,200	90	500	0	3,780	41,570	33,810	32,728	33,692
4440	Food	59,400	9,898	1,200	0	13,200	83,698	79,558	77,411	80,136
4442	Office Supplies	23,400	450	400	0	500	24,750	26,832	26,462	19,684
4444	Medical	2,592	0	0	0	0	2,592	1,745	1,167	1,699
4446	Tools & Instruments	2,200	0	0	0	0	2,200	1,744	2,170	1,834
4447	Non-Capital Equipment	3,000	1,500	1,500	0	0	6,000	0	1,290	6,532
4450	Maint. - Structures/Grounds	127,000	0	6,000	0	0	133,000	54,673	108,271	44,690
4451	Maintenance of Equipment	1,800	0	0	0	0	1,800	3,077	138	1,008
4452	Utilities - Water/Sewer	0	0	0	0	0	0	0	0	0
4453	Utilities - Gas/Electric/Other	0	0	0	0	0	0	0	0	0
4454	Communications	12,000	0	0	0	0	12,000	7,139	10,458	12,753
4459	Memberships & Subscriptions	1,200	311	0	0	0	1,511	1,073	1,008	1,234
4460	Travel	1,200	510	0	0	0	1,710	2,811	1,478	1,265
4461	Training & Conferences	1,500	1,200	0	0	0	2,700	0	181	2,419
4462	Publications & Legal Notices	0	0	0	0	0	0	404	0	0
4463	Legal Services	0	0	0	0	0	0	0	0	0
4464	Program Services/Supplies	66,000	6,311	10,000	0	10,200	92,511	84,426	88,898	71,498
4465	Professional Services	7,800	300	0	0	0	8,100	11,032	11,301	13,334
4466	Licensing	9,999	0	0	0	0	9,999	13,065	13,547	9,922
4467	Field Trips & Events	33,000	54,201	0	0	11,500	98,701	83,229	161,908	141,922
4468	Instructors & Sports Officials	0	20,124	0	0	0	20,124	25,485	22,518	24,452
4470	Insurance	62,616	0	0	0	12,972	75,588	51,189	58,210	67,533
4476	Rent & Lease - Equipment	28,920	0	0	0	0	28,920	9,076	10,103	20,071
4477	Rent & Lease - Structures	75,540	0	0	0	0	75,540	66,000	66,720	74,064
TOTAL SERVICES & SUPPLIES		558,367	94,895	20,100	0	53,152	726,514	559,371	698,622	631,328
TOTAL OPERATING EXPENSES		5,017,050	366,744	425,900	154,493	569,129	6,533,316	5,072,846	5,416,930	5,970,900
Revenue less expense		298,367	(222,155)	9,595	(4,993)	7,993	88,807	490,171	540,912	511,361
Cost Recovery Percentage Rev/Exp		106%	39%	102%	97%	101%	101%	110%	110%	109%

FY 18-19 Unit Budget Summary RECREATION		Unit 02 Class, Camps & Events	Unit 03 Adult Sports & Fitness	Unit 17 Marketing & Public Information	Unit 20 Customer & Business Services	Unit 25 Facility Use & Rentals	Unit 26 Youth Sports & Fitness	Unit 27 Field & Gym Rentals	Unit 42 Building Operations	Unit 54 Aquatics	Unit 57 Concessions	Operating Budget FY 18-19	FY 15-16 ACTUAL	FY 16-17 ACTUAL	FY 17-18 PRELIM
REVENUE		415,400	161,230	0	0	816,820	188,443	455,603	0	545,836	65,900	2,649,232	2,329,725	2,660,939	2,634,814
SALARIES & BENEFITS		74,896	83,924	128,141	458,829	421,279	161,260	299,655	520,811	1,082,876	39,984	3,271,655	2,493,842	2,761,090	2,782,702
SERVICES & SUPPLIES															
4403	Agricultural Supplies	0	0	0	0	0	0	13,000	0	0	0	13,000	5,883	2,796	2,512
4417	Uniforms/Safety Products	500	500	500	200	1,000	1,000	1,000	2,000	4,200	400	11,300	9,723	7,864	12,860
4432	Household Supplies	0	0	0	600	0	0	1,000	49,200	400	0	51,200	92,214	111,148	46,736
4440	Food	2,000	200	650	3,500	500	1,000	7,000	500	1,700	24,000	41,050	38,805	37,735	41,662
4442	Office Supplies	1,000	200	10,200	48,000	1,500	200	500	700	3,800	100	66,200	15,218	59,103	38,571
4444	Medical	0	0	0	300	0	0	0	0	1,100	0	1,400	6,772	2,146	903
4446	Tools & Instruments	0	200	0	0	250	200	1,000	1,000	2,000	0	4,650	6,531	2,215	3,288
4447	Non-Capital Equipment	0	0	2,900	3,000	11,950	0	0	20,000	9,600	1,000	48,450	30,882	99,174	39,937
4450	Maint. - Structures/Grounds	0	0	0	0	0	0	4,000	0	65,400	0	69,400	99,487	52,055	71,735
4451	Maintenance of Equipment	0	2,000	0	0	200	0	10,350	600	14,000	0	27,150	33,450	46,192	16,082
4452	Utilities - Water/Sewer	0	0	0	0	0	0	0	0	0	0	0	21,616	0	0
4453	Utilities - Gas/Electric/Other	0	0	0	0	0	0	0	0	0	0	0	266,430	14,452	0
4454	Communications	0	0	0	0	0	0	750	0	2,950	0	3,700	383	550	1,653
4459	Memberships & Subscriptions	100	1,200	690	1,000	200	500	1,000	200	2,800	0	7,690	3,152	4,370	8,095
4460	Travel	100	0	2,890	4,300	1,000	200	200	1,000	1,850	0	11,540	3,767	5,913	4,551
4461	Training & Conferences	0	200	1,110	2,400	3,000	500	500	3,000	1,200	100	12,010	0	3,515	5,774
4462	Publications & Legal Notices	0	0	0	0	0	0	0	0	0	0	0	150	0	0
4463	Legal Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4464	Program Services/Supplies	28,000	7,818	4,580	109,000	500	5,500	0	15,780	16,875	300	188,353	43,757	195,641	165,423
4465	Professional Services	20,000	0	131,550	200	132,000	0	12,000	68,400	6,500	0	370,650	242,196	243,448	292,129
4466	Licensing	0	0	0	0	0	0	0	0	0	0	0	3,696	50	0
4467	Field Trips & Events	500	0	0	0	0	4,200	0	0	0	0	4,700	2,758	3,708	3,525
4468	Instructors & Sports Officials	221,000	65,000	0	0	0	40,500	0	0	2,200	0	328,700	287,216	338,859	349,623
4470	Insurance	0	0	0	0	22,000	0	0	0	0	0	22,000	13,376	27,052	25,498
4476	Rent & Lease - Equipment	0	0	0	44,000	0	0	10,000	0	0	0	54,000	14,889	51,855	54,787
4477	Rent & Lease - Structures	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL SERVICES & SUPPLIES		273,200	77,318	155,070	216,500	174,100	53,800	62,300	162,380	136,575	25,900	1,337,143	1,242,351	1,317,821	1,185,344
TOTAL OPERATING EXPENSES		348,096	161,242	283,211	675,329	595,379	215,060	361,955	683,191	1,219,451	65,884	4,608,798	3,736,193	4,078,911	3,968,046
Revenue less expense		67,304	(12)	(283,211)	(675,329)	221,441	(26,617)	93,648	(683,191)	(673,615)	16	(1,959,566)	(1,406,468)	(1,417,972)	(1,333,232)
Cost Recovery Percentage Rev/Exp		119%	100%	0%	0%	137%	88%	126%	0%	45%	100%	57%	62%	65%	66%

Livermore Area Recreation and Park District

8/8/2018		FY 18-21 CAPITAL IMPROVEMENT PLAN BUDGET		2018-21 CIP Budget			Proposed Total Project Budget	Approved Total Project Budget	Comments
Item #	Project #	Project Description	Fund Name	FY18-19	FY19-20	FY20-21 and Beyond			

PRIORITY A PROJECTS

1	508	May Nissen Playgrounds Renovation	AB1600	2,220,417	1,443,538	0	3,878,288	3,878,288	Renovate playground. Scope of work includes addition of restroom facility. Revised budget was approved in March 2018. Project bid opening is June 27, 2018, with construction anticipated to begin early Fall 2018. Estimated completion of project Fall 2019.
Totals				2,220,417	1,443,538	0	3,878,288	3,878,288	
2	426	Big Trees Park Playground Renovation	AB1600	972,754	409,322	0	1,521,317	1,521,317	Install a new playground and pathways in a new location . Revised budget was approved in March 2018. Project bid opening is June 27, 2018, with construction also anticipated to begin Fall 2018. Estimated completion of project Fall 2019.
Totals				972,754	409,322	0	1,521,317	1,521,317	
3	706	Pleasure Island Playground Renovation	AB1600	833,752	428,445	0	1,375,168	1,375,168	Renovate playground and surrounding area. Revised budget was approved in March 2018. Project bid opening is June 27, 2018, with construction anticipated to begin Fall 2018. Estimated completion of project Fall 2019.
Totals				833,752	428,445	0	1,375,168	1,375,168	
4	327	Jane Addams Playground Renovation	AB1600	318,289	466,255	0	863,955	863,955	Renovate preschool playground. Revised budget was approved in March 2018. Project bid opening is June 27, 2018, with construction anticipated to begin Summer 2019 based on school schedule. Estimated completion of project late Summer 2019.
Totals				318,289	466,255	0	863,955	863,955	
5	446	SG Extension-Arroyo Del Valle Trail Bridge Connection	AB1600	0	0	0	151,044	151,044	Tri-Valley Conservancy is leading fundraising efforts and is responsible for project management. The design and specifications phase has been completed. The District has contributed \$150,000 to the project. CEQA Public Review Period: April 20, 2018 to May 21, 2018. If fundraising goals are met, groundbreaking will begin in Fall 2018.
Totals				0	0	0	151,044	151,044	
6	603	Sycamore Grove - Arroyo Del Valle Trail Renovation	EBRPD	198,558	0	0	500,000	500,000	2.5 mile trail renovation. EBRPD has provided \$500,000 in funding. \$700,000 from reserves was approved by the Board with an additional \$75,000 authorized for project management expenses. Grade Tech was awarded the bid. Construction to begin Summer 2018, with anticipated completion Fall 2018.
		Cap. Impr. Fund		775,000	0	0	775,000	775,000	
Totals				973,558	0	0	1,275,000	1,275,000	
7	209	Ravenswood Upgrade	AB1600	0	0	0	119,252	119,252	Four of the five roofs have been replaced, and a new alarm system has been installed. The remaining roof, as well as the replacement of the porch to be completed by early Summer 2019. Incremental Budget request (versus 6/13/18 Board-approved amount) to encompass updated porch estimate is \$277,653.
		City of Livermore		0	0	0	40,291	40,291	
		Buckley Trust		167,507	0	0	225,000	225,000	
		CIP Fund 900		277,653	0	0	277,653	0	
Totals				445,160	0	0	662,196	384,543	
8	432	ADA Projects	ESS Buildings	60,627	0	0	75,000	75,000	Installation of a new ADA Restroom/Shower Facility at Camp Shelly by Romtec. The original estimate was \$350k. In May 2018, the Board approved additional amenities requested by Open Space staff which added \$165k to the original estimate. Assuming the District receives approval from El Dorado County on the design, construction will begin late Summer 2018, with estimated completion of project early Winter 2018.
		Camp Shelly	CIP Fund 900	515,000	0	0	515,000	515,000	
Totals				575,627	0	0	590,000	590,000	
9	905	Bill Payne Park Master Plan	AB1600	97,045	0	0	150,000	150,000	Consultant, RRM Design Group, was hired to do master plan for Bill Payne Park. Possible new features could include synthetic turf field, field lighting, restroom, concession and maintenance building, lighted parking, picnic areas and playground. The bicycle track could be removed and relocated. Stakeholder and public meetings were held January and April 2018, and a completed preferred plan is anticipated in Summer 2018.
Totals				97,045	0	0	150,000	150,000	
10	726	RLCC Security and Alarm System	CIP Fund 900	116,500	0	0	120,000	120,000	Upgrade the RLCC security and alarm systems to include exterior and interior building access. O'Dell Engineering was selected to provide a design and recommendation for this project. Anticipated completion in 2018/2019.
Totals				116,500	0	0	120,000	120,000	
11	729	Asset Management High Priority Projects		56,327	1,913,000	0	2,171,888	2,305,338	The 2017 District Asset Management Plan identified a comprehensive listing of assets, their current condition, and potential replacement costs. These projects have been identified as high priority for repair/replacement.
729A		Rodeo Stadium Infrastructure Improvements	AB1600	250,000	0	0	283,450	150,000	Scope of work includes: Civil engineering analysis and structural engineering investigation, as well as the concrete repair work that was recommended by the engineers. The project is set to be completed by Summer 2019.
Totals				250,000	0	0	283,450	150,000	

8/8/2018		FY 18-21 CAPITAL IMPROVEMENT PLAN BUDGET		2018-21 CIP Budget			Proposed Total Project Budget	Approved Total Project Budget	Comments
Item #	Project #	Project Description	Fund Name	FY18-19	FY19-20	FY20-21 and Beyond			
729B		May Nissen Pool Renovation	AB1600	300,000	100,000	0	400,000	400,000	Currently, May Nissen Swim Center has one pump system for two pools. Per County health and safety code, each pool needs to have its own pump. LARPD is required to complete this work by late 2019. Scope of work includes installation of two chemical controllers, two pumps, two filters, backwash controllers and other necessary equipment.
				300,000	100,000	0	400,000	400,000	
729C		Tex Spruiell Park Renovation	AB1600	90,000	0	0	90,000	90,000	Scope of work includes design for renovation of pathway, par course, basketball court surface, and irrigation issues. Next Step is to review and approve the design proposal and cost estimate.
				90,000	0	0	90,000	90,000	
729D		Energy Efficiency Measures	PG&E Financing	1,328,000	0	0	1,328,000	1,328,000	This project involves upgrading inefficient and aging infrastructure with new, energy efficient equipment. It would result in reduced ongoing operational costs, particularly from a new chiller, boilers, and HVAC equipment.
		AB1600		1,369,000	0	0	1,369,000	1,369,000	
				2,697,000	0	0	2,697,000	2,697,000	
729E		Max Baer Lighting	AB1600	35,992	0	0	107,662	107,662	This project involves updating the substandard lighting at field #1 at Max Baer Park with more energy efficient lights.
				35,992	0	0	107,662	107,662	
				3,429,319	2,013,000	0	5,750,000	5,750,000	
12	455	Shade Structures at Various Parks	AB1600	150,000	150,000	0	300,000	300,000	Install shade structure at needed District parks. The first shade structure installation is planned for Bothwell Park in Summer 2018. Additional shade structures are to be installed at: Robertson, Maitland Henry, Cayetano, Mocho, and Sunken Gardens Parks.
				150,000	150,000	0	300,000	300,000	
13	442	RLCC Aquatics Center Renovation							Scope of work includes: replacement of the current pool deck, re-plastering and tiling of the pool, and ADA compliance measures. The plans were approved on May 15, 2018, by the County Department of Health and Safety. Upon approval, an RFP will be developed and the project will go out to bid Summer 2018. Pool closure is anticipated for late October 2018 to early April 2019. During this time, the May Nissen Swim Center will be open and available for aquatic programs.
			CIP Fund 900	52,177	0	0	100,000	100,000	
			AB1600	2,226,000	0	0	2,226,000	2,226,000	
		Totals		2,278,177	0	0	2,326,000	2,326,000	
14	719	Sunset Park Playground	AB1600	657,674	420,000	0	1,200,000	1,200,000	In May 2018, the Board directed staff to discontinue further progress on the "Play Trail" design concept due to the increased costs that substantially exceeded budget. GM was authorized to develop a new design with community input. The anticipated GameTime grant funding of \$60k will not be utilized with the new design; therefore, the \$60k has been shifted back to AB1600 funding.
				657,674	420,000	0	1,200,000	1,200,000	
15	723	Patterson Ranch Trail	AB1600	117,000	0	0	117,000	117,000	Install a looped trail with each end of the trail in LARPD property with the trail itself going through the Patterson ranch property now owned by Zone 7. WRA will begin environmental study in July 2018. Funding is for permits and CEQA. V-O-Cal may build the single-track trail. Increased budget by \$20k to install gates.
				117,000	0	0	117,000	117,000	
16	720	Robertson Park Synthetic Turf	AB1600	113,069	0	0	125,000	125,000	Install synthetic turf between full-sized fields, fence off the area where electrical boxes are located, and place decomposed granite inside the fence area between the two existing play fields. Contractors have been selected to install turf and fencing.
				113,069	0	0	125,000	125,000	
17	538	Bill Clark Park	Signature Homes	100,000	0	0	100,000	100,000	Design and implement ADA compliance measures and other improvements using funds received by the District from Signature Homes.
				100,000	0	0	100,000	100,000	
18	516	Barn Renovation	AB1600	124,223	200,000	200,000	600,000	600,000	Scope of work includes a design and work to improve accessibility, add ADA compliant restrooms, update facility for fire safety, and perform other necessary renovations.
				124,223	200,000	200,000	600,000	600,000	
19	806	Altamont Creek Park Playgound	AB1600	200,000	0	0	200,000	200,000	This is a project to replace the playground at Altamont Creek Park. The project is jointly funded between LVJUSD and LARPD, with project oversight and installation by LVJUSD. The Board approved the project, with a budget of \$200,000, in March 2018.
				200,000	0	0	200,000	200,000	
Priority A Totals				\$13,722,564	\$5,530,560	\$200,000	\$21,304,968	\$21,027,315	

8/8/2018		FY 18-21 CAPITAL IMPROVEMENT PLAN BUDGET		2018-21 CIP Budget			Proposed Total Project Budget	Approved Total Project Budget	Comments
Item #	Project #	Project Description	Fund Name	FY18-19	FY19-20	FY20-21 and Beyond			

PRIORITY B PROJECTS

20	526	Ravenswood Winery Renovations-Evaluation Phase Buckley Trust		0	30,000	0	30,000	30,000	Evaluate and scope design to stabilize winery ruins, clean up area, and install interpretive signs. Funding proposed to come from Buckley Trust. \$30,000 is a placeholder pending negotiating a contract with consultant.
Totals				0	30,000	0	30,000	30,000	
21	527	Cayetano Park parking lot expansion-Evaluation Phase AB1600		0	30,000	0	30,000	30,000	Evaluation of parking needs and identification of possible locations for expanded parking at Cayetano Park. Funding is for studying options and feasibility.
Totals				0	30,000	0	30,000	30,000	
22	013	RLCC Connector Road Between Parking Lots AB1600		0	500,000	0	500,000	500,000	Project involves creating a more easily accessible connection between the RLCC parking lots at East Avenue and Loyola Way. The proposed budget is a preliminary estimate pending engineer's analysis.
				0	500,000	0	500,000	500,000	
23	525	North Livermore Community Gardens AB1600		0	50,000	0	50,000	0	This project involves exploring the feasibility of building a community garden in North Livermore.
				0	50,000	0	50,000	0	
Priority B Totals				\$0	\$610,000	\$0	\$610,000	\$560,000	
TOTALS, Priority A and B Projects:				\$13,722,564	\$6,140,560	\$200,000	\$21,914,968	\$21,587,315	

FY2018-2021 CIP Budget (Priority A and B):

20,063,124

8/8/2018	FY18-21 CAPITAL IMPROVEMENT PLAN BUDGET: View by Fund	FY 17-18	FY 18-19	FY 19-20	FY 20-21
		Preliminary	Budget	Budget	& Beyond
FUND #106 - AB1600					
Beginning of Year Balance		\$12,915,655	\$16,854,034	\$9,161,865	\$5,551,305
Projected Inflows		\$4,897,334	\$2,500,000	\$2,500,000	\$2,500,000
Project No.					
508	May Nissen Playgrounds Renovation	44,891	2,220,417	1,443,538	0
426	Big Trees Park Playground Renovation	32,332	972,754	409,322	0
706	Pleasure Island Playground Renovation	36,932	833,752	428,445	0
327	Jane Addams Playground Renovation	22,548	318,289	466,255	0
446	SG Extension-Arroyo Del Valle Trail Bridge Connection	50,000	0	0	0
209	Ravenswood Upgrade	112,709	0	0	0
527	Cayetano Park parking lot expansion-Evaluation Phase	0	0	30,000	0
905	Bill Payne Park Master Plan	52,955	97,045	0	0
442	RLCC Aquatics Center Renovation	0	2,226,000	0	0
728	Covered Arena Fencing	74,500	0	0	0
729	Asset Management High Priority Projects	307,681	2,101,319	2,013,000	0
455	Shade Structures at Various Parks	0	150,000	150,000	0
723	Patterson Ranch Trail	0	117,000	0	0
719	Sunset Park Playground	122,326	657,674	420,000	0
013	RLCC Connector Road Between Parking Lots	0	0	500,000	0
432	ADA Projects	14,373	60,627	0	0
720	Robertson Park Synthetic Turf	11,931	113,069	0	0
516	Barn Renovation	75,777	124,223	200,000	200,000
806	Altamont Creek Park Playgound	0	200,000	0	0
525	North Livermore Community Gardens	0	0	50,000	0
Total Expenditures		\$958,955	\$10,192,169	\$6,110,560	\$200,000
Ending Balance		\$16,854,034	\$9,161,865	\$5,551,305	\$7,851,305
FUND #506 - BUCKLEY TRUST					
Beginning of Year Balance		\$331,554	\$274,061	\$106,554	\$76,554
Project No.	Projected Inflows	\$0	\$0	\$0	\$0
209	Ravenswood Upgrade	\$57,493	\$167,507	\$0	\$0
526	Ravenswood Winery Renovations-Evaluation Phase	0	0	30,000	0
Total Expenditures		\$57,493	\$167,507	\$30,000	\$0
Ending Balance		\$274,061	\$106,554	\$76,554	\$76,554
FUND #900 - COMMITTED FUND BALANCE RESERVE: CAPITAL IMPROVEMENT					
Beginning of Year Balance		\$2,178,766	\$2,123,860	\$387,530	\$387,530
Project No.	Projected Inflows	\$0	\$0	\$0	\$0
442	RLCC Aquatics Pool Deck Repair	47,823	52,177	0	0
603	Sycamore Grove - Arroyo Del Valle Trail Renovation	0	775,000	0	0
726	RLCC Security and Alarm System	3,500	116,500	0	0
724	Robertson Park Trail Repair	3,583	0	0	0
432	ADA Projects	0	515,000	0	0
209	Ravenswood Upgrade	0	277,653	0	0
Total CIP Fund 900 Expenditures		\$54,906	\$1,736,330	\$0	0
Ending Balance		\$2,123,860	\$387,530	\$387,530	\$387,530
FUND #415 - EAST BAY REGIONAL PARK DISTRICT					
Beginning of Year Balance		(\$9,662)	\$198,558	\$0	\$0
Project No.	Projected Inflows	\$500,000	\$0	\$0	\$0
603	Sycamore Grove - Arroyo Del Valle Trail Renovation	291,781	198,558	0	0
Total Expenditures		\$291,781	\$198,558	\$0	\$0
Ending Balance		\$198,558	\$0	\$0	\$0
FUND #110 - SIGNATURE HOMES					
Beginning of Year Balance		\$0	\$100,000	\$0	\$0
Project No.	Projected Inflows	\$100,000	\$0	\$0	\$0
530	Bill Clark Park	0	100,000	0	0
Total Expenditures		\$0	\$100,000	\$0	\$0
Ending Balance		\$100,000	\$0	\$0	\$0
FUND #XXX - PG&E ON-BILL FINANCING					
Beginning of Year Balance		\$0	\$0	\$0	\$0
Project No.	Projected Inflows	\$0	\$1,328,000	\$0	\$0
729	Energy Efficiency Measures	0	1,328,000	0	0
Total Expenditures		\$0	\$1,328,000	\$0	\$0

Ending Balance		\$0	\$0	\$0	\$0
	Beginning of Year Balance	\$16,012,072	\$20,196,503	\$10,301,940	\$6,661,380
	Total Projected Inflows	\$5,579,893	\$3,828,000	\$2,500,000	\$2,500,000
	Total Projected Expenditures	\$1,395,463	\$13,722,564	\$6,140,560	\$200,000
	Transfers Out	\$1	\$2		
	Year-End Balance	\$20,196,502	\$10,301,938	\$6,661,380	\$8,961,380
Summary by Fund: Balances at Year-End		FY 17-18	FY 18-19	FY 19-20	FY 20-21
FUND #106 - AB1600		\$16,854,034	\$9,161,865	\$5,551,305	\$7,851,305
FUND #152 - LIVERMORE GROVE LP (FOR RLCC PARK SNACK BAR)		248	248	248	248
FUND #165 - PONDEROSA HOMES: IDA HOLM PARK		30,000	30,000	30,000	30,000
FUND #205 - SG INTERPRETIVE NATURE EDUCATION (NEF Grant)		0	0	0	0
FUND #207 - CITY OF LIVERMORE		0	0	0	0
FUND #501 - CHEVRON EASEMENT REIMBURSEMENT		(0)	(0)	(0)	(0)
FUND #506 - BUCKLEY TRUST		274,061	106,554	76,554	76,554
FUND #900 - COMMITTED FUND BALANCE RESERVE: CAPITAL IMPROVEMENT		2,123,860	387,530	387,530	387,530
FUND #415 - EAST BAY REGIONAL PARK DISTRICT		198,558	0	0	0
FUND #110 - SIGNATURE HOMES		100,000	0	0	0
FUND #XXX - PG&E ON-BILL FINANCING		0	0	0	0
FUND #CCC - LAND & WATER CONSERVATION FUND		0	0	0	0
COMMITTED FUND BALANCE RESERVE: CAPITAL IMPROVEMENT - ESS		615,742	615,742	615,742	615,742
Total CIP Fund Balances at Fiscal Year-End		\$20,196,503	\$10,301,940	\$6,661,380	\$8,961,380

Livermore Area Recreation and Park District

8/8/2018	THREE YEAR CAPITAL IMPROVEMENT PLAN BUDGET (FY18-21)	UNFUNDED PROJECTS
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UNFUNDED PROJECTS

Item #	Project #	Project Description	Comments
1	106	Robertson Park Upper Arena Upgrade / Relocation	Refurbish or relocate upper arena at Robertson Park
2	422	Independence Park Field Improvements	Grading and drainage, possible synthetic field
3	431	Ernie Rodrigues Field Synthetic Turf	Replace current fields with synthetic turf
4	444	Ida Holm Park Improvements	Miscellaneous park improvements (Orchid Ranch donation)
5	501	Robert Livermore Park Tot Lot	Install a tot lot at Robert Livermore Park
6	637	Well Water Exploration	Independence, Max Baer, May Nissen, Altamont Creek Parks, & Robertson Park
7	804	Sunken Gardens Park - master plan for bicycle uses	Currently working with a BMX group to add soil so they can shape and use this area for recreational use
8	522	SG Trail - Arroyo Rd at Olivina Gate towards bridge (LARPD T-13)	Connect the trail that comes from the Arroyo entrance toward the bridge
9	617	Oak Trail (T10-B) behind Plotkin property	Alternate routes for the trail are being designed by the City to circumvent the property
10	630	Upper SG Park Improvement Project (Hetch Hetchy Road relocation)	Relocate Hetch Hetchy road in Upper SG Park per 2002 SG Master Plan
11	721	Max Baer Paving	Pave the path from the parking lot to concession stand to reduce dust and improve traffic flow
12	722	Sycamore Grove Winery Ruins	Removal of collapsed structure
13	725	May Nissen Preschool Restroom	Will be addressed upon completion of May Nissen Playground Renovation Project
14	727	May Nissen Pool Swim Pool Fence, Benches and Bleachers	Remove concrete bleacher and replace chainlink barbed wire fence with wrought iron type fence
15	628	Spray Park - Scope Design	Feasibility study to scope possible locations for Spray Park in North Livermore
16	807	Robert Livermore Baseball Fields	Add two baseball fields at Robert Livermore as a result of the Master Plan at Bill Payne Park
17	808	T6 Trail Connection	Explore options to obtain an easement to develop a multi-use trail linking the neighborhoods in Springtown

LIVERMORE AREA RECREATION & PARK DISTRICT ACCOUNT ID GUIDELINES

(Note that the examples listed below are for illustrative purposes and are not meant to be comprehensive)

4403 *Items used for Agricultural purposes*

Agricultural Supplies	Fertilizers	Sand
	Herbicides	Seed
	Nursery Stock	Soil Amendments
	Pest Abatement Supplies	

4417 *Uniforms & Safety Equipment/Products*

Uniforms/Safety Products	Aprons	Hand Sanitizer
	Boots	Helmets
	Clothing Allowance	Masks
	Eye & Ear Protection	Name Tags
	Gloves	Safety Belts
		Uniforms

4432 *Consumable facility household supplies*

Household Supplies **Unit Coding:** Standard Supplies (RLCC is Unit 42, ESS is Unit 09); Non-standard are Unit-specific)

Janitorial Supplies	Laundry Services
Kitchen Supplies	Restroom Supplies

4440 *Food & refreshments for programs, events, and meetings*

Food **Unit Coding:** UNIT-Specific

For district events, café supplies, program-specific needs (eg ESS, aquatics tournaments)
For volunteer, employee, and board meetings/activities
Facility Break Room water, coffee, tea, etc.

4442 *Consumable Office supplies & services*

Office Supplies **Unit Coding:** Standard stocked supplies (RLCC is Unit 20); non-standard items are Unit-specific

Books, manuals, videos	Paper, pencils, pens, etc.
Business Cards	Postage
Computer/printer consumable supplies (such as cartridges)	

4444 *Medical Supplies & Services*

Medical	First Aid Supplies	Vaccinations
	Medical exams and testing	

4446 *Tools, Instruments & Equipment (excluding IT) with a UNIT Cost under \$5,000*

Tools & Instruments

Unit Coding: generally 05,07, 16; Unit-specific

Flashlights	Padlocks & keys
Hoses, Nozzles	Tools (Fire, landscaping, hand, power)
Ladders	Wheelbarrows

4447	<i>Furniture, Fixtures & Equipment with a UNIT Cost under \$5,000</i>	
Non Capital Equipment	(excluding Tools & Instruments #4446)	
	Furniture, decorative fixtures	Linens
	Office equipment, appliances & fixtures	Program Equipment
	IT Hardware & Software (Unit 18)	Signage (Facility & Park)
4450	<i>Expenditures for maintaining the useful life of structures & grounds.</i>	
Maintenance -	ADA accessibility improvements	Painting supplies & services
Structures & Grounds	Electrical supplies & service	Playground surface material
	Fencing & Gates	Pool Chemicals & Test Kits
	Grading	Rock AB, asphalt, concrete
	Irrigation supplies	
4451	<i>Expenditures for keeping equipment, tools, furniture and fixtures in efficient operating condition</i>	
Maintenance - Equipment	Auto/Vehicle Supplies & Maintenance	Software and hardware maintenance & support agreements
	Maintenance service contracts	
4452	<i>Water & Sewer</i>	
Utilities - Water/Sewer		
4453	<i>Electricity, natural gas, butane & fuel oil</i>	
Utilities - Gas/Electric/Other		
4454	<i>Telephone systems & service, fax, phone lines, Internet Connections</i>	
Communications		
4459	<i>Membership Fees & subscriptions</i>	
Memberships & Subscriptions		
4460	<i>Travel for LARPD personnel & Board Members (including travel to & from conferences/offsite training, etc.)</i>	
Travel		
	Air Fare	Mileage
	Fuel	Reimbursement for meals
	Lodging	Tolls & parking fees
4461	NEW ACCOUNT as of 3/17: <i>Training for LARPD personnel & Board Members</i>	
Training & Conferences	Conference registration fees	Training, seminars & workshops
4462	<i>Publication of legally required notices, reports & CEQA documents</i>	
Publications & Legal Notices	Election expenses	Proposals & Bids
	Employment ads/publicity	
4463	<i>Legal counsel (general, HR, other)</i>	
Legal		

4464	<i>Unit/Program specific services and supplies (typically consumables)</i>	
Program Services/Supplies	Excludes Household (4432) and Office (4442) supplies and Food (4440)	
	Toys, games, puzzles, sports equipment, photography products & services, playground and classroom supplies, water exercise and play items, teaching aids and aquatics tournament fees	
	Volunteer programs/recognition	
4465	<i>Professional & Contracted services</i>	
Professional Services	Advertising, publicity, and promotion	First Aid Training for classes/programs
	Alarm Monitoring	Insurance Brokerage Services
	Architectural Design	IT Support & Services
	Audit, Security, Consultants	Laundry Services
	Cleaning and Disinfecting Services	Printing Services
	Entertainment Services	Trash Removal
	Exterminating Services	
4466	<i>Licensing/permit-related: required for business operations</i>	
Licensing	Commercial Driver's License Fees	Fingerprinting
	Daycare/Teacher permits	Pesticide Permits
4467	<i>Field trips & events</i>	
Field Trips/Events	Admissions	
	Meals for field trip participants (LARPD staff and public)	
	Meals for LARPD staff attending special events and activities	
	Transportation-related expenses for field trips/events (mileage reimbursement, tolls, vehicle rentals, airfare, train, and bus tickets)	
4468	<i>Instructor payments and sports officials fees</i>	
Instructors & Sports Officials		
4470	<i>Insurance premiums</i>	
Insurance	Auto	General Liability
	Event	Worker's Comp
4476	<i>Rental & lease fees for use of equipment, tools, furniture & fixtures</i>	
Rents & Leases - Equipment		
4477	<i>Rental & lease fees for the use of structures & grounds</i>	
Rents & Leases - Structures & Grounds		
4704	<i>Finance Charges & Credit Card Fees</i>	
Finance Charges & Fees	ACTIVE fees	Finance charges
	Credit card Merchant Fees	Late Fees
4950-45	<i>Purchase of equipment with expected useful life of greater than 1 year</i>	
Capital Equipment	and a UNIT Cost over \$5,000	

LARPD Operating Unit Supervisors - by Unit Number

	Unit	<u>GM/AGM</u>	<u>Manager</u>	<u>Supervisor</u>
01	Administration	Fuzie	Schneider	
02	Classes, Camps & Events	Lord	Ikeda	Kline
03	Adult Sports & Fitness	Lord	Ikeda	Wiedenfeld
05	Building Maintenance	Lord	Aizawa	Haldeman
06	Camp Shelly	Lord	Aizawa	Sotelo
07	Park Operations	Lord	Aizawa	Doyle
09	Extended Student Services	Fuzie	Kirk	Blair
10	Senior Services	Fuzie	Kirk	Swinbank
11	Preschool	Fuzie	Kirk	
16	Open Space	Lord	Aizawa	Sotelo
17	Marketing & Public Information	Lord	Ikeda	Kenison
18	Technology and Communications	Fuzie	Schneider	
20	Customer & Business Services	Lord	Ikeda	Kline
25	Facility Use & Rentals	Lord	Ikeda	Kenison
26	Youth Sports & Fitness	Lord	Ikeda	Wiedenfeld
27	Field & Gym Rentals	Lord	Ikeda	Wiedenfeld
40	Believes Program	Fuzie	Kirk	Blair
41	Middle School Program	Fuzie	Kirk	Blair
42	Building Operations	Lord	Ikeda	Kenison
45	Capital Equipment	Fuzie	Schneider	
54	Aquatics	Lord	Ikeda	Sermeno
57	Concessions	Lord	Ikeda	Kline
60	Planning and CIP Administration	Lord	Aizawa	

LARPD Operating Unit Supervisors - by Department

		<u>GM/AGM</u>	<u>Department</u>	<u>Manager</u>	<u>Supervisor</u>
01	Administration	Fuzie	Admin	Schneider	
18	Technology and Communications	Fuzie	Admin	Schneider	
45	Capital Equipment	Fuzie	Admin	Schneider	
60	Planning and CIP Administration	Lord	CIP	Aizawa	
05	Building Maintenance	Lord	Parks	Aizawa	Haldeman
06	Camp Shelly	Lord	Parks	Aizawa	Sotelo
07	Park Operations	Lord	Parks	Aizawa	Doyle
16	Open Space	Lord	Parks	Aizawa	Sotelo
02	Classes, Camps & Events	Lord	Recreation	Ikeda	Kline
03	Adult Sports & Fitness	Lord	Recreation	Ikeda	Wiedenfeld
17	Marketing & Public Information	Lord	Recreation	Ikeda	Kenison
20	Customer & Business Services	Lord	Recreation	Ikeda	Kline
25	Facility Use & Rentals	Lord	Recreation	Ikeda	Kenison
26	Youth Sports & Fitness	Lord	Recreation	Ikeda	Wiedenfeld
27	Field & Gym Rentals	Lord	Recreation	Ikeda	Wiedenfeld
42	Building Operations	Lord	Recreation	Ikeda	Kenison
54	Aquatics	Lord	Recreation	Ikeda	Sermeno
57	Concessions	Lord	Recreation	Ikeda	Kline
09	Extended Student Services	Fuzie	Youth/Sr	Kirk	Blair
10	Senior Services	Fuzie	Youth/Sr	Kirk	Swinbank
11	Preschool	Fuzie	Youth/Sr	Kirk	
40	Believes Program	Fuzie	Youth/Sr	Kirk	Blair
41	Middle School Program	Fuzie	Youth/Sr	Kirk	Blair