

# Livermore Area Recreation and Park District

## Staff Report

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TO: Chair Palajac and Finance Committee

FROM: Mat Fuzie, General Manager

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

DATE: May 30, 2019

SUBJECT: Preliminary Operating Budget Review for FY 19-20

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**RECOMMENDATION:** Staff has completed a consolidation of operating plans from the management teams of each operating unit, has quantified the financial impact of the Salary and Benefits proposal for FY19-20 (to be reviewed with the Finance Committee alongside this report), and has incorporated guidance from the County of Alameda's Tax Analysis team in developing its current view of the District's Operating Budget for FY19-20, which staff presents to the Finance Committee for purposes of obtaining its feedback and, as appropriate, its recommendation to proceed to present its proposed Operating Budget for FY19-20 to the Board of Directors at the forthcoming Budget Workshop on June 12, 2019.

**BACKGROUND:** Staff has recently reviewed preliminary outlines of its Salary and Benefits proposals for FY19-20 with the District's Personnel Commission (on May 7, 2019) and the Board's Personnel Committee (on May 9, 2019) and has incorporated feedback obtained from those meetings in the Operating Budget that is summarized herein.

**HIGHLIGHTS:**

- While the current version of the FY19-20 Operating Budget reflects a modest surplus of \$31,213 (see **Attachment A** for a summary level view of the FY19-20 Budget relative to FY17-18 actuals and FY18-19 Final Budget), staff intends to assess opportunities to increase the planned surplus through additional, detailed reviews of staffing levels, revenue plans, and services/supply expense assumptions prior to the June 12, 2019 Board Budget Workshop. Our goal is to be able to fund critical Capital equipment proposals and provide for a greater contribution to reserves than is reflected in the current consolidated budget.
- Contingency budget:
  - There is no contingency budget in this Operating Budget.
- Capital Equipment and priority deferred maintenance items:
  - **Attachment B** includes a list of potential Capital Equipment and deferred maintenance spending that staff has provided and which will be reviewed in detail with the GM and his core

staff prior to the May 30, 2019 Finance Committee meeting. At present, none of the items listed on this Attachment are included in the Operating Budget proposal.

Attachments:

- A. LARPD FY19-20 Operating Budget – District Overview
- B. LARPD FY19-20 Operating Budget – Wish List Items

# ATTACHMENT A - LARPD FY19-20 Operating Budget – District Overview

LARPD FY 19-20 Operating Budget		FY 17-18	FY 18-19	District Operating Budget FY 19-20
District Overview		ACTUAL	MIDYEAR BUDGET	
REVENUE		\$21,466,197	\$22,365,615	\$23,448,553
SALARIES & BENEFITS		\$13,763,335	\$15,045,232	\$17,091,912
TOTAL SERVICES & SUPPLIES		\$6,031,597	\$6,340,795	\$6,325,428
Contingency		2,500	0	0
TOTAL OPERATING EXPENSES		\$19,797,432	\$21,386,027	\$23,417,340
Capital Equipment		473,873	419,358	0
Revenue less expense		\$1,194,892	\$560,230	\$31,213
Cost Recovery Percentage Rev/Exp		106%	103%	100%

## ATTACHMENT B - LARPD FY19-20 Operating Budget – Wish List Items

Item	Amount	Unit #	Requesting Supervisor	Notes
May Nissen Bleacher demo	\$ 33,000	05	Haldeman	will remove an eye sore and allow for more usable space inside the fence line
Ravenswood fountain	\$ 10,000	05	Haldeman	Fountain leaks and is in poor condition. Repairs would be made to the fill line and drain line and the interior and exterior refinished
Ernie Rod restroom re-hab	\$ 20,000	05	Haldeman	This is noted on the Kayuga study and is in need of improvements
Ford F-250 to replace V-095	\$ 40,000	45	Doyle	To replace a 19 year old truck
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72" Kobota Mower	\$ 35,000	45	Doyle	To replace a 7 year old mower
Turf Terra Groomer	\$ 10,000	45	Doyle	Replacement of Turf Terra for covered arena grounds maintenance
Bill Clark Park basketball court	\$ 12,000	07	Doyle	All are described as HIGH RISK in Kayuga and were noted to be repaired in 2018 and have not been done yet. Most of these courts need at least a resurface and striping, with a couple (May Nissen and Tex Spruiell) needing possibly more work due to settling and uneven surfacing. Prices also include new basketball hoops and backboards per Kayuga recommending they be completed in 2019.
Bruno Canziani Park basketball court	\$ 12,000	07	Doyle	
Lester Knott Park basketball court	\$ 12,000	07	Doyle	
Marlin Pound Park basketball court	\$ 12,000	07	Doyle	
May Nissen Park basketball/tennis courts	\$ 75,000	07	Doyle	
Tex Spruiell Park basketball court	\$ 15,000	07	Doyle	
Jack Williams Park Tennis court	\$ 20,000	07	Doyle	
Cayetano Park basketball court	\$ 12,000	07	Doyle	
Bollard replacements	\$ 100,000	07	Doyle	Many bollards across the district are very old and are considered high risk. Many of these bollards around parks and trails are important to keep vehicles from driving in parks. Many of the existing bollards are large, heavy steel poles in holes, and pose a risk of injury for employees. Some are stuck in their holes, as they haven't been moved in a long time
Pathway Maintenance	\$ 120,000	07	Doyle	Many pathways in parks and trails that are high risk for failure due to the need for maintenance, grinding and resealing. Kayuga determined there was need for parking lot work including resealing and striping.

Total of all Wish List Items:

**\$ 578,000**