

COMMITTEES SINCE BOARD MEETING		
OF SEPTEMBER 11, 2019		
*=Written Report		
STANDING COMMITTEES		
Date	Committee	Chair & Member
	Facilities	Pierpont/Wilson
*9/19	Finance	Palajac/Faltings
	Intergovernmental-EBRPD	Furst/Palajac
	Intergovernmental-LVJUSD/COL/LARPD	Furst/Palajac
	Personnel	Palajac/Furst
*9/10	Program	Faltings/Furst
COMMUNITY OUTREACH LIAISON		
Date	Committee	Member
	Ala. Co. Special Districts Assn.	Faltings
10/2	Chamber of Commerce Business Alliance	Furst
	Community Gardens	Wilson
	ESS Parent Advisory Commission	Pierpont
	LARPD Foundation	Faltings
10/2	Livermore Cultural Arts Council	Wilson
9/17	Livermore Downtown, Inc.	Palajac
	Ravenswood Progress League	Pierpont
9/19	Safe Parking Program	Furst/Palajac
		ITEM NO. 6

LIVERMORE AREA RECREATION AND PARK DISTRICT

FINANCE COMMITTEE

MINUTES

Thursday, September 19, 2019
3:30 PM

Robert Livermore Community Center
4444 East Avenue, Livermore, CA 94550-5053
West Wing Conference Room

Committee Members Present: Jan Palajac, Maryalice Faltings

Staff Present: Mat Fuzie, Jill Kirk, Patricia Lord,
Lynn Loucks, Jeffrey Schneider

Members of the Public Present: None

1. Call to Order: The meeting of the Finance Committee was called to order at 3:37 p.m.

2. Public Comment: There was no public comment.

3. Review of Strategic Financial Plan:

Administrative Services Manager Jeffrey Schneider distributed the "LARPD Five-Year Strategic Financial Plan" for review and discussion.

The Committee accepted and approved the 5-Year Strategic Financial Plan as presented.

➤ Copies to be distributed to the full Board.

4. Preliminary Financials through August:

ASM Schneider distributed the following documents to the Committee for review and discussion:

- LARPD Summary Level View of Financial Results: Year-to-Date Through Month 2 (August 2019)
- Actual Results vs Budget, YTD thru Month 2 (AUGUST 2019): Results by Unit/Department
- Actual Results vs PRIOR YEAR, YTD thru Month 2 (AUGUST 2019): Results by Unit/Department
- Actual Results vs Budget, Month 2 (AUGUST 2019): Results by Unit/Department

No committee action was taken.

5. Matters Initiated:

- a. ASM Schneider reported that the District is entering into an IT Services Agreement with The Swenson Group/All Covered (a Division of Konica Minolta).
- b. ASM Schneider reported that the District is exploring options with Enterprise Fleet Management Services through a subcontractor, GEO-Tab. GEO-Tab could install devices in our Park Maintenance vehicles that will greatly facilitate fleet management, enhance safety, and reduce costs.
- c. GM Fuzie reported that Joe Michell School ESS buildings need to be replaced. LARPD will be responsible for purchasing two new buildings while the Livermore Valley Joint Unified School District will manage the project and fund the utility infrastructure and building foundations.
 - The Committee suggested this matter be presented to the Facilities Committee for further discussion.
- d. GM Fuzie wanted to bring to the attention of the Board a concern regarding the practice of District staff's driving in the parks in order to empty trash receptacles, etc.
 - The Committee suggested this item be presented to the Facilities Committee for further discussion.
- e. Director Palajac brought up the practice/policy of parks closing at 10:00 p.m. By comparison, Sycamore Grove Park closes ½ hour past sunset. GM Fuzie informed the Committee that we recently added motion-sensor lighting at Bruno Canziani Park in response to neighbors' concerns regarding loitering in the park.
 - The Committee suggested the issues of park hours and lighting of parks be presented to the Facilities Committee for further discussion.

6. Adjournment: The meeting was adjourned at 4:36 p.m.

LARPD FIVE-YEAR STRATEGIC FINANCIAL PLAN

Livermore Area Recreation
and Park District (LARPD)



Economic & Planning Systems, Inc.
The Economics of Land Use

One Kaiser Plaza, Suite 1410 ■ Oakland, CA 94612
510.841.9190 ■ www.epsys.com

OUTLINE

- Study Objectives
- Approach and Methodology
 - Approach
 - Key Issues
- Current Financial Context
 - Reorganization of Unit Groupings
 - Replacement/Rehabilitation Budget
 - Planned Capital Improvements
- Financial Forecast
 - Economic Scenarios
 - Key Assumptions
 - Results
- Recommendations

STUDY OBJECTIVES

STUDY OBJECTIVES

DEVELOP A FRAMEWORK TO SUPPORT FINANCIALLY SUSTAINABLE PLANNING

IN THE CONTEXT OF:

- Challenging financial circumstances for all public agencies
- Increasing costs of operating a strong park system
- Substantial need for investment in rehabilitation and maintenance
- Uncertain macro-economic conditions
- Evolving recreation needs, preferences, and interest in new facilities



APPROACH, METHODOLOGY, AND KEY ISSUES

APPROACH AND METHODOLOGY

APPROACH

This work effort has been conducted in close collaboration with LARPD staff including bi-weekly strategic calls. LARPD staff provided critical guidance into budget trends and key issues.

- Review current and past budgets
- Understand key levers, both for operations and capital planning
- Develop economic scenarios
- Develop operating budget forecasts and scenarios
- Develop development impact fee revenue forecasts and scenarios (with input from City staff)
- Reorganize unit groupings to support analytical clarity
- Model runs of alternative scenarios
- Identify analytical findings and implications
- Support LARPD staff in developing initial recommendations

KEY ISSUES – OPERATING COSTS

- Salaries and Benefits
 - Existing and future pension commitments
 - Staff salaries and benefits
 - Competition for new staff
 - Minimum wage increases
 - Annual COLA increases
- Supplies and Operations
 - Water and other utility costs
- Other Costs
 - Deferred maintenance (Kayuga Study identified major funding needs)
 - Reserve fund allocations
 - Additional costs associated with new parks/facilities

KEY ISSUES – OPERATING REVENUES

- **Property Tax Revenues**
 - Key source of LARPD funding
 - Limited in annual increases
 - Increases dependent on economy and real estate market
- **Parcel Tax**
 - Important, additional source of revenue that does not sunset
 - Limited increases; typically does not keep pace with inflation
- **Earned Income**
 - Charges for services a major part of LARPD funding
 - Cost recovery varies by program, demand, and pricing

KEY ISSUES – CAPITAL REVENUES AND COSTS

- Development Impact Fees
 - One-time fees on new development levied by City of Livermore
 - Currently 100 percent passed-through to LARPD
 - Vary significantly based on real estate market/ level of new development
 - Substantial existing balance
- Other Revenue Sources
 - Voter-backing likely required for any major additional capital funding sources
- Major Rehabilitation/ Expansion
 - Existing parks/ facilities need investment (Kayuga report)
 - Impact fee revenues can be used and will be needed for those that expand capacity of existing parks/ facilities

FINANCIAL FORECAST

ECONOMIC SCENARIOS, KEY ASSUMPTIONS, AND RESULTS

FINANCIAL FORECAST

SPECIFICATION OF ECONOMIC SCENARIOS

- For the past five years, the County's assessment roll increased by 6 to 7 percent each year. The long-term historical norm is lower, approximately 3 to 4 percent each year.
- For planning purposes, the financial forecast considers two economic scenarios: economic moderation and economic downturn.
 1. Economic Moderation
 - Assumes annual growth of 5%. In this scenario, the economy continues to grow but at a more moderate pace than in recent years. New development and property turnover activities moderate affecting property tax revenue and impact fee revenue.
 2. Economic Downturn
 - Assumes annual growth of 2.5%. In this scenario, the economy slows significantly. Growth in the assessment roll is due to annual increases allowed under Prop. 13 but minimal new construction and reduced property turnover.

FINANCIAL FORECAST

ECONOMIC MODERATION

- Even under the economic moderation scenario, the District will need to control annual salary increases, control services and supplies expenditures, and actively work to achieve higher earned income.
- With salary growth held to 5% per year, revenues are not sufficient to cover costs beginning in 22/23.
 - Five-year sum of annual operating revenues: **(\$86,249)**
- Holding services and supplies costs constant reduces expenditures, resulting in sufficient revenues to cover costs.
 - Five-year sum of annual operating revenues: \$3,502,018
- Targeting cost recovery ratios for earned income, specific to each unit grouping, allows for salary increases of 6% per year, annual investment in deferred maintenance and reserve savings.
 - Five-year sum of annual operating revenues: \$7,401,350

FINANCIAL FORECAST

ECONOMIC DOWNTURN

- Under the economic downturn scenario, the District will need to control costs, in part by limiting annual salary increases and in part by constraining expenditures on services and supplies, and actively work to target higher earned income.
- With salary growth held to 5% per year (needed to stay competitive in the labor market), and earned income growth held to 3.5% per year, the forecast results in inadequate revenue to cover costs.
 - Five-year sum of annual operating revenues: **(\$4,079,596)**
- With salary growth held to 5% per year, targeted cost recovery ratios held to 3.5% per year, and constraining services and supplies to 0% growth, the forecast still results in inadequate revenue to cover costs.
 - Five-year sum of annual operating revenues: **(\$491,329)**
- The Downturn scenario requires both cost control measures and proactive approaches to earned income to ensure that revenues exceed costs.
 - Five-year sum of annual operating revenues: **\$2,108,283**

CAPITAL REVENUE FORECAST

DEVELOPMENT IMPACT FEE REVENUE

- Development impact fees are one-time fees charged to new development. Fees are collected by the City of Livermore and then distributed to the District.
- Fee revenue can only be used to fund capital improvements; cannot be used for O&M.
- Current balance of \$11.1 million
- Forecast requires an understanding of planned/projected development activity which will depend on macro-economic conditions, fee levels, and the District's share.
- In coordination with the City of Livermore, development activity was forecast and current fees used to estimate park fee revenue:

Scenario	2019/20	2020/21	2021/22	2022/23
Economic Moderation	\$5,600,000	\$5,900,000	\$5,900,000	\$5,900,000
Economic Downturn	\$2,400,000	\$1,700,000	\$1,700,000	\$1,700,000
City of Livermore Estimate	\$3,700,000	\$3,400,000	\$1,700,000	\$1,700,000

RECOMMENDATIONS

RECOMMENDATIONS

OPERATIONS

1. Study operating expenditures and work with Department representatives to identify potential cost savings measures.
2. Study fee structure to improve cost recovery ratios for select units (i.e., pricing opportunities).
3. For those programs that generate revenue and for which there is demand (e.g., ESS), consider program expansion if space and staffing allow.
4. Continue to evaluate the structure of the District's retirement benefits to manage liability and improve financial certainty.
5. In the event of a sustained downturn, identify opportunities to temporarily constrain annual salary increases.
6. Refine reserve policy and show accumulated savings in budget.

RECOMMENDATIONS

CAPITAL

1. Develop a *prioritized* long-term capital improvement plan, sorted by
 - a. urgent (life/safety);
 - b. needed to extend lifecycle and protect investment; and,
 - c. nice to have.
2. Restructure facility rental rates to fund facility maintenance.
3. Participate as possible as the City updates its fee programs.
4. Continue to support the work and effectiveness of the Foundation.

ABOUT US

EPS EXPERTISE



REAL ESTATE ECONOMICS



PUBLIC FINANCE



LAND USE &
TRANSPORTATION



ECONOMIC DEVELOPMENT
& REVITALIZATION



FISCAL & ECONOMIC
IMPACT ANALYSIS



HOUSING POLICY



PUBLIC-PRIVATE
PARTNERSHIP (P3)



PARKS & OPEN SPACE
ECONOMICS

EPS STAFFING

Teifion Rice-Evans
Managing Principal



Ashleigh Kanat
Principal

APPENDIX A

FINANCIAL FORECAST

FINANCIAL FORECAST

ECONOMIC MODERATION

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 - Five-year sum of annual operating revenues: \$3,502,018
- Targeting cost recovery ratios for earned income, specific to each unit grouping, allows for salary increases of 6% per year, annual investment in deferred maintenance and reserve savings.
 - Five-year sum of annual operating revenues: \$7,401,350

FINANCIAL FORECAST

ECONOMIC MODERATION

- With salary growth held to 5% per year, and earned income forecast to increase at 3.5% per year, revenues are not sufficient to cover costs beginning in 22/23.

Item	Forecast Approach	FY 16/17 Actual	FY 17/18 Preliminary	FY 18/19 Budget	FY 19/20 Forecast	FY 20/21 Forecast	FY 21/22 Forecast	FY 22/23 Forecast	FY 23/24 Forecast	FY 19/20 - 23/24 Avg. Annual Growth
Operating Revenue										
Taxes	Economic Moderation	\$11,228,795	\$11,229,253	\$12,081,954	\$12,626,216	\$13,196,293	\$13,793,442	\$14,418,980	\$15,074,290	4.5%
Earned Income	Approach #1	<u>\$9,656,396</u>	<u>\$10,236,710</u>	<u>\$10,397,352</u>	<u>\$10,687,130</u>	<u>\$11,061,179</u>	<u>\$11,448,320</u>	<u>\$11,849,012</u>	<u>\$12,263,727</u>	3.5%
Total Operating Revenue		\$20,885,191	\$21,465,963	\$22,479,306	\$23,313,345	\$24,257,472	\$25,241,762	\$26,267,991	\$27,338,017	4.1%
Operating Expenses										
Salaries and Benefits	5% Annual Increase	\$13,203,565	\$13,763,333	\$14,729,867	\$16,169,892	\$17,060,886	\$18,004,681	\$19,004,740	\$20,064,784	5.5%
Services and Supplies	3.5% Annual Increase	<u>\$6,654,441</u>	<u>\$5,994,184</u>	<u>\$6,522,317</u>	<u>\$6,750,598</u>	<u>\$6,986,869</u>	<u>\$7,231,410</u>	<u>\$7,484,509</u>	<u>\$7,746,467</u>	3.5%
Total Operating Expenses		\$19,858,006	\$19,757,517	\$21,252,184	\$22,920,490	\$24,047,756	\$25,236,090	\$26,489,249	\$27,811,251	5.0%
<i>Earned Income as % of Operating Expenses</i>		48.6%	51.8%	48.9%	46.6%	46.0%	45.4%	44.7%	44.1%	
Revenues less Expenses		\$1,027,185	\$1,708,446	\$1,227,122	\$392,855	\$209,716	\$5,672	-\$221,257	-\$473,234	
Deferred Maintenance	Variable Investment Each Year	\$602,292	\$473,873	\$419,358	\$392,855	\$209,716	\$5,672	\$0	\$0	
Reserve Savings	Approach #3				\$0	\$0	\$0	\$0	\$0	
Annual Surplus/Deficit		\$424,893	\$1,234,572	\$807,764	\$0	\$0	\$0	-\$221,257	-\$473,234	

FINANCIAL FORECAST

ECONOMIC MODERATION

- With salary growth held to 5% per year and services and supplies constrained at 0%, revenues are sufficient to cover costs and contribute to deferred maintenance and reserve savings.

Item	Forecast Approach	FY 16/17 Actual	FY 17/18 Preliminary	FY 18/19 Budget	FY 19/20 Forecast	FY 20/21 Forecast	FY 21/22 Forecast	FY 22/23 Forecast	FY 23/24 Forecast	FY 19/20 - 23/24 Avg. Annual Growth
Operating Revenue										
Taxes	Economic Moderation	\$11,228,795	\$11,229,253	\$12,081,954	\$12,626,216	\$13,196,293	\$13,793,442	\$14,418,980	\$15,074,290	4.5%
Earned Income	Approach #1	<u>\$9,656,396</u>	<u>\$10,236,710</u>	<u>\$10,397,352</u>	<u>\$10,687,130</u>	<u>\$11,061,179</u>	<u>\$11,448,320</u>	<u>\$11,849,012</u>	<u>\$12,263,727</u>	3.5%
Total Operating Revenue		\$20,885,191	\$21,465,963	\$22,479,306	\$23,313,345	\$24,257,472	\$25,241,762	\$26,267,991	\$27,338,017	4.1%
Operating Expenses										
Salaries and Benefits	5% Annual Increase	\$13,203,565	\$13,763,333	\$14,729,867	\$16,169,892	\$17,060,886	\$18,004,681	\$19,004,740	\$20,064,784	5.5%
Services and Supplies	0% Annual Increase	<u>\$6,654,441</u>	<u>\$5,994,184</u>	<u>\$6,522,317</u>	<u>\$6,522,317</u>	<u>\$6,522,317</u>	<u>\$6,522,317</u>	<u>\$6,522,317</u>	<u>\$6,522,317</u>	0.0%
Total Operating Expenses		\$19,858,006	\$19,757,517	\$21,252,184	\$22,692,209	\$23,583,204	\$24,526,998	\$25,527,057	\$26,587,101	4.0%
<i>Earned Income as % of Operating Expenses</i>		48.6%	51.8%	48.9%	47.1%	46.9%	46.7%	46.4%	46.1%	
Revenues less Expenses		\$1,027,185	\$1,708,446	\$1,227,122	\$621,136	\$674,268	\$714,764	\$740,934	\$750,915	
Deferred Maintenance	Variable Investment Each Year	\$602,292	\$473,873	\$419,358	\$500,000	\$517,500	\$535,613	\$554,359	\$573,762	
Reserve Savings	Approach #3				\$121,136	\$156,768	\$179,152	\$186,576	\$177,154	
Annual Surplus/Deficit		\$424,893	\$1,234,572	\$807,764	\$0	\$0	\$0	\$0	\$0	

FINANCIAL FORECAST

ECONOMIC MODERATION

- Targeting cost recovery ratios for earned income, specific to each unit grouping, allows for salary increases of 6% per year, cost increases, and healthy annual investment in deferred maintenance and reserve savings.

Item	Forecast Approach	FY 16/17 Actual	FY 17/18 Preliminary	FY 18/19 Budget	FY 19/20 Forecast	FY 20/21 Forecast	FY 21/22 Forecast	FY 22/23 Forecast	FY 23/24 Forecast	FY 19/20 - 23/24 Avg. Annual Growth
Operating Revenue										
Taxes	Economic Moderation	\$11,228,795	\$11,229,253	\$12,081,954	\$12,626,216	\$13,196,293	\$13,793,442	\$14,418,980	\$15,074,290	4.5%
Earned Income	Approach #4	<u>\$9,656,396</u>	<u>\$10,236,710</u>	<u>\$10,397,352</u>	<u>\$11,926,311</u>	<u>\$12,636,068</u>	<u>\$13,390,855</u>	<u>\$14,193,722</u>	<u>\$15,047,945</u>	6.0%
Total Operating Revenue		\$20,885,191	\$21,465,963	\$22,479,306	\$24,552,527	\$25,832,361	\$27,184,296	\$28,612,702	\$30,122,235	5.2%
Operating Expenses										
Salaries and Benefits	6% Annual Increase	\$13,203,565	\$13,763,333	\$14,729,867	\$16,308,176	\$17,352,667	\$18,466,427	\$19,654,273	\$20,921,375	6.4%
Services and Supplies	3.5% Annual Increase	<u>\$6,654,441</u>	<u>\$5,994,184</u>	<u>\$6,522,317</u>	<u>\$6,750,598</u>	<u>\$6,986,869</u>	<u>\$7,231,410</u>	<u>\$7,484,509</u>	<u>\$7,746,467</u>	3.5%
Total Operating Expenses		\$19,858,006	\$19,757,517	\$21,252,184	\$23,058,775	\$24,339,536	\$25,697,837	\$27,138,782	\$28,667,842	5.6%
<i>Earned Income as % of Operating Expenses</i>		48.6%	51.8%	48.9%	51.7%	51.9%	52.1%	52.3%	52.5%	
Revenues less Expenses		\$1,027,185	\$1,708,446	\$1,227,122	\$1,493,752	\$1,492,825	\$1,486,460	\$1,473,921	\$1,454,393	
Deferred Maintenance Reserve Savings	Variable Investment Each Year Approach #3	\$602,292	\$473,873	\$419,358	\$500,000 \$993,752	\$517,500 \$975,325	\$535,613 \$950,847	\$554,359 \$919,562	\$573,762 \$880,632	
Annual Surplus/Deficit		\$424,893	\$1,234,572	\$807,764	\$0	\$0	\$0	\$0	\$0	

FINANCIAL FORECAST

ECONOMIC DOWNTURN

- Under the economic downturn scenario, the District will need to control costs, in part by limiting annual salary increases and in part by constraining expenditures on services and supplies, and actively work to target higher earned income.
- With salary growth held to 5% per year (needed to stay competitive in the labor market), and earned income growth held to 3.5% per year, the forecast results in inadequate revenue to cover costs.
 - Five-year sum of annual operating revenues: **(\$4,079,596)**
- With salary growth held to 5% per year, targeted cost recovery ratios held to 3.5% per year, and constraining services and supplies to 0% growth, the forecast still results in inadequate revenue to cover costs.
 - Five-year sum of annual operating revenues: **(\$491,329)**
- The Downturn scenario requires both cost control measures and proactive approaches to earned income to ensure that revenues exceed costs.
 - Five-year sum of annual operating revenues: **\$2,108,283**

FINANCIAL FORECAST

ECONOMIC DOWNTURN

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Operating Revenue										
Taxes	Economic Downturn	\$11,228,795	\$11,229,253	\$12,081,954	\$12,385,174	\$12,696,131	\$13,015,028	\$13,342,070	\$13,677,470	2.5%
Earned Income	Approach #1	<u>\$9,656,396</u>	<u>\$10,236,710</u>	<u>\$10,397,352</u>	<u>\$10,687,130</u>	<u>\$11,061,179</u>	<u>\$11,448,320</u>	<u>\$11,849,012</u>	<u>\$12,263,727</u>	3.5%
Total Operating Revenue		\$20,885,191	\$21,465,963	\$22,479,306	\$23,072,303	\$23,757,311	\$24,463,348	\$25,191,081	\$25,941,196	3.0%
Operating Expenses										
Salaries and Benefits	5% Annual Increase	\$13,203,565	\$13,763,333	\$14,729,867	\$16,169,892	\$17,060,886	\$18,004,681	\$19,004,740	\$20,064,784	5.5%
Services and Supplies	3.5% Annual Increase	<u>\$6,654,441</u>	<u>\$5,994,184</u>	<u>\$6,522,317</u>	<u>\$6,750,598</u>	<u>\$6,986,869</u>	<u>\$7,231,410</u>	<u>\$7,484,509</u>	<u>\$7,746,467</u>	3.5%
Total Operating Expenses		\$19,858,006	\$19,757,517	\$21,252,184	\$22,920,490	\$24,047,756	\$25,236,090	\$26,489,249	\$27,811,251	5.0%
<i>Earned Income as % of Operating Expenses</i>		48.6%	51.8%	48.9%	46.6%	46.0%	45.4%	44.7%	44.1%	
Revenues less Expenses		\$1,027,185	\$1,708,446	\$1,227,122	\$151,813	-\$290,445	-\$772,742	-\$1,298,167	-\$1,870,055	
Deferred Maintenance	Variable Investment Each Year	\$602,292	\$473,873	\$419,358	\$151,813	\$0	\$0	\$0	\$0	
Reserve Savings	Approach #3				\$0	\$0	\$0	\$0	\$0	
Annual Surplus/Deficit		\$424,893	\$1,234,572	\$807,764	\$0	-\$290,445	-\$772,742	-\$1,298,167	-\$1,870,055	

FINANCIAL FORECAST

ECONOMIC DOWNTURN

- Even constraining services and supplies to 0% growth is insufficient to result in adequate revenue to cover costs.

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Total Operating Revenue		\$20,885,191	\$21,465,963	\$22,479,306	\$23,072,303	\$23,757,311	\$24,463,348	\$25,191,081	\$25,941,196	3.0%
Operating Expenses										
Salaries and Benefits	5% Annual Increase	\$13,203,565	\$13,763,333	\$14,729,867	\$16,169,892	\$17,060,886	\$18,004,681	\$19,004,740	\$20,064,784	5.5%
Services and Supplies	0% Annual Increase	<u>\$6,654,441</u>	<u>\$5,994,184</u>	<u>\$6,522,317</u>	<u>\$6,522,317</u>	<u>\$6,522,317</u>	<u>\$6,522,317</u>	<u>\$6,522,317</u>	<u>\$6,522,317</u>	0.0%
Total Operating Expenses		\$19,858,006	\$19,757,517	\$21,252,184	\$22,692,209	\$23,583,204	\$24,526,998	\$25,527,057	\$26,587,101	4.0%
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Revenues less Expenses		\$1,027,185	\$1,708,446	\$1,227,122	\$380,094	\$174,107	-\$63,650	-\$335,975	-\$645,905	
Deferred Maintenance	Variable Investment Each Year	\$602,292	\$473,873	\$419,358	\$380,094	\$174,107	\$0	\$0	\$0	
Reserve Savings	Approach #3				\$0	\$0	\$0	\$0	\$0	
Annual Surplus/Deficit		\$424,893	\$1,234,572	\$807,764	\$0	\$0	-\$63,650	-\$335,975	-\$645,905	

FINANCIAL FORECAST

ECONOMIC DOWNTURN

- With salary growth held to 5% per year (needed to stay competitive in the labor market) and costs constrained to 0% annual growth AND proactive cost recovery, the forecast results in adequate revenue to cover costs with added ability to invest in deferred maintenance and reserve savings.

Item	Forecast Approach	FY 16/17 Actual	FY 17/18 Preliminary	FY 18/19 Budget	FY 19/20 Forecast	FY 20/21 Forecast	FY 21/22 Forecast	FY 22/23 Forecast	FY 23/24 Forecast	FY 19/20 - 23/24 Avg. Annual Growth
Operating Revenue										
Taxes	Economic Downturn	\$11,228,795	\$11,229,253	\$12,081,954	\$12,385,174	\$12,696,131	\$13,015,028	\$13,342,070	\$13,677,470	2.5%
Earned Income	Approach #2	<u>\$9,656,396</u>	<u>\$10,236,710</u>	<u>\$10,397,352</u>	<u>\$10,842,015</u>	<u>\$11,384,116</u>	<u>\$11,953,322</u>	<u>\$12,550,988</u>	<u>\$13,178,538</u>	5.0%
Total Operating Revenue		\$20,885,191	\$21,465,963	\$22,479,306	\$23,227,189	\$24,080,248	\$24,968,350	\$25,893,058	\$26,856,007	3.7%
Operating Expenses										
Salaries and Benefits	5% Annual Increase	\$13,203,565	\$13,763,333	\$14,729,867	\$16,169,892	\$17,060,886	\$18,004,681	\$19,004,740	\$20,064,784	5.5%
Services and Supplies	0% Annual Increase	<u>\$6,654,441</u>	<u>\$5,994,184</u>	<u>\$6,522,317</u>	<u>\$6,522,317</u>	<u>\$6,522,317</u>	<u>\$6,522,317</u>	<u>\$6,522,317</u>	<u>\$6,522,317</u>	0.0%
Total Operating Expenses		\$19,858,006	\$19,757,517	\$21,252,184	\$22,692,209	\$23,583,204	\$24,526,998	\$25,527,057	\$26,587,101	4.0%
<i>Earned Income as % of Operating Expenses</i>		48.6%	51.8%	48.9%	47.8%	48.3%	48.7%	49.2%	49.6%	
Revenues less Expenses		\$1,027,185	\$1,708,446	\$1,227,122	\$534,980	\$497,044	\$441,352	\$366,001	\$268,906	
Deferred Maintenance	Variable Investment Each Year	\$602,292	\$473,873	\$419,358	\$500,000	\$497,044	\$441,352	\$366,001	\$268,906	
Reserve Savings	Approach #3				\$34,980	\$0	\$0	\$0	\$0	
Annual Surplus/Deficit		\$424,893	\$1,234,572	\$807,764	\$0	\$0	\$0	\$0	\$0	

ITEM NO. 4 ATTACHMENTS

LIVERMORE AREA RECREATION AND PARK DISTRICT (LARPD)
Summary Level View of Financial Results: Year-to-Date Through Month 2 (AUGUST 2019)

FY19-20		Variance: B/(P)		FY18-19	Variance: incr/(decr)	
Actual	Budget	\$	%	Actual	\$	%

Revenue

Taxes	\$ 64,128	\$ 12,500	\$ 51,628	413.0%	\$ 5,026	\$ 59,102	1,175.9%
From Operations	\$ 1,581,078	\$ 1,697,766	\$ (116,688)	(6.9%)	\$ 1,687,880	\$ (106,802)	(6.3%)
Total Revenue	\$ 1,645,206	\$ 1,710,266	\$ (65,060)	(3.8%)	\$ 1,692,906	\$ (47,700)	(2.8%)
 Salary and Benefits	 \$ 2,615,577	 \$ 2,735,223	 \$ 119,646	 4.4%	 \$ 2,490,519	 \$ 125,058	 5.0%
Services and Supplies	\$ 1,253,153	\$ 1,452,553	\$ 199,400	13.7%	\$ 1,191,192	\$ 61,961	5.2%
Capital	\$ -	\$ -	\$ -	-	\$ -	\$ -	-
Net Operating Results	\$ (2,223,524)	\$ (2,477,510)	\$ 253,986	10.3%	\$ (1,988,805)	\$ (234,719)	(11.8%)

LIVERMORE AREA RECREATION AND PARK DISTRICT (LARPD)
Actual Results vs Budget, YTD thru Month 2 (AUGUST 2019): Results by Unit/Department

Unit	Department	Actual				Budget				Variance - Better/(Poorer)			
		Revenue	Salaries & Benefits	Services & Supplies	Revenue less Expense	Revenue	Salaries & Benefits	Services & Supplies	Revenue less Expense	Revenue	Salaries & Benefits	Services & Supplies	Revenue less Expense
Administration													
01	Administration	64,128	234,917	177,535	(348,324)	12,500	295,457	238,490	(521,447)	51,628	60,540	60,955	173,123
17	Marketing & Public Information	3,365	42,109	35,923	(74,667)	0	41,488	60,230	(101,718)	3,365	(621)	24,307	27,051
18	Technology & Communications	0	14,896	51,986	(66,882)	0	13,606	63,424	(77,030)	0	(1,290)	11,438	10,148
45	Capital Equipment	0	0	0	0	0	0	0	0	0	0	0	0
Administration Total:		67,493	291,922	265,444	(489,873)	12,500	350,551	362,144	(700,195)	54,993	58,629	96,700	210,322
Parks, Maintenance & Open Space													
05	Building Maintenance	0	138,945	101,665	(240,610)	0	141,440	139,746	(281,186)	0	2,495	38,081	40,576
06	Camp Shelly	16,873	14,109	7,789	(5,025)	9,760	22,766	5,276	(18,282)	7,113	8,657	(2,513)	13,257
07	Park Operations	58,588	420,951	549,140	(911,503)	63,408	413,820	589,390	(939,802)	(4,820)	(7,131)	40,250	28,299
16	Open Space	18,453	220,914	11,558	(214,019)	22,359	231,498	18,289	(227,428)	(3,906)	10,584	6,731	13,409
60	CIP	0	15,513	180	(15,693)	0	42,750	375	(43,125)	0	27,237	195	27,432
Parks, Maintenance & Open Space Total:		93,914	810,432	670,332	(1,386,850)	95,527	852,274	753,076	(1,509,823)	(1,613)	41,842	82,744	122,973
Community Services													
09	Extended Student Services	833,935	719,765	81,814	32,356	879,795	713,955	65,186	100,654	(45,860)	(5,810)	(16,628)	(68,298)
10	Senior Services	56,924	27,599	17,661	11,664	55,534	26,311	36,310	(7,087)	1,390	(1,288)	18,649	18,751
11	Preschool	51,898	24,097	1,790	26,011	48,000	17,307	1,300	29,393	3,898	(6,790)	(490)	(3,382)
32	Community Outreach	0	21,748	0	(21,748)	0	23,736	0	(23,736)	0	1,988	0	1,988
40	Believes Program	0	9,421	0	(9,421)	0	0	0	0	0	(9,421)	0	(9,421)
41	Middle School Program	69,660	86,229	6,950	(23,519)	75,685	92,139	9,832	(26,286)	(6,025)	5,910	2,882	2,767
Youth & Senior Services Total:		1,012,417	888,859	108,215	15,343	1,059,014	873,448	112,628	72,938	(46,597)	(15,411)	4,413	(57,595)
Recreation													
02	Classes, Camps & Events	18,161	1,546	50,435	(33,820)	40,000	7,182	25,000	7,818	(21,839)	5,636	(25,435)	(41,638)
03	Adult Sports & Fitness	7,044	4,823	4,318	(2,097)	7,847	6,007	6,850	(5,010)	(803)	1,184	2,532	2,913
20	Customer & Business Services	0	47,006	30,427	(77,433)	0	36,018	36,205	(72,223)	0	(10,988)	5,778	(5,210)
25	Facility Use & Rentals	101,650	41,458	17,736	42,456	140,184	65,482	24,850	49,852	(38,534)	24,024	7,114	(7,396)
26	Youth Sports & Fitness	76,718	63,875	26,737	(13,894)	64,750	79,774	27,850	(42,874)	11,968	15,899	1,113	28,980
27	Field & gym Rentals	64,341	33,317	8,454	22,570	49,200	33,476	25,650	(9,926)	15,141	159	17,196	32,496
31	Recreation Administration	6,825	53,070	926	(47,171)	2,244	83,118	3,725	(84,599)	4,581	30,048	2,799	37,428
42	Building Operations	0	96,210	29,851	(126,061)	0	88,314	23,660	(111,974)	0	(7,896)	(6,191)	(14,087)
54	Aquatics	169,492	271,699	31,672	(133,879)	207,000	243,142	38,640	(74,782)	(37,508)	(28,557)	6,968	(59,097)
57	Concessions	27,151	11,360	8,606	7,185	32,000	16,437	12,275	3,288	(4,849)	5,077	3,669	3,897
Recreation Total:		471,382	624,364	209,162	(362,144)	543,225	658,950	224,705	(340,430)	(71,843)	34,586	15,543	(21,714)
DISTRICT TOTALS		1,645,206	2,615,577	1,253,153	(2,223,524)	1,710,266	2,735,223	1,452,553	(2,477,510)	(65,060)	119,646	199,400	253,986

LIVERMORE AREA RECREATION AND PARK DISTRICT (LARPD)
Actual Results vs PRIOR YEAR, YTD thru Month 2 (AUGUST 2019): Results by Unit/Department

Unit	Department	Current Year Actual				Prior Year Actual				Variance - Increase/(Decrease)			
		Revenue	Salaries & Benefits	Services & Supplies	Revenue less Expense	Revenue	Salaries & Benefits	Services & Supplies	Revenue less Expense	Revenue	Salaries & Benefits	Services & Supplies	Revenue less Expense
Administration													
01	Administration	64,128	234,917	177,535	(348,324)	5,026	254,138	123,780	(372,892)	59,102	(19,221)	53,755	24,568
17	Marketing & Public Information	3,365	42,109	35,923	(74,667)	730	11,370	35,261	(45,901)	2,635	30,739	662	(28,766)
18	Technology & Communications	0	14,896	51,986	(66,882)	0	15,603	40,573	(56,176)	0	(707)	11,413	(10,706)
45	Capital Equipment	0	0	0	0	0	0	0	0	0	0	0	0
Administration Total:		67,493	291,922	265,444	(489,873)	5,756	281,111	199,614	(474,969)	61,737	10,811	65,830	(14,904)
Parks, Maintenance & Open Space													
05	Building Maintenance	0	138,945	101,665	(240,610)	0	74,085	123,194	(197,279)	0	64,860	(21,529)	(43,331)
06	Camp Shelly	16,873	14,109	7,789	(5,025)	6,217	18,998	5,490	(18,271)	10,656	(4,889)	2,299	13,246
07	Park Operations	58,588	420,951	549,140	(911,503)	138,202	382,937	506,647	(751,382)	(79,614)	38,014	42,493	(160,121)
16	Open Space	18,453	220,914	11,558	(214,019)	35,126	222,077	12,370	(199,321)	(16,673)	(1,163)	(812)	(14,698)
60	CIP	0	15,513	180	(15,693)	0	15,530	120	(15,650)	0	(17)	60	(43)
Parks, Maintenance & Open Space Total:		93,914	810,432	670,332	(1,386,850)	179,545	713,627	647,821	(1,181,903)	(85,631)	96,805	22,511	(204,947)
Community Services													
09	Extended Student Services	833,935	719,765	81,814	32,356	815,781	693,137	75,118	47,526	18,154	26,628	6,696	(15,170)
10	Senior Services	56,924	27,599	17,661	11,664	62,983	44,805	23,049	(4,871)	(6,059)	(17,206)	(5,388)	16,535
11	Preschool	51,898	24,097	1,790	26,011	46,651	20,775	1,955	23,921	5,247	3,322	(165)	2,090
32	Community Outreach	0	21,748	0	(21,748)	0	0	0	0	0	21,748	0	(21,748)
40	Believes Program	0	9,421	0	(9,421)	0	5,182	0	(5,182)	0	4,239	0	(4,239)
41	Middle School Program	69,660	86,229	6,950	(23,519)	77,440	83,538	10,232	(16,330)	(7,780)	2,691	(3,282)	(7,189)
Youth & Senior Services Total:		1,012,417	888,859	108,215	15,343	1,002,855	847,437	110,354	45,064	9,562	41,422	(2,139)	(29,721)
Recreation													
02	Classes, Camps & Events	18,161	1,546	50,435	(33,820)	70,355	25,236	80,591	(35,472)	(52,194)	(23,690)	(30,156)	1,652
03	Adult Sports & Fitness	7,044	4,823	4,318	(2,097)	7,847	6,007	6,850	(5,010)	(803)	(1,184)	(2,532)	2,913
20	Customer & Business Services	0	47,006	30,427	(77,433)	0	70,742	31,735	(102,477)	0	(23,736)	(1,308)	25,044
25	Facility Use & Rentals	101,650	41,458	17,736	42,456	167,511	60,335	24,069	83,107	(65,861)	(18,877)	(6,333)	(40,651)
26	Youth Sports & Fitness	76,718	63,875	26,737	(13,894)	41,014	43,350	12,816	(15,152)	35,704	20,525	13,921	1,258
27	Field & gym Rentals	64,341	33,317	8,454	22,570	29,100	31,894	7,784	(10,578)	35,241	1,423	670	33,148
31	Recreation Administration	6,825	53,070	926	(47,171)	2,244	0	0	2,244	4,581	53,070	926	(49,415)
42	Building Operations	0	96,210	29,851	(126,061)	0	73,934	21,931	(95,865)	0	22,276	7,920	(30,196)
54	Aquatics	169,492	271,699	31,672	(133,879)	159,408	323,524	39,175	(203,291)	10,084	(51,825)	(7,503)	69,412
57	Concessions	27,151	11,360	8,606	7,185	27,271	13,322	8,452	5,497	(120)	(1,962)	154	1,688
Recreation Total:		471,382	624,364	209,162	(362,144)	504,750	648,344	233,403	(376,997)	(33,368)	(23,980)	(24,241)	14,853
DISTRICT TOTALS		1,645,206	2,615,577	1,253,153	(2,223,524)	1,692,906	2,490,519	1,191,192	(1,988,805)	(47,700)	125,058	61,961	(234,719)

LIVERMORE AREA RECREATION AND PARK DISTRICT (LARPD)
Actual Results vs Budget, Month 2 (AUGUST 2019): Results by Unit/Department

Unit	Department	Actual				Budget				Variance - Better/(Poorer)			
		Revenue	Salaries & Benefits	Services & Supplies	Revenue less Expense	Revenue	Salaries & Benefits	Services & Supplies	Revenue less Expense	Revenue	Salaries & Benefits	Services & Supplies	Revenue less Expense
Administration													
01	Administration	64,128	101,211	98,988	(136,071)	6,250	148,237	123,960	(265,947)	57,878	47,026	24,972	129,876
17	Marketing & Public Information	2,435	21,261	27,680	(46,506)	0	20,800	49,995	(70,795)	2,435	(461)	22,315	24,289
18	Technology & Communications	0	7,653	32,766	(40,419)	0	6,803	31,762	(38,565)	0	(850)	(1,004)	(1,854)
45	Capital Equipment	0	0	0	0	0	0	0	0	0	0	0	0
Administration Total:		66,563	130,125	159,434	(222,996)	6,250	175,840	205,717	(375,307)	60,313	45,715	46,283	152,311
Parks, Maintenance & Open Space													
05	Building Maintenance	0	69,283	51,559	(120,842)	0	70,720	67,813	(138,533)	0	1,437	16,254	17,691
06	Camp Shelly	9,083	9,481	2,851	(3,249)	4,040	11,519	2,145	(9,624)	5,043	2,038	(706)	6,375
07	Park Operations	35,581	195,381	297,514	(457,314)	40,204	207,072	293,085	(459,953)	(4,623)	11,691	(4,429)	2,639
16	Open Space	8,973	96,703	4,791	(92,521)	11,748	112,862	9,752	(110,866)	(2,775)	16,159	4,961	18,345
60	CIP	0	7,768	180	(7,948)	0	21,375	375	(21,750)	0	13,607	195	13,802
Parks, Maintenance & Open Space Total:		53,637	378,616	356,895	(681,874)	55,992	423,548	373,170	(740,726)	(2,355)	44,932	16,275	58,852
Community Services													
09	Extended Student Services	448,576	360,214	40,514	47,848	476,712	357,151	33,468	86,093	(28,136)	(3,063)	(7,046)	(38,245)
10	Senior Services	39,036	14,182	9,813	15,041	26,910	13,155	17,355	(3,600)	12,126	(1,027)	7,542	18,641
11	Preschool	41,501	14,077	1,694	25,730	44,000	8,656	1,100	34,244	(2,499)	(5,421)	(594)	(8,514)
32	Community Outreach	0	11,152	0	(11,152)	0	11,868	0	(11,868)	0	716	0	716
40	Believes Program	0	5,509	0	(5,509)	0	0	0	0	0	(5,509)	0	(5,509)
41	Middle School Program	38,624	43,155	3,844	(8,375)	38,895	46,313	4,916	(12,334)	(271)	3,158	1,072	3,959
Youth & Senior Services Total:		567,737	448,289	55,865	63,583	586,517	437,143	56,839	92,535	(18,780)	(11,146)	974	(28,952)
Recreation													
02	Classes, Camps & Events	18,830	539	18,621	(330)	20,000	3,591	12,500	3,909	(1,170)	3,052	(6,121)	(4,239)
03	Adult Sports & Fitness	7,044	4,823	4,318	(2,097)	7,847	6,007	6,850	(5,010)	(803)	1,184	2,532	2,913
20	Customer & Business Services	0	24,058	14,079	(38,137)	0	18,009	17,290	(35,299)	0	(6,049)	3,211	(2,838)
25	Facility Use & Rentals	43,683	22,435	10,029	11,219	70,092	32,741	11,375	25,976	(26,409)	10,306	1,346	(14,757)
26	Youth Sports & Fitness	40,414	24,915	11,871	3,628	31,800	39,888	8,100	(16,188)	8,614	14,973	(3,771)	19,816
27	Field & gym Rentals	33,150	16,547	(1,247)	17,850	22,600	16,738	13,350	(7,488)	10,550	191	14,597	25,338
31	Recreation Administration	3,257	30,228	(437)	(26,534)	624	41,559	275	(41,210)	2,633	11,331	712	14,676
42	Building Operations	0	45,423	19,892	(65,315)	0	44,157	10,530	(54,687)	0	(1,266)	(9,362)	(10,628)
54	Aquatics	62,704	115,344	10,265	(62,905)	91,250	112,126	14,640	(35,516)	(28,546)	(3,218)	4,375	(27,389)
57	Concessions	9,270	4,921	907	3,442	12,000	8,160	4,050	(210)	(2,730)	3,239	3,143	3,652
Recreation Total:		218,352	289,233	88,298	(159,179)	256,213	322,976	98,960	(165,723)	(37,861)	33,743	10,662	6,544
DISTRICT TOTALS		906,289	1,246,263	660,492	(1,000,466)	904,972	1,359,507	734,686	(1,189,221)	1,317	113,244	74,194	188,755

LIVERMORE AREA RECREATION AND PARK DISTRICT
PROGRAM COMMITTEE
MINUTES

Tuesday, September 10, 2019
3:30 PM

Robert Livermore Community Center
4444 East Avenue, Livermore, CA 94550-5053
West Wing Conference Room

Committee Members Present: Maryalice Faltings, David Furst

Staff Present: Mat Fuzie, Patricia Lord, Joseph Benjamin,
Alexandra Ikeda, Carol Markie, Jeffrey Schneider,
Linda VanBuskirk, Armando Villegas

Members of the Public Present: None

1. Call to Order: Chair Faltings called the meeting to order at 3:36 p.m.

2. Public Comment: There was no public comment.

3. Overview of Facility Rentals and Operations – Presentation by Alexandra Ikeda, Recreation Department Manager and Joseph Benjamin, Recreation Supervisor (Discussion)

The Committee received a presentation from Recreation Department Manager, Alexandra Ikeda, which highlighted the many opportunities for the public to utilize our facilities and parks. In addition to the presentation, Ms. Ikeda handed out a folder of information which included

- “Facility Rentals & Operations” with a breakdown of all facilities, their capacities, and yearly rental data.
- Facility Rental Application / Facility Rules and Regulations / Facility Rental Rules & Regulations / Livermore Area Recreation & Park District Facility Fee Category Definitions and Information / Amenities & Equipment Rental Fee Schedule
- A sample brochure of the Livermore Area Recreation and Park District Wedding and Special Event Venues.

- The Committee recommended that this presentation be given to the full Board.
[October/ November]

4. Matters Initiated:

- a) The women's restroom door and locks are not aligned at The Barn. [Faltings]
- b) The Directors would like to be invited to Dogtoberfest for volunteering opportunities. [*Stacey Kenison joined the meeting to invite the Committee members to the upcoming Children's Fair and Dogtoberfest. An email invitation will be sent out shortly.*]
- c) It was suggested that Staff look into offering picnic tables or a memorial area for rent at Sycamore Grove Park, beginning in the spring.

5. Adjournment: The meeting was adjourned at 4:21 p.m.



Facility RENTALS & OPERATIONS

Facility Information & Capacity

Facility		Capacity
Ravenswood	April – October	150
	November-March	70
Veterans Hall	Lecture Style	400
	Banquet Style	200
The Barn	Lecture	400
	Banquet	250
Cresta Blanca Ballroom	North Lecture	144
	North Banquet	106
	South Lecture	360
	South Banquet	224
	All Lecture	552
	All Banquet	450
Larkspur Room	North Lecture	112
	North Banquet	78
	South Lecture	60
	South Banquet	48
	All Lecture	220
	All Banquet	120
Palo Verde Room	Lecture	100
	Banquet	88
Sycamore Room	Lecture	60
	Banquet	40
RLCC Courtyard		350
Fiesta Room		45
Elbow Room		55
Picnics		200
Pole Barn		200

Our Facilities – Yearly Rentals

Facility Location	# of Rentals	# of People Served	Average # of Residents Served	Revenue
The Veterans Hall	64	6,651	5,356	\$55,200
The Barn	79	9,795	6,150	\$48,000
Ravenswood	114	6,977	4,148	\$116,000
Cresta Blanca Ballroom	161	32,132	17,910	\$396,000
Larkspur Room	60	2,355	1,326	
Palo Verde Room	60	2,896	1,632	

Sycamore Room	53	1,089	540	
Fiesta Room	7	255	108	
Elbow Room	7	186	104	
May Nissen Picnic	9	1,045	1,045	\$4,400
Independence Picnic	2	170	170	
Hagemann Picnic	5	385	385	
Robert Livermore Picnic	5	505	505	
Covered Arena	10	1,165	1,165	\$9,600
Pole Barn	1	25	25	
Total	637	65,631	40,569	\$629,200

Community Groups and Partnerships – Yearly Rentals

Partner	Venue	Total # Rentals	# of Guests	# of Hrs.	\$ Res. Value	\$ Collected	Total staff Hours	Staff Exp.
Docents	Ravenswood	14	540	80	\$22,480	\$0	275	\$5,167.25
City of Livermore	RLCC	21	1,849	130.5	\$19,090	\$4,475	560	\$10,522.40
LVJUSD	RLCC	3	1,550	29.5	\$6,337	\$675	508	\$9,545.32
Chamber	RLCC	4	380	26.5	\$3,520	\$0	80	\$1,503.20
Stop Waste	Cresta Blanca	1	60	27	\$2,160	\$0	8	\$150.32
Special Olympics	RLCC	1	250	27	\$2,698	\$0	72	\$1,352.88
Rodeo Assoc.	Cresta Blanca	1	350	11	\$2,475	\$0	72	\$1,352.88
Total		45	4,979	331.5	\$58,760	\$5,150	1,575	\$29,594.25

Community Partnership Fees

Organization	Days	Fees
City of Livermore & LVJUSD	Monday-Friday	Before 8:00am
		\$50 per hour
	Monday – Friday	After 5:00pm
	Monday-Friday	8:00am-5:00pm
	Saturday	\$50 per hour
	Fridays/ Sundays	No Fee – fit w/in current staff levels
	Audio/ Visual	Regular Rental Rates
	Setup	Nonprofit rates
City of Livermore & LVJUSD	Take Down	Regular Rates
	*Extra Staff Fee	\$50 per 100 people
		\$50 per 100 people
		\$50 per hour
		\$50 per hour
City of Livermore & LVJUSD	Ravenswood/Barn/Veterans Hall	Staff Accordingly
		\$50 per hour

Weekend Snapshot

Day	Facility	Activity	Time	People
Friday, 9/06	Veterans Hall	Jazzercise	8:30am-10:30am	50
Saturday, 9/07	Veterans Hall	Jazzercise	8:30am-10:30am	50
	Verterans Hall	Quinceanera	12:00pm-11:00pm	200
	Ravenswood	Wedding	10:00am-8:00pm	100
	Cresta Blanca Ballroom	Wedding	10:00am-1:00am	450
	Larkspur North	Wedding	10:00am-11:00pm	10
	Elbow Room	7 th Birthday	11:45am-2:00pm	55
	Fiesta Room	1 st Birthday	1:45pm-6:15pm	32
Sunday, 9/08	The Barn	Fundraiser	1:00pm-9:00pm	160
	Veterans Hall	Jazzercise	7:30am-9:30am	50
	Ravenswood	Docent Tours	12:00pm-4:00pm	50

Palo Verde Room	Birthday	11:00am-4:00pm	45
Larkspur South	Church Service	10:30am-12:30pm	20
Sycamore Room	Church Service	9:30am-12:30pm	20
RLCC Catering Kitchen	Church Service	10:30am-12:30pm	10
Sycamore Room	Church Service	9:30am-12:30pm	20



Livermore Area
Recreation and Park District
An independent special district

4444 East Avenue, Livermore CA 94550
(925)373-5700 / LARPD.ORG

FACILITY RENTAL APPLICATION

(APPLICANT MUST BE 18+ YEARS. Please complete application in its entirety or the Permit process may be delayed.)

Please check one: ☐ Private Event / ☐ Business Event

Facility Location (Please Circle One): Ravenswood Historic Site Barn Veteran's Hall
Robert Livermore Community Center: Room _____

Rental Date(s): _____ Day(s) of the Week: _____

Rental Time: _____ am/pm _____ am/pm Event Time: _____ am/pm _____ am/pm Total Hours Rented: _____

*Rental hours must include all time needed for decorating/setup/main event/cleanup.

Type of Event: _____ Is Honored Guest 21+: ☐ Yes / ☐ No

Total Expected Attendance: _____ Nonprofit Tax ID No.: _____

Applicant Name(main contact for rental): _____

Name of Organization: _____

Address: _____ City/State: _____ Zip: _____

Email: _____ Phone Number: _____

Co-Applicant: _____ Phone Number: _____

Address: _____ City/State: _____ Zip: _____

*Alcohol is not allowed at any event held in honor of someone age 20 or under.

- | | | | |
|------------------------------------|--|---|--|
| 1. Will alcohol be served? | Yes <input type="checkbox"/> No <input type="checkbox"/> | 7. Will music be played? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2. Will alcohol be sold? | Yes <input type="checkbox"/> No <input type="checkbox"/> | 8. If you answered yes to #7, what kind of music will be played | |
| 3. Will there be an admission fee? | Yes <input type="checkbox"/> No <input type="checkbox"/> | (circle all that applies): DJ / Band / Acoustic / Auxiliary (phone) | |
| 4. Will food be sold? | Yes <input type="checkbox"/> No <input type="checkbox"/> | 9. Event insurance: <input type="checkbox"/> LARPD / <input type="checkbox"/> Personal / <input type="checkbox"/> Company | |
| 5. Will food be served? | Yes <input type="checkbox"/> No <input type="checkbox"/> | 10. How did you hear about us? : | |
| 6. Type of cooking method?: | _____ | 11. Ravenswood games? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

AGREEMENT AND RELEASE OF LIABILITY

The undersigned or, if signing for an organization, that organization, certifies that the above information is accurate and correct, and that the undersigned has read and understood the Facility Rental Rules and Regulations as set forth by Livermore Area Recreation and Park District pertaining to the use of LARPD facilities. To the maximum extent permitted by law, the undersigned or, if signing for an organization, that organization, on behalf of itself and all parties claiming by or through it, hereby releases and agrees to indemnify and hold LARPD free and harmless from and against any and all liability, harms, injuries, claims, damages, or causes of action arising out of or in any way connected with or related to the use or occupancy of the facility(ies) including, without limitation, any personal injury or property damage suffered by any user of the facility(ies) or any guest, vendor, agent, employee, or member thereof, whether caused by the act or neglect of the user, a third party, LARPD, agents or employees thereof, *force majeure*, or by any allegedly dangerous condition of the facility(ies) or surrounding area.

Applicant Printed Name: _____ Signature: _____ Date: _____

Co-Applicant Printed Name: _____ Signature: _____ Date: _____

FACILITY RULES AND REGULATIONS

I certify that I, the applicant reserving with Livermore Area Recreation and Park District, am at least 18 years of age. I understand that I or an appointed representative must be present at the beginning of the rental time and must be present at the end of the rental time for inspection. I agree to do a full facility evaluation walk-through with staff of all areas listed on the evaluation form prior to and after event to review any current or new damage to facility which may have occurred during my rental. I understand I am responsible for adhering to all of the Facility Rental Rules and Regulations. The Facility Rental Rules and Regulations are attached to this agreement for my review and understanding.

The following requirements include, but are not limited to, the following:

1. Removing all decorations, debris, food, beverages off of all tables, chairs, bar areas, outdoor signage, and/or any other LARPD equipment that was used during your event.
2. Applicant will be held responsible for the cleanup and condition in which the facility is left in accordance to the Facility Rules and Regulations. Failure to adhere to the cleaning guidelines or any damages to LARPD property, including the facility parking lot, will result in the applicant being charged for all damage and additional cleanup. If the charges exceed the rental deposit on file, then the charges will be billed to the applicant and a hold will be placed on the applicant's household account for all future rental or registration activity with LARPD until the charges are paid in full.
3. There is no alcohol allowed for events held in honor of someone age 20 or under such as, but not limited to, birthday parties, quinceaneras, graduation parties, etc.
4. In events where alcohol will be sold, LARPD requires the applicant to purchase an additional permit from the Department of Alcoholic Beverage Control (ABC). A copy of the ABC issued permit must be turned into LARPD five (5) days prior to the scheduled event and must be posted on the day of the event rental.
5. LARPD is not responsible for any such violations by the lessee of the ABC permit or the law with respect to alcohol. Lessee shall name LARPD as an insured under the lessee's liability policy.
6. Furniture, dishes, food, beverages or decorations may not be left in the facility overnight. LARPD cannot be held responsible for any items left behind.
7. Adhesives, nails, screws, pins, or staples on facility walls are prohibited.
8. Smoke, mist machines, e-cigarette devices, tobacco or tobacco like products, or vapor type devices are prohibited in all LARPD facilities, including but not limited to any buildings, parks, open space, sports fields, swimming pools, parking lots, sidewalks, trails, restrooms, and historical sites or structures.
9. No smoking, unless in a place designated by LARPD and posted or temporarily permitted for such use.
10. Confetti, glitter, sequins, sparklers, rice or birdseed is not allowed in any LARPD facility.
11. Parking availability is not guaranteed and on occasion may be limited.
12. Parking is not allowed in designated red zones. Violations are the responsibility of the driver/owner of vehicle parked illegally.
13. All changes to this application must be made in writing by the applicant and mutually agreed upon with LARPD prior to the rental date.
14. A facility rental deposit is due at the time of booking the rental. This deposit becomes nonrefundable if the applicant chooses to cancel the rental (seven) 7 business days after booking the rental, and/or fails to follow the Facility Rental Rules and Regulations, and/or there is damage to LARPD's facility or property, and/or the applicant fails to meet the cleaning expectations. Cancellations made less than (sixty) 60 days of scheduled rental, will result in the loss of the facility rental deposit and/or any fees paid towards the rental.
15. Final rental fees and additional facility rental forms are due (sixty) 60 days prior to the scheduled rental. Failure to make the final payment will result in the rental being cancelled and all fees paid will be nonrefundable.

I understand that failure to comply with this application may lead to losing portions and/or all of my rental deposit and fees, which in some cases may exceed the deposit amount. I have read and understand the cleaning requirements of Livermore Area Recreation and Park District. I further understand that even if I delegate these responsibilities to other members or service agencies for which I have contracted, such as caterers, decorators, etc., I still have the ultimate responsibility to return the facility to its original rental conditions.

Applicant Printed Name: _____ **Signature:** _____ **Date:** _____

Co-Applicant Printed Name: _____ **Signature:** _____ **Date:** _____



FACILITY RENTAL RULES & REGULATIONS

By signing the Facility Rental Application, you are signing that you have read and understand all information contained herein. The following rental policies outline the conditions for use of LARPD facilities. All LARPD facilities are governed by these general rules, in addition to specific conditions for each facility.

- 1. Application Requirements** - Reservations will only be accepted with a completed application and the required deposit fee. Applicants must be at least 18 years of age. Livermore residents must provide valid proof of residency (i.e. California I.D. or utility bill in applicant's name) to qualify for the resident rate.
- 2. Rental/Reservation Contact Requirements** - All contact regarding the reservation fees, insurance, rental fees, and on-site coordination will only be arranged with the original applicant. If the original applicant is unavailable for event coordination on the event day, the applicant must designate an alternate person to assume this responsibility in advance of the event and inform Livermore Area Recreation and Park District in writing. Applicants will be required to meet with LARPD staff thirty (30) days prior to the scheduled event to review the facility layout, review rules and regulations, and submit required signed documents.
- 3. Facility Rental Onsite Appointments** - Facility Rentals receive one (1) thirty (30) minute onsite appointment walkthrough at the rented facility location. Applicants are required to schedule their one (1) time courtesy appointment with LARPD rental staff; appointments are scheduled on a first-come, first-serve basis. LARPD staff will open the facility at the specified time per the agreed upon scheduled appointment. Appointments start at the designated scheduled start time and will end at the designated end time; appointments will not be rescheduled on the day of the appointment due to late arrivals by the applicant, vendor, and/or family. Applicants are responsible for rescheduling and/or cancelling their own appointments by contacting LARPD facility rental staff 48 hours prior to their scheduled appointment. Appointments that exceed thirty (30) minutes will be subjected to an additional appointment charge of \$50 for every thirty (30) minutes; a minimum of thirty (30) minutes will be charged. Applicants are encouraged to ensure that vendors and/or family members attend this scheduled appointment. Applicants will be charged \$50 for any additional thirty (30) minute appointments after the first courteously rental appointment.
- 4. LARPD staff on duty during event** - LARPD staff will be on duty during all scheduled use of LARPD facilities. LARPD staff is not available for loading/unloading supplies, waiting tables, serving, moving rented furniture or or equipment, and/or assisting with the applicant's portion of cleanup.
- 5. Adhering to time schedule on application** - The time period stated on the application form for the reservation will be strictly enforced. If applicant does not use full time as stated on their application there will be no refunds given or funds transferred. The reservation period must include all time necessary for setup and cleanup for the event, and time must be consecutive. All facility usage is based upon space availability and is limited to specific rental periods. LARPD staff will setup tables and chairs unless other arrangements have been approved by LARPD. LARPD must receive a written floor plan a minimum of sixty (60) days prior to the event date. Otherwise, a standard room setup will be provided. The facility will not be open prior to the stated reservation time for any renter, caterers, bands, decorators, etc. participating in a rental activity, nor can items be stored overnight in an LARPD facility prior to or after any rental activity.
- 6. Cleaning requirements** - LARPD staff are responsible for the setup and take down of LARPD tables, chairs, and equipment, unless other arrangements have been approved by LARPD. Applicants will be responsible for the removal and/or disposal of food, beverages, paper goods, decorations, signage, equipment, furniture, and personal items once the event has concluded. LARPD will not authorize the overnight storage of any personal event items or equipment or be responsible for any items left behind. All event trash is to be properly bagged and placed in the designated trash receptacles. Applicants will be required to notify LARPD staff immediately of any large spills within the facility(ies) that are rented per this agreement. Applicants are responsible for ensuring that DJs, caterers, decorators, etc. adhere to LARPD's cleaning requirements and exit the facility by the event rental end time. Failure to adhere to LARPD's cleaning requirements could result in the forfeit of the entire facility rental deposit.



7. **Condition of facility** - LARPD staff will check the condition of the facility with the applicant before the start of the event and prior to their departure to determine if additional damage, cleaning, or overtime use has occurred. LARPD staff will document any issues during the total length of the rental including but not limited to setup, event time, and cleanup. This on-site evaluation is only one means of evaluating the return of the rental deposit, however, additional charges may be imposed for damages or cleanup not identified on the evaluation form if additional items are identified after the applicant has left the facility. It is the responsibility of LARPD staff to enforce facility use regulations and prevent abuse of any facility or facility use privileges, including but not limited to, requesting police department assistance to stop the service of alcoholic beverages, to remove disruptive individuals, and/or to clear the facility and cancel the event. In the case of such a cancellation of an event, no rental fees will be refunded or transferred. LARPD staff will process the deposit refund request upon review of evaluations the week following the rental. Once the deposit refund requested has been reviewed by LARPD staff, the renter should expect to receive the deposit refund within 15 business days if the deposit was paid via check or cash. Deposits paid by credit card may only be refunded to the credit card used for the payment of the deposit.
8. **Liability** - The applicant is solely responsible and accountable financially for any and all accidents or injuries to persons or property resulting from your use of LARPD facilities. The applicant is responsible for knowing and understanding all rules and regulations governing LARPD facilities. The applicant shall also be responsible for the control and supervision of all people in attendance during the usage of the facility and shall take care to see that no damage is done to the facility, and that everyone conducts himself or herself in an orderly manner. Minors must be supervised at all times during an event rental, this includes setup and cleanup. LARPD will not be held responsible for unsupervised minors. If facility damage, inappropriate behavior of a rental group, or exceeding capacity levels occurs at any rental activity, the event may be shut down, and further use of LARPD facilities by an individual applicant or group may be denied.
9. **Finalizing payment** - Final rental fees are due sixty (60) days before the rental date. Any additional hours and amenities must be pre-paid in advance of the rental date. Deposits must be paid at time of reservation. Payments may be paid by check, cash, and credit card. Checks may be mailed to the Livermore Area Recreation and Park District, 4444 East Avenue, Livermore CA 94550. Checks mailed within thirty (30) days of the scheduled event will not be accepted. If payment is not received by the specified due date, the rental may be cancelled and subject to forfeiture of all fees submitted.
10. **Rental Transfer/Date Change Request** - If a reservation has been made for a facility and the applicant wishes to change to an alternate applicant and/or address, a \$200.00 transfer fee will be assessed. In addition to the assessed fee, a new application must be submitted identifying the new rental applicant. The original applicant must make all changes in writing.
11. **Cancellations** - If the original applicant cancels a rental reservation after seven (7) business days after booking and securing the rental date, the entire deposit will be forfeited. The following schedule will be used to determine the amount of refund or facility rental fees or other associated facility rental costs such as security or insurance:
 - 100% of the Deposit will not be refunded for any/all cancellations after seven (7) business days after booking and securing the rental date **AND**
 - 50% of the rental fees will not be refunded for any/all cancellation notices given sixty-one (61) to three hundred sixty-four (364) days in advance of rental date; **OR**
 - 100% of the rental fees will not be refunded for any/all cancellation notices given less than sixty (60) days in advance of date.
12. **Insurance Requirements** - Facility rentals exceeding eighty (80) guests and/or serving alcohol are required to have a certificate of insurance. Premiums are based upon the type of event, if there will be alcohol at the event, and the number of participants at the event. The insurance premium rates are subject to increase based upon current billing rates of insurance carrier and type of event. Advance notice may be limited to applicants. Applicants reserving dates for the next calendar year may be subject to increased insurance premiums if premiums are raised through carrier with the



starting of the new year. Applicants are responsible for these additional fee increases.

- 13. Alcohol** - Alcoholic beverages may be consumed in LARPD facilities with an authorized alcohol permit issued by LARPD prior to the event date. Alcoholic beverages may not be sold or consumed at any officially designated youth event. The serving or selling of alcoholic beverages remains at the discretion of LARPD. In events where alcohol will be sold, LARPD requires the applicant to purchase an additional permit from the Department of Alcoholic Beverage Control (ABC). A copy of the ABC issued permit must be turned into LARPD five (5) days prior to the scheduled event and posted during the event rental. In addition, LARPD is not responsible for any such violations by the lessee of the ABC permit or the law with respect to alcohol. Lessee shall name LARPD as an insured under the lessee's liability policy. LARPD has the ability to limit the number of hours that alcoholic beverages can be served during the event. The serving and selling of alcoholic beverages must end at least 30 minutes prior to end of the event.
- 14. Selling of food and beverages** – In events where food and beverages will be sold, LARPD may require the applicant to purchase an additional temporary food permit from the Alameda County Health Department. A copy of the issued temporary food permit must be submitted to LARPD five (5) days prior to the scheduled event.
- 15. Security Requirements** – LARPD reserves the right to require security for events. Events with alcoholic beverages will be required to have assigned security officers. Duties of security officers include monitoring the inside facility, lobby areas of the facility, front entrance of facility, parking lot areas, and patio areas. Security officers may make appropriate changes to duties listed above in order to maintain the safety of the applicant, guests, staff, facility and themselves. Consumption of alcohol by minors will not be tolerated. Applicant understands that if alcohol is served to minors, the security officers, staff and/or Livermore Police Department will be required to close alcoholic services, and the applicant may be held responsible for the illegal distribution of alcohol. The following are basic guidelines for assigning security officers at facility rentals and are set at the discretion of LARPD staff:
- 0-100 in attendance Up to two (2) officers
 - 101-200 in attendance two (2) officers
 - 201-300 in attendance three (3) officers
 - 301-400 in attendance four (4) officers
 - 401-500 in attendance five (5) officers
- 16. Applicant Responsibility for Security during Rental** - The applicant is responsible for checking in with the security officers and LARPD staff before the start of event. LARPD staff will discuss specific duties for security officers before the start of the event. Security officers will receive and take direction from LARPD staff. Please Note: children are not allowed to wander or play outside the facility unsupervised. All guests should remain inside the facility during the course of the rental, unless smoking in designated smoking areas. The applicant is also responsible for ensuring that guests are not allowed to enter landscaped planter areas, damage sprinkler systems or security lighting. LARPD staff or security officers may request Public Safety assistance at any time to prevent abuse of privileges and to enforce facility rules and regulations. The staff, security officers, or Livermore Police Department may close down any activity that poses a threat to the safety of the participants, staff, security officers or the facility.
- 17. Smoking** - It shall be unlawful to smoke or in any other way engage in the use of tobacco or tobacco-like products of any kind or description and in any form, on any property owned and/or operated by the District, including any buildings, historic sites or structures, restrooms, grandstands, stadiums, bleachers, amphitheaters, covered arenas, picnic sites, other similar places or assembly, also in any District parklands, open spaces, sports fields, swimming pools, snack bars, parking lots, sidewalks, or trails, unless in a place designated and posted or temporarily permitted for such use (District Policy FAC-05-1947). Smoke, mist or fog machines, haze, or vapor type devices are prohibited in all LARPD facilities.
- 18. Decorations and Setup** - Adhesives, nails, screws, pins, or staples on facility walls are prohibited. Taping of LARPD facility chairs and/or tables is prohibited. LARPD tables must be covered prior to event usage. Decorative materials may not be attached to light fixtures and must be completely removed from the facility at the conclusion of the activity. Confetti, glitter, sequins, rice, birdseed, straight pins on carpet, and/or sparklers are prohibited in any LARPD facility.



Votive candles and/or tea lights will only be allowed at Robert Livermore Community Center facilities. Birthday candles, ceremonial flames and/or ceremony candles need prior approval from LARPD staff. If balloons are utilized for decorations, they must be weighted down and not be released intentionally to float to the ceiling areas and/or released outside LARPD facilities. All decorative materials must be fireproof and/or flame retardant. At no time shall exits or facility signage be obstructed by decorations or rental equipment.

19. **Music/Audio** – LARPD complies with the City of Livermore’s Noise Ordinance for all facility rentals, which requires LARPD to restrict music and noise levels to not exceed 60 decibels. Amplified music will be restricted to the interior of the facility with noise exposure outside not to exceed 60 decibels at the facility boundary. Outdoor musical instruments may only be acoustical. At the discretion of LARPD staff, outdoor music may be amplified.
20. **Lighting** - Strobe, rotating, flashing, and/or up lights are permitted in LARPD facilities. Smoke, mist or fog machines, haze, or vapor type devices are prohibited in all LARPD facilities. The rental facilities have automatic smoke detectors, which are monitored by the Livermore-Pleasanton Fire Department. Applicants in violation of this regulation will be financially responsible for all charges levied by the Fire Department for a response call. Mist machines are prohibited due to their potential for damaging floor surfaces and creating a safety hazard for guests.
21. **Drone Videography and Photography** – In order to protect the health and safety of our program participants, recreational drones, model airplanes, and any other unmanned aerial vehicles or systems are not permitted on any property owned and/or operated by the District, including any buildings, historical sites or structures, restrooms, grandstands, stadiums, bleachers, amphitheaters, covered arenas, picnic sites, other similar places or assembly, also in any District parklands, open spaces, sports fields, swimming pools, parking lots, sidewalks, or trails.
22. **Holiday Surcharge** - LARPD has recognized the following dates as District holidays: New Year's Eve day, New Year's Day, Martin Luther King Day, President's Day, Veteran's Day, and the Friday after Thanksgiving. District specified holiday rentals will be subjected to an additional surcharge fee on top of the regular hourly rental rate. The surcharge fee is determined by LARPD based on the total number of guests and rental location. LARPD will be closed on the following holiday dates: Easter Sunday and Monday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day.
23. **Additional Incident Fee** - Excessive cleaning performed by any LARPD staff beyond the normal event cleaning requirements or minor facility repairs following a rental activity will result in a cleaning fee of \$150 per incident. Any amount for these services shall be deducted from the rental deposit, or in the event of an insufficient deposit balance, shall be a separate obligation of the applicant.
24. **Additional Staff Charges** –Applicants and event vendors will be given 15 minutes after the specific end time listed on the permit to exit the facility. In the event the rental exceeds the permitted rental time, the applicant will be charged up to \$320 per additional hour; a minimum of one (1) hour will be charged. Any amount for these services shall be deducted from the rental deposit, or in the event of an insufficient deposit balance, shall be a separate obligation of the applicant.
25. **Violation of these policies** - A fee for liquidated damages of two times the amount of deposit, will be imposed for violation of any facility rental regulation or misrepresentation of material information in the rental application, including but not limited to, misrepresenting the type of activity or sponsoring organization, misrepresenting residency of the applicant, exceeding the capacity of the facility, misrepresenting if alcohol will be served or sold, or misrepresenting the number or age group of participants/guests. This fee will be imposed regardless of actual damage to the facility or increased cost incurred by LARPD in supervising the activity and is in addition to any such costs, which will be withheld from the deposit amount.
26. **Nonprofit Groups** - Those wishing to rent the facilities under this category must provide evidence of their approved State of California nonprofit 501(c)(3) status. Nonprofit groups may receive rentals at a discounted rate depending upon



their type of event upon approval from LARPD staff, but may not rent at discounted rates on Saturdays or while offering services, classes, or programs at a cost to the participants.

27. Denial of Rental Application - In accordance with the rules and regulations for use of LARPD facilities including rental of LARPD facilities, request for use/rental may be denied for any of the following reasons, but not limited to:

- Rentals by individuals or organizations that have used the facilities in the past where problems have occurred, application may be denied or additional conditions may be imposed.
- Rentals by individuals or organizations who fail to accurately represent the application information required by Livermore Area Recreation and Park District, or have repeated incidents of rule violations will be denied requests to use LARPD facilities for a minimum of one year.
- Livermore Area Recreation and Park District retains the right to refuse facility usage/rental at the discretion of the General Manager, or his/her designee.
- Use may not be granted in any situation if LARPD staff determines that such use would be detrimental to LARPD facilities.
- Livermore Area Recreation and Park District refuses facility usage for the intent of "private for profit" dances, and/or parties, with the exception of approved state recognized nonprofit groups.



Livermore Area
Recreation and Park District
An independent special district

Livermore Area Recreation & Park District
4444 East Avenue Livermore, CA 94550
(925) 373-5700 / LARPD.ORG

LIVERMORE AREA RECREATION & PARK DISTRICT FACILITY FEE CATEGORY DEFINITIONS AND INFORMATION

I. COMMUNITY/NON-PROFIT GROUPS-RESIDENT:

Incorporated, non-profit Livermore community groups, non-profit associations, community groups, organizations, and service clubs, public agencies providing service to Livermore residents such as Special Districts, School Districts, County, State or Federal Governments

To be considered a Livermore community group, membership must consist of more than 50% Livermore residents. (If at event, individuals make a private gain, the group is classified as resident and may incur additional expenses.)

At the time of application, please present evidence of nonprofit status. Evidence of your organization's nonprofit status may be a copy of the tax exemption letter from the Internal Revenue Service. This letter shows your organization's exemption from the payment of federal income tax and cites the section of the Internal Revenue Code under which your organization is exempt (for example, 26 U.S.C. 501(c) (3)). Alternatively, you may use a complete financial statement from an independent auditor - such as a certified public accountant - substantiating that your organization is a nonprofit organization. A statement from a member of your organization, however, is not sufficient.

Holiday surcharge will apply on the following dates: New Year's Eve Day, New Year's Day, Martin Luther King Day, President's Day, Veteran's Day, Friday after Thanksgiving, Day.

LARPD is closed at all sites on Easter Sunday, Monday after Easter, Memorial Day, July 4th, Labor Day, Christmas Eve and Christmas day.

Non-Profit rate does not apply to Saturday rentals. Resident rate will be charged on a Saturday rental.

II. RESIDENTS:

Livermore resident or individual residing within LARPD boundaries, resident business renting for non-commercial use, or resident group not qualifying for non-profit status

III. NON-RESIDENTS:

Individual, business, non-profit, or for profit group residing outside the LARPD boundaries

-
1. Larkspur North Buffet & Brides Room is a flat rate in conjunction with 8 hour rentals only.
 2. Minimum rental period varies by day and room, please contact Facilities Department for details.
 3. Please see Terms and Conditions specific to the facility for more information.
 4. Additional charges are listed below:

Damage & Compliance Deposit	\$300/\$500/\$750 (depending on facility rented)
Liability Insurance thru LARPD	\$200 (includes Liquor Liability Insurance if serving alcohol)
Alcohol Serving Fee	\$100 (5 hour serving fee)
Security Guards	\$29 per hour, per guard (1 guard per 100 guests)
Cleaning Fee	<ul style="list-style-type: none"> • \$150 RLCC Outside Cooking Cleaning Fee • \$150 Cresta Blanca • \$150 Ravenswood • \$150 Veteran's Hall • \$50 The Barn (Kitchen Only)
Ravenswood Lawn Games	\$100

LIVERMORE AREA RECREATION AND PARK DISTRICT FACILITIES RENTAL

Facility	Resident Non-Profit		Residents		Non-Residents	
	Hourly	8 Hours	Hourly	8 Hours	Hourly	8 Hours
Cresta Blanca - All	\$190	\$1,520	\$225	\$1,800	\$255	\$2,040
Saturday Rental C: 232 L: 552 B:450	N/A		\$280	\$2,240	\$320	\$2,560
Cresta Blanca - North C: 96 L:144 B: 106	\$75	\$600	\$80	\$640	\$95	\$760
Cresta Blanca - South C: 160 L: 360 B:224	\$125	\$1,000	\$150	\$1,200	\$165	\$1,320
Larkspur Rm - All C:96 L: 220 B:120	\$110	\$880	\$120	\$960	\$145	\$1,160
Larkspur Rm - North C: 62 L:112 B: 78	\$70	\$560	\$80	\$640	\$95	\$760
Larkspur Rm - South C:42 L: 60 B:48	\$40	\$320	\$50	\$400	\$60	\$480
Palo Verde Room C:64 L: 100 B: 88	\$65	\$520	\$80	\$640	\$90	\$720
Sycamore Room C: 40 L: 60 B: 40	\$45	\$360	\$50	\$400	\$65	\$520
Elbow Room C: 36 L: 45 B: 40	N/A	N/A	\$80		\$90	
Fiesta Room C: 28 L: 45 B: 32	N/A	N/A	\$50		\$65	
Outdoor Courtyard (3 Hour Block) Seats 350	\$110	\$880	\$130	\$1,040	\$150	\$1,200
Catering Kitchen (3 Hour Block)	\$185 Flat Fee		\$250 Flat Fee		\$310 Flat Fee	
Larkspur North Buffet Serving (3 Hour Block)	\$250 Flat Fee		\$250 Flat Fee		\$250 Flat Fee	
Classroom Kitchen (Seats 10) (3 hours)	\$50 Flat Fee		\$75 Flat Fee		\$100 Flat Fee	
Bride's/Groom's Room (Flat rate limited to 1 room per rental)	N/A		\$150 Flat Fee		\$150 Flat Fee	
The Barn L: 400 B: 250	\$90	\$720	\$100	\$800	\$110	\$880
Vet Mem Bldg. L: 400 B: 200	\$105	\$840	\$120	\$960	\$135	\$1080
Ravenswood Summer Sat	N/A		\$285	\$2,280	\$315	\$2,520
Ravenswood Summer Seats 150 Outdoor	\$195	\$1,560	\$220	\$1,760	\$240	\$1,920
Ravenswood Winter Sat	N/A		\$185	\$1,480	\$215	\$1,720
Ravenswood Winter Seats 70 Indoor	\$110	\$880	\$120	\$960	\$140	\$1,120
Ravenswood Weekday 8-5 Limited to 40 guests, Indoor Meetings only Not valid on holidays or for receptions/weddings/parties	\$70		\$80	\$640	\$115	\$920
Ravenswood Photo Permit (2 hour limit)	\$80 Flat Fee		\$80 Flat Fee		\$80 Flat Fee	
Fees listed are for facility rental only - other charges/fees may apply. Please see Rules & Regulations for policy details.						
Open Space for dancing/activities may not fit in the room with the full capacity of tables and chairs Seating Key: C- Classroom L- Lecture B- Banquet						
Security Guards are scheduled 1/2 hour before event start time until end of rental time.						
Rentals include tables and chairs. Type varies by location and room. Minimum rental periods varies by location and day						
Ravenswood Winter Months: November to March * Ravenswood Summer Months: April to October						
For more information regarding the rental process, LARPD policies and room specifications, please visit our website at: www.larpd.org or call (925) 373-5703 or (925) 373-5708 All rates are subject to change without notice * Surcharge fee is applied to holidays listed on reverse side						



Livermore Area
Recreation and Park District
An independent special district

4444 East Avenue
Livermore, CA 94550
925-373-5700 LARPD.org

AMENITIES & EQUIPMENT RENTAL FEE SCHEDULE

Below items are available for rent in conjunction with facility rentals at the Robert Livermore Community Center ONLY. To rent any of the following items please initial next to item and sign below. The fee will be added to your permit. All fees include set up, use and removal for each day of the paid rental period. Equipment will be tested and operational.

AUDIO / VISUAL & EQUIPMENT AT RLCC ONLY

Chiavari Chairs (Gold with cushion)	\$4.00 each
Up-Lighting (15 lights available)	\$30.00 each
LED Cocktail Bar (Curved or straight top- 2 available)	\$75.00
Cocktail or High Top Tables (30 inch diameter, 10 available)	\$10.00 each
AV Package (<i>projector, screen, 1 mic, laptop</i>)	\$75.00
LCD Projector	\$50.00
Portable Sound System (<i>Includes 1 microphone + 7 inputs</i>)	\$50.00
Microphone (Corded, cordless, lapel, podium or tabletop available)	\$25.00 each
USB Charging Station	\$15.00 each
Power Strip	\$5.00 each
Extension Cord	\$5.00 each
Key Board	\$25.00
Riser (Black, 1ft high, 2 section of 4X8 available)	\$25.00 each
Portable Dance Floor (18' x 15')	\$150.00

AMENITIES & EQUIPMENT AVAILABLE AT NO CHARGE

Coffee Dispenser, Cold Beverage Dispenser
In Room Sound System
Projector screen, White Boards, Podium
Trellis Archway, Trellis Panel, Sweet Heart Table (half circle - 48in & 60in)

Please inquire about amenities at Ravenswood, Veteran's Memorial Hall and the Barn.

Renter's signature

Date