

LIVERMORE AREA RECREATION AND PARK DISTRICT

**FINANCE COMMITTEE**

**DRAFT MINUTES**

Wednesday, October 16, 2019  
3:00 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: Kevin Kohn, Joe Tenca, Edward Vaca

**1. Call to Order:** The meeting of the Finance Committee was called to order at 3:05 p.m.

**2. Public Comment:** There was no public comment.

**3. RLCC Baseball Fields:**

GM Fuzie acknowledged the gentlemen in attendance representing the Livermore Little League. He reported that LARPD Staff has met with them to entertain a proposal to add two baseball fields at the Robert Livermore Park. Mr. Kevin Kohn, Vice President of the Livermore Little League, spoke in support of the proposed project, and added that the community is also very interested in the possibility of having additional fields.

The Committee supported the project and recommended the item move forward to the full Board at its October 30, 2019 Board Meeting.

**4. Pump Track:**

GM Fuzie provided a verbal status report on the idea of building a pump track at Bill Payne Park.

- The Committee suggested that Staff research the issues of hiring a specialized vendor, seek legal counsel to ensure the contract for design/build is specific enough, and clarify the details.

No committee action was taken.

- 5. ESS Building – Joe Michell School:** The Committee received a report from GM Fuzie and Community Services Manager Jill Kirk. The Livermore Valley Joint Unified School District went out for a bond, and in the course of the bond process, it was found that the two ESS buildings must be removed and replaced. The group discussed how to fund this.

The Committee supported the project and recommended the item move forward to the full Board, after it is vetted by the Facilities Committee on October 17, 2019.

- 6. Preliminary Financial Results for September:** 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 3 (September 2019)
- Actual Results vs Budget, YTD thru Month 3 (SEPTEMBER 2019): Results by Unit/Department
- Actual Results vs PRIOR YEAR, YTD thru Month 3 (SEPTEMBER 2019): Results by Unit/Department
- Actual Results vs Budget, Month 3 (SEPTEMBER 2019): Results by Unit/Department

No committee action was taken.

- 7. FY18-19 Audit Status:** ASM Schneider reported that the Auditors are scheduled to be here between November 4-6, 2019. All is expect to go smoothly. Results will be presented to the Finance Committee at its December meeting, and then to the full Board for approval of the audit at the January 2020 meeting.

No committee action was taken.

- 8. PG&E On-bill-financing & Solar Agreement Status:** The Committee received a status update on ASM Schneider's meeting with Syserco. The original calculation at \$1.3M was conservative. The current rate PG&E is using will result in the payment to LARPD of anywhere from \$1.5M to \$1.9M in capital, to be repaid at 0% interest over 10 years. Utility costs are down already. ASM Schneider gave a status update on the solar project. An agreement will be ready for execution shortly.

- ASM Schneider to provide a rendering of the Loyola Parking Lot solar array to the Board members.

No committee action was taken.

**9. Matters Initiated:**

- a. Chair Palajac reported that during a recent Livermore Downtown, Inc. meeting, a form/schedule was handed out entitled “Timeline for Downtown Improvements” which mentioned the start of work on Stockmen’s Park in November. She asked if LARPD will have any involvement in that process, to which GM Fuzie replied “no”.
- b. Chair Palajac asked to have a status update on further discussions with the City and LCAC regarding storing items in The Barn.
- c. ASM Schneider reported that the homeowners association at Trevarno has advised that the neighbors have been experiencing problems with the sewer system, and the City is recommending an assessment district. They have asked LARPD to fund half of the funds required for an initial study, or \$75K, which will be reimbursed.

**10. Adjournment:** The meeting was adjourned at 4:00 p.m.

**LIVERMORE AREA RECREATION AND PARK DISTRICT (LARPD)**  
**Summary Level View of Financial Results: Year-to-Date Through Month 3 (September 2019)**

	FY19-20		Variance: B/(P)		FY18-19 Actual	Variance: incr/(decr)	
	Actual	Budget	\$	%		\$	%
<b>Revenue</b>							
Taxes	\$ 491,740	\$ 406,750	\$ 84,990	20.9%	\$ 397,183	\$ 94,557	23.8%
From Operations	\$ 2,494,462	\$ 2,618,316	\$ (123,854)	(4.7%)	\$ 2,598,143	\$ (103,681)	(4.0%)
<b>Total Revenue</b>	<b>\$ 2,986,202</b>	<b>\$ 3,025,066</b>	<b>\$ (38,864)</b>	<b>(1.3%)</b>	<b>\$ 2,995,326</b>	<b>\$ (9,124)</b>	<b>(0.3%)</b>
<b>Salary and Benefits</b>	<b>\$ 3,777,559</b>	<b>\$ 4,027,528</b>	<b>\$ 249,969</b>	<b>6.2%</b>	<b>\$ 3,583,448</b>	<b>\$ 194,111</b>	<b>5.4%</b>
<b>Services and Supplies</b>	<b>\$ 1,886,205</b>	<b>\$ 2,106,500</b>	<b>\$ 220,295</b>	<b>10.5%</b>	<b>\$ 1,729,946</b>	<b>\$ 156,259</b>	<b>9.0%</b>
<b>Capital</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	<b>\$ 12,483</b>	<b>\$ (12,483)</b>	<b>(100.0%)</b>
<b>Net Operating Results</b>	<b>\$ (2,677,562)</b>	<b>\$ (3,108,962)</b>	<b>\$ 431,400</b>	<b>13.9%</b>	<b>\$ (2,330,551)</b>	<b>\$ (347,011)</b>	<b>(14.9%)</b>

**LIVERMORE AREA RECREATION AND PARK DISTRICT (LARPD)**  
**Actual Results vs Budget, Month 3 (SEPTEMBER 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	427,612	138,329	97,223	192,060	394,250	154,627	111,100	128,523	33,362	16,298	13,877	63,537
17	Marketing & Public Information	6,235	22,019	9,449	(25,233)	6,200	21,589	7,715	(23,104)	35	(430)	(1,734)	(2,129)
18	Technology & Communications	0	7,771	23,156	(30,927)	0	6,803	19,062	(25,865)	0	(968)	(4,094)	(5,062)
45	Capital Equipment	0	0	0	0	0	0	0	0	0	0	0	0
Administration Total:		433,847	168,119	129,828	135,900	400,450	183,019	137,877	79,554	33,397	14,900	8,049	56,346
Parks, Maintenance & Open Space													
05	Building Maintenance	0	72,482	80,047	(152,529)	0	73,777	65,223	(139,000)	0	1,295	(14,824)	(13,529)
06	Camp Shelly	957	10,774	2,658	(12,475)	2,158	3,843	1,875	(3,560)	(1,201)	(6,931)	(783)	(8,915)
07	Park Operations	21,287	172,183	305,003	(455,899)	23,204	212,584	327,335	(516,715)	(1,917)	40,401	22,332	60,816
16	Open Space	17,990	71,576	2,711	(56,297)	11,389	80,440	7,487	(76,538)	6,601	8,864	4,776	20,241
60	CIP	0	20,137	465	(20,602)	0	22,205	0	(22,205)	0	2,068	(465)	1,603
Parks, Maintenance & Open Space Total:		40,234	347,152	390,884	(697,802)	36,751	392,849	401,920	(758,018)	3,483	45,697	11,036	60,216
Community Services													
09	Extended Student Services	414,411	323,803	31,311	59,297	444,773	348,556	18,718	77,499	(30,362)	24,753	(12,593)	(18,202)
10	Senior Services	26,469	14,062	9,729	2,678	16,860	13,908	10,380	(7,428)	9,609	(154)	651	10,106
11	Preschool	58,046	36,964	797	20,285	63,000	39,856	200	22,944	(4,954)	2,892	(597)	(2,659)
32	Community Outreach	0	11,216	104	(11,320)	0	11,868	0	(11,868)	0	652	(104)	548
40	Believes Program	20,360	14,962	0	5,398	23,000	15,376	0	7,624	(2,640)	414	0	(2,226)
41	Middle School Program	79,987	42,324	2,723	34,940	81,460	44,488	2,016	34,956	(1,473)	2,164	(707)	(16)
Youth & Senior Services Total:		599,273	443,331	44,664	111,278	629,093	474,052	31,314	123,727	(29,820)	30,721	(13,350)	(12,449)
Recreation													
02	Classes, Camps & Events	9,940	285	7,477	2,178	20,000	3,591	12,500	3,909	(10,060)	3,306	5,023	(1,731)
03	Adult Sports & Fitness	6,943	4,131	2,038	774	9,326	5,725	6,650	(3,049)	(2,383)	1,594	4,612	3,823
20	Customer & Business Services	0	20,245	14,721	(34,966)	0	18,073	14,140	(32,213)	0	(2,172)	(581)	(2,753)
25	Facility Use & Rentals	100,824	22,294	5,950	72,580	70,092	33,460	9,275	27,357	30,732	11,166	3,325	45,223
26	Youth Sports & Fitness	17,991	4,536	6,543	6,912	22,950	6,887	6,600	9,463	(4,959)	2,351	57	(2,551)
27	Field & gym Rentals	79,505	17,281	7,188	55,036	52,900	16,738	3,000	33,162	26,605	(543)	(4,188)	21,874
31	Recreation Administration	1,779	34,732	1,995	(34,948)	688	45,094	400	(44,806)	1,091	10,362	(1,595)	9,858
42	Building Operations	56	46,183	5,843	(51,970)	0	44,393	10,345	(54,738)	56	(1,790)	4,502	2,768
54	Aquatics	21,380	48,394	8,786	(35,800)	32,700	59,216	12,770	(39,286)	(11,320)	10,822	3,984	3,486
57	Concessions	3,505	2,133	530	842	10,000	5,282	2,550	2,168	(6,495)	3,149	2,020	(1,326)
Recreation Total:		241,923	200,214	61,071	(19,362)	218,656	238,459	78,230	(98,033)	23,267	38,245	17,159	78,671
DISTRICT TOTALS		1,315,277	1,158,816	626,447	(469,986)	1,284,950	1,288,379	649,341	(652,770)	30,327	129,563	22,894	182,784

**LIVERMORE AREA RECREATION AND PARK DISTRICT (LARPD)**  
**Actual Results vs PRIOR YEAR, YTD thru Month 3 (SEPTEMBER 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	491,740	373,245	274,759	(156,264)	397,183	374,805	172,566	(150,188)	94,557	(1,560)	102,193	(6,076)
17	Marketing & Public Information	9,600	64,129	45,372	(99,901)	7,888	19,728	39,968	(51,808)	1,712	44,401	5,404	(48,093)
18	Technology & Communications	0	22,667	75,141	(97,808)	0	23,291	60,312	(83,603)	0	(624)	14,829	(14,205)
45	Capital Equipment	0	0	0	0	0	0	12,483	(12,483)	0	0	(12,483)	12,483
Administration Total:		501,340	460,041	395,272	(353,973)	405,071	417,824	285,329	(298,082)	96,269	42,217	109,943	(55,891)
Parks, Maintenance & Open Space													
05	Building Maintenance	0	211,427	181,710	(393,137)	0	111,466	180,617	(292,083)	0	99,961	1,093	(101,054)
06	Camp Shelly	17,830	24,883	10,448	(17,501)	9,509	19,487	6,099	(16,077)	8,321	5,396	4,349	(1,424)
07	Park Operations	79,875	593,135	854,144	(1,367,404)	168,192	578,931	765,718	(1,176,457)	(88,317)	14,204	88,426	(190,947)
16	Open Space	36,443	292,490	14,269	(270,316)	46,192	307,857	17,973	(279,638)	(9,749)	(15,367)	(3,704)	9,322
60	CIP	0	35,649	644	(36,293)	0	23,633	714	(24,347)	0	12,016	(70)	(11,946)
Parks, Maintenance & Open Space Total:		134,148	1,157,584	1,061,215	(2,084,651)	223,893	1,041,374	971,121	(1,788,602)	(89,745)	116,210	90,094	(296,049)
Community Services													
09	Extended Student Services	1,248,345	1,043,566	113,123	91,656	1,234,831	1,006,817	106,056	121,958	13,514	36,749	7,067	(30,302)
10	Senior Services	83,393	41,661	27,393	14,339	85,402	68,103	31,473	(14,174)	(2,009)	(26,442)	(4,080)	28,513
11	Preschool	109,944	61,060	2,587	46,297	109,999	57,780	4,023	48,196	(55)	3,280	(1,436)	(1,899)
32	Community Outreach	0	32,964	104	(33,068)	0	0	0	0	0	32,964	104	(33,068)
40	Believes Program	20,360	24,383	0	(4,023)	14,194	14,194	0	0	6,166	10,189	0	(4,023)
41	Middle School Program	149,646	128,553	9,674	11,419	160,904	118,265	12,917	29,722	(11,258)	10,288	(3,243)	(18,303)
Youth & Senior Services Total:		1,611,688	1,332,187	152,881	126,620	1,605,330	1,265,159	154,469	185,702	6,358	67,028	(1,588)	(59,082)
Recreation													
02	Classes, Camps & Events	28,101	1,830	57,912	(31,641)	90,961	29,810	95,526	(34,375)	(62,860)	(27,980)	(37,614)	2,734
03	Adult Sports & Fitness	39,709	12,124	12,962	14,623	41,824	9,098	12,999	19,727	(2,115)	3,026	(37)	(5,104)
20	Customer & Business Services	0	67,252	45,147	(112,399)	0	107,205	48,930	(156,135)	0	(39,953)	(3,783)	43,736
25	Facility Use & Rentals	202,474	63,753	23,687	115,034	245,024	92,111	39,568	113,345	(42,550)	(28,358)	(15,881)	1,689
26	Youth Sports & Fitness	94,709	68,411	33,279	(6,981)	52,784	49,390	14,363	(10,969)	41,925	19,021	18,916	3,988
27	Field & gym Rentals	143,846	50,599	15,642	77,605	85,570	43,990	12,078	29,502	58,276	6,609	3,564	48,103
31	Recreation Administration	8,604	87,801	2,921	(82,118)	2,932	0	0	2,932	5,672	87,801	2,921	(85,050)
42	Building Operations	56	142,392	35,695	(178,031)	0	109,554	44,377	(153,931)	56	32,838	(8,682)	(24,100)
54	Aquatics	190,872	320,092	40,457	(169,677)	210,265	400,368	52,538	(242,641)	(19,393)	(80,276)	(12,081)	72,964
57	Concessions	30,655	13,493	9,135	8,027	31,672	17,565	11,131	2,976	(1,017)	(4,072)	(1,996)	5,051
Recreation Total:		739,026	827,747	276,837	(365,558)	761,032	859,091	331,510	(429,569)	(22,006)	(31,344)	(54,673)	64,011
DISTRICT TOTALS		2,986,202	3,777,559	1,886,205	(2,677,562)	2,995,326	3,583,448	1,742,429	(2,330,551)	(9,124)	194,111	143,776	(347,011)

**LIVERMORE AREA RECREATION AND PARK DISTRICT (LARPD)**  
**Actual Results vs Budget, YTD thru Month 3 (SEPTEMBER 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	491,740	373,245	274,759	(156,264)	406,750	450,084	349,590	(392,924)	84,990	76,839	74,831	236,660
17	Marketing & Public Information	9,600	64,129	45,372	(99,901)	6,200	63,077	67,945	(124,822)	3,400	(1,052)	22,573	24,921
18	Technology & Communications	0	22,667	75,141	(97,808)	0	20,409	82,486	(102,895)	0	(2,258)	7,345	5,087
45	Capital Equipment	0	0	0	0	0	0	0	0	0	0	0	0
Administration Total:		501,340	460,041	395,272	(353,973)	412,950	533,570	500,021	(620,641)	88,390	73,529	104,749	266,668
Parks, Maintenance & Open Space													
05	Building Maintenance	0	211,427	181,710	(393,137)	0	215,217	204,969	(420,186)	0	3,790	23,259	27,049
06	Camp Shelly	17,830	24,883	10,448	(17,501)	11,918	26,609	7,151	(21,842)	5,912	1,726	(3,297)	4,341
07	Park Operations	79,875	593,135	854,144	(1,367,404)	86,612	626,405	916,725	(1,456,518)	(6,737)	33,270	62,581	89,114
16	Open Space	36,443	292,490	14,269	(270,316)	33,748	311,938	25,776	(303,966)	2,695	19,448	11,507	33,650
60	CIP	0	35,649	644	(36,293)	0	64,955	375	(65,330)	0	29,306	(269)	29,037
Parks, Maintenance & Open Space Total:		134,148	1,157,584	1,061,215	(2,084,651)	132,278	1,245,124	1,154,996	(2,267,842)	1,870	87,540	93,781	183,191
Community Services													
09	Extended Student Services	1,248,345	1,043,566	113,123	91,656	1,324,568	1,062,511	83,904	178,153	(76,223)	18,945	(29,219)	(86,497)
10	Senior Services	83,393	41,661	27,393	14,339	72,394	40,219	46,690	(14,515)	10,999	(1,442)	19,297	28,854
11	Preschool	109,944	61,060	2,587	46,297	111,000	57,163	1,500	52,337	(1,056)	(3,897)	(1,087)	(6,040)
32	Community Outreach	0	32,964	104	(33,068)	0	35,604	0	(35,604)	0	2,640	(104)	2,536
40	Believes Program	20,360	24,383	0	(4,023)	23,000	15,376	0	7,624	(2,640)	(9,007)	0	(11,647)
41	Middle School Program	149,646	128,553	9,674	11,419	157,145	136,627	11,848	8,670	(7,499)	8,074	2,174	2,749
Youth & Senior Services Total:		1,611,688	1,332,187	152,881	126,620	1,688,107	1,347,500	143,942	196,665	(76,419)	15,313	(8,939)	(70,045)
Recreation													
02	Classes, Camps & Events	28,101	1,830	57,912	(31,641)	60,000	10,773	37,500	11,727	(31,899)	8,943	(20,412)	(43,368)
03	Adult Sports & Fitness	39,709	12,124	12,962	14,623	47,023	15,657	18,106	13,260	(7,314)	3,533	5,144	1,363
20	Customer & Business Services	0	67,252	45,147	(112,399)	0	54,091	50,345	(104,436)	0	(13,161)	5,198	(7,963)
25	Facility Use & Rentals	202,474	63,753	23,687	115,034	210,276	98,942	34,125	77,209	(7,802)	35,189	10,438	37,825
26	Youth Sports & Fitness	94,709	68,411	33,279	(6,981)	87,700	86,661	34,450	(33,411)	7,009	18,250	1,171	26,430
27	Field & gym Rentals	143,846	50,599	15,642	77,605	102,100	50,214	28,650	23,236	41,746	(385)	13,008	54,369
31	Recreation Administration	8,604	87,801	2,921	(82,118)	2,932	128,212	4,125	(129,405)	5,672	40,411	1,204	47,287
42	Building Operations	56	142,392	35,695	(178,031)	0	132,707	34,005	(166,712)	56	(9,685)	(1,690)	(11,319)
54	Aquatics	190,872	320,092	40,457	(169,677)	239,700	302,358	51,410	(114,068)	(48,828)	(17,734)	10,953	(55,609)
57	Concessions	30,655	13,493	9,135	8,027	42,000	21,719	14,825	5,456	(11,345)	8,226	5,690	2,571
Recreation Total:		739,026	827,747	276,837	(365,558)	791,731	901,334	307,541	(417,144)	(52,705)	73,587	30,704	51,586
DISTRICT TOTALS		2,986,202	3,777,559	1,886,205	(2,677,562)	3,025,066	4,027,528	2,106,500	(3,108,962)	(38,864)	249,969	220,295	431,400

**LARPD Finance - FY18-19 Audit**

November 4-6, 2019	Auditors at RLCC review of balance sheet, income statement, and specific account reviews
December 19, 2019	Finance Committee Meeting: Review of Audit Results
January 1 <sup>st</sup> Meeting	Presentation to the full Board – Recommending Audit Acceptance