

# Livermore Area Recreation and Park District

## Staff Report

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TO: Chair Pierpont and Finance Committee

FROM: Mathew Fuzie, General Manager

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

DATE: March 1, 2020

SUBJECT: **FY20-21 Mid-Year Operating Budget, FY21-22 Preliminary Budget, and CIP Plan for FY20-21 through FY22-23**

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**RECOMMENDATION:** That the Finance Committee recommends that the Board of Directors approve the District's mid-year update to its FY20-21 Operating Budget and CIP Plan for FY20-21 through FY22-23, both of which were established with Board approval in June, 2020.

**BACKGROUND:** At mid-year, the District reassesses its Approved Operating and CIP Budgets and presents proposed revisions to the Board of Directors for approval. Before reviewing with the Board, proposed revisions are reviewed by the Finance Committee, whose guidance is then reflected in a subsequent review with the Board at a Budget Workshop and Board of Directors meeting, which is scheduled for March 10, 2021. Per the District's Budget Policy, Board approval of the Mid-Year Budget is to be obtained by the end of March each year.

To develop this year's proposed mid-year adjustments to the District's Operating Budget, staff have completed a line-item level review of all Revenue, Personnel Expense, and Services and Supplies accounts. In anticipation of the FY21-22 financial planning process, staff have generated similarly detailed plans that extend through June, 2022. These plans for the upcoming fiscal year are presented herein for the Finance Committee's feedback, but their recommendation related to subsequent Board approval is not requested nor required today.

The attached presentation provides a summary of staff's key assumptions for the current and upcoming fiscal years as well as a three-year view of CIP (Capital Improvement Program) spending.

Of note: in developing the proposed Mid-Year budget update, the District has relied on actual results through December, 2020, and projected results from January, 2020 through June, 2020. Thus, FY2020 reflects the favorable financial results that have been achieved year-to-date.

**Attachment :**

Review of: 1) FY20-21 Mid-Year Budget Proposal; 2) Preliminary FY21-22 Budget, and 3) CIP Plan for FY20-21 through FY22-23



# Livermore Area Recreation and Park District 3/1/21 Finance Committee

*Review of:*

- 1) FY20-21 Mid-Year Budget Proposal*
- 2) Preliminary FY21-22 Budget*
- 3) Capital Improvement Program (CIP) FY20-21 through FY22-23*

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# Mid-Year FY20-21 Operating Budget

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# Mid-Year Operating Budget - Overview

## **Background:**

In the process of approving the District's Operating Budget in June, 2020, the Board established an ad-hoc budget committee to focus on the development of action plans to address the uncertain implications of the COVID-19 pandemic.

One recommendation was to establish quarterly forecasts to reflect the evolving understanding of the implications of the pandemic. On September 22, 2020, the Board approved a revised financial forecast that immediately became the most applicable "plan of record", given the enhanced understanding of what programming could be offered during the pandemic and thus what staffing would be required.

As well, the September, 2020 forecast reflected a series of organizational changes, resulting in staff reductions, hours reductions, and in a few instances, revisions to job classifications and full-time status. These changes were approved by the Board and were effected in October, 2020.

**In the attached schedules, the District presents comparisons of the proposed Mid-Year Budget update versus both the Approved Budget and the 9/22 Forecast, for reasons outlined above.**

# Mid-Year Operating Budget – Overview (cont.)

1. Net Operating Contribution of \$781k for FY20-21 on Revenues of \$17.6million, fueled by on-going cost containment and property tax increases (consistent with the Approved budget) that have overcome a huge reduction in operating revenues.
2. Ability to fund \$341k worth of CIP initiatives via the General Fund without requiring the use of reserves.
3. No contingency is currently included in this budget, though the net contribution, after considering the use of the General Fund to finance certain CIP initiatives, which stands at \$440k, could certainly be considered as such.

# Key Assumptions – Mid-Year FY20-21

## **District-wide:**

1. No changes to salary and benefit programs relative to the status quo during FY20-21
  - a. No COLA, no Steps, no 457 match;
  - b. Program specific requirements will drive the timing of when full-time staff will see their schedules return to 40 hours per week from the current 38.

## **Administration:**

1. Property Tax revenues will not be impacted by COVID-19 in April, 2021 and are projected to be 5% above prior year levels for the balance of FY20-21.
2. Election fee expense has not yet been invoiced; the Approved budget assumed \$200k, but we are assuming \$300k in this plan (voter turnout at high end of the cost per voters).
3. IT spend assumes the onset of Docusign (creation of smart forms, routing, esignature, etc...) in fiscal Q3, and Office 365 (cloud-based email, sharepoint (intranet), and updated MSOffice tools) in Q4.
4. Program Guides will be in digital form until late FY21-22;
5. A new support service will be deployed for our general ledger environment and will include project and on-going support (new chart of accounts, FA, Purch modules).

# Key Assumptions – Mid-Year FY20-21 (cont.)

## Community Services:

1. Open Space has exceeded their revenue projections due to the increased amount of visitors paying for daily parking. Science Camp revenue made up some of the shortfall in grants that arose due to COVID-driven restrictions that prevented our presence at schools.
2. ESS enrollment did not meet projections due to the limited number of students in each “cohort”, along with the continuation of Distance Learning and the increased number of parents working from home. Though all ESS sites were open and staffed to adhere to safety and cleaning protocols, we were not full in several of our classes.
3. Preschool resumed in Mid January with two classes opening at Jane Addams.
4. We did not open up PAL or the Believes program throughout FY21-22.
5. Senior programs stayed on budget.



# Mid-Year FY2020-21 Key Assumptions

## Recreation:

### 1. Aquatics

- a. No Recreation Swim at either RLAC or May Nissen this summer due to COVID restrictions.
- b. May Nissen will remain closed until mid-July; plaster project expected to start on May 24<sup>th</sup> and will take about 8 weeks to complete.
- c. Lap Swim will no longer have a drop in pass option – this program has been transitioned to a preregistration program to reflect actual cost and to control amount of total swimmers due to COVID restrictions. Only a AM Monday – Friday program.
- d. Swim team rental Monday – Friday from 2pm-6pm; this will change as of April 2021 – move to the evening (5 lanes from 4pm-8pm).
- e. Additional swim team rental starting April 2021 from 4pm-8pm – 7 lanes.
- f. Swim Lessons will start June 14<sup>th</sup> at the Robert Livermore Aquatics Center and will transition to May Nissen once the plaster project is completed.

### 2. Facility Operations and Rentals

- a. To accommodate anticipated facility rental volume in April, this plan returns staff to pre-COVID job classifications and full-time status (for staff who went to part-time) in March, 2021
- b. Facility Rentals are starting back up in April 2021 at Ravenswood and the Cresta Blanca Ballroom. / no rentals at Vets Hall (vac pod) or the Barn (ADA issues).
- c. Will hire additional casual staff as of April to support additional responsibilities of nights and weekends.

### 3. Sports Facility Rentals

- a. Alameda County is currently following the State of California's Youth Sports Guidelines and will be opening for youth sports play as of 2/26/2021.
- b. Facility rentals and weekend play will increase, as new guidance allows for league games both within the county and surrounding counties
- c. Casual staffing levels will grow to support sports field rental operations and maintenance. As well as picnic and intent to use activities

### 4. Front Counter Operations

- a. Anticipate building opening as of June 2021 – hours will change to Monday-Friday from 10am-5pm; no nights or weekends.
- b. One person in Rec Building and one person in Community Center. Bring casual staff back June 2021 to cover additional hours of operation.
- c. Facility staff and/or Supervisor overseeing program will cover nights and weekends. Programs will be pushed to one facility.

### 5. Recreation Classes and Events

- a. Planning a Movie in the Park – June 2021 – Recreation Event / early planning stages will charge a fee to offset cost of movie and equipment rental.

### 6. Sports & Fitness Programs and Classes

- a. Summer Sports Camp will be run from 8:30am-1:30pm vs. traditional programming of 7:30am-5:30pm – limited space available due to COVID restrictions.
- b. No Fun in the Sun Camp due to limited facility space and COVID restrictions.
- c. Continue to offer various camps and programs.
- d. Filling of vacant Recreation Coordinator as of May 2021.

# Key Assumptions – Mid-Year FY20-21 (cont.)

## **Parks and Facilities Maintenance:**

1. Utility and water expense projections have been revised to reflect actual experience for facility occupation (electricity usage, which has exceeded initial expectations for the COVID-driven shutdown) and water requirements (weather has been drier than anticipated)
2. Personnel expense reflects the recent retirement of two senior staff and the recent departure of a park worker who supported the District's weekend work and who will be replaced. The two leadership vacancies will be filled internally by early FY21-22.
3. The return of park maintenance contractor TerraCare is now planned for April, 2020, as with the onset of Spring comes additional maintenance requirements that cannot be adequately addressed with existing staff.
4. Maintenance of Structures and Grounds expenses were significantly reduced in both Parks and Facilities due to COVID-driven cost containment measures. Moving forward in 2021-2022, these expenses will return to pre-COVID levels.
5. In addition to on-going operations concerns, the Facilities maintenance team provides significant support to the District's CIP initiatives, which are planned to resume later this year, as documented later in this presentation.

LIVERMORE AREA RECREATION AND PARK DISTRICT (LARPD)

Summary View: PROPOSED MID-YEAR BUDGET

|                              | FY19-20              | FY20-21                       | Incr/(Decr) vs LY    |               | FY20-21             |  | FY20-21             |   |
|------------------------------|----------------------|-------------------------------|----------------------|---------------|---------------------|--|---------------------|---|
|                              | Actual               | Mid-Year Budget<br>(Proposed) | \$                   | %             | Approved<br>Budget  | Variance: Mid-<br>Year Budget vs<br>Approved | 9/22 Forecast       | Variance: Mid-<br>Year Budget vs<br>9/22 Forecast |
| <b>Revenue</b>               |                      |                               |                      |               |                     |  |                     |   |
| Taxes                        | \$12,887,484         | \$13,388,169                  | \$500,685            | 4%            | \$12,374,913        | \$1,013,256                                  | \$12,374,913        | \$1,013,256                                       |
| From Operations              | \$7,254,852          | \$4,167,159                   | (\$3,087,693)        | (43%)         | \$6,873,132         | (\$2,705,973)                                | \$4,983,526         | (\$816,367)                                       |
| <b>Total Revenue</b>         | <b>\$20,142,336</b>  | <b>\$17,555,328</b>           | <b>(\$2,587,008)</b> | <b>(13%)</b>  | <b>\$19,248,045</b> | <b>(\$1,692,717)</b>                         | <b>\$17,358,439</b> | <b>\$196,889</b>                                  |
| <b>Salary and Benefits</b>   | <b>14,947,213</b>    | <b>11,922,102</b>             | <b>(3,025,111)</b>   | <b>(20%)</b>  | <b>14,405,577</b>   | <b>(2,483,474)</b>                           | <b>12,414,691</b>   | <b>(492,589)</b>                                  |
| <b>Services and Supplies</b> | <b>6,387,537</b>     | <b>4,843,556</b>              | <b>(1,543,981)</b>   | <b>(24%)</b>  | <b>5,195,329</b>    | <b>(351,774)</b>                             | <b>4,943,748</b>    | <b>(100,193)</b>                                  |
| <b>Capital</b>               | <b>39,128</b>        | <b>8,795</b>                  | <b>(30,333)</b>      | <b>(78%)</b>  | <b>0</b>            | <b>8,795</b>                                 | <b>0</b>            | <b>8,795</b>                                      |
| <b>Sub-total, Expenses</b>   | <b>\$21,373,878</b>  | <b>\$16,774,453</b>           | <b>(\$4,599,425)</b> | <b>(22%)</b>  | <b>\$19,600,906</b> | <b>(\$2,826,453)</b>                         | <b>\$17,358,439</b> | <b>(\$583,986)</b>                                |
| <b>Net Operating Results</b> | <b>(\$1,231,542)</b> | <b>\$780,875</b>              | <b>\$2,012,417</b>   | n/a           | <b>(\$352,861)</b>  | <b>\$1,133,736</b>                           | <b>(\$0)</b>        | <b>\$780,875</b>                                  |
| <b>General Fund - CIP</b>    | <b>\$213,556</b>     | <b>\$341,325</b>              | <b>\$127,769</b>     | <b>60%</b>    | <b>\$340,000</b>    | <b>\$1,325</b>                               | <b>\$0</b>          | <b>\$341,325</b>                                  |
| <b>Total, General Fund</b>   | <b>(\$1,445,097)</b> | <b>\$439,550</b>              | <b>\$1,884,648</b>   | <b>(130%)</b> | <b>(\$692,861)</b>  | <b>\$1,132,411</b>                           | <b>(\$0)</b>        | <b>\$439,550</b>                                  |

**LIVERMORE AREA RECREATION AND PARK DISTRICT (LARPD)**  
**View of PROPOSED MID\_YEAR BUDGET - FY20-21**

| Department                             | FY20-21 Mid-Year Budget Proposal (*) |                     |                     |                      | Approved Budget   |                     |                     |                      | 9/22 Board-Approved Forecast |                     |                     |                      |
|--|--------------------------------------|---------------------|---------------------|----------------------|-------------------|---------------------|---------------------|----------------------|------------------------------|---------------------|---------------------|----------------------|
|  | Revenue                              | Salaries & Benefits | Services & Supplies | Revenue less Expense | Revenue           | Salaries & Benefits | Services & Supplies | Revenue less Expense | Revenue                      | Salaries & Benefits | Services & Supplies | Revenue less Expense |
| <b>Administration</b>                  |                                      |                     |                     |                      |                   |                     |                     |                      |                              |                     |                     |                      |
| Administration                         | 13,388,169                           | 2,169,017           | 1,286,713           | 9,932,439            | 12,374,913        | 1,984,417           | 1,160,531           | 9,229,965            | 12,374,913                   | 2,260,380           | 1,293,304           | 8,821,229            |
| Marketing & Public Information         | 1,552                                | 71,487              | 29,013              | (98,948)             | 10,325            | 250,145             | 88,414              | (328,234)            | 10,325                       | 72,341              | 91,414              | (153,430)            |
| Technology & Communications            | 0                                    | 25,283              | 439,428             | (464,711)            | 0                 | 0                   | 444,929             | (444,929)            | 0                            | 25,873              | 424,129             | (450,002)            |
| Capital Equipment                      | 0                                    | 0                   | 8,795               | (8,795)              | 0                 | 0                   | 55,000              | (55,000)             | 0                            | 0                   | 0                   | 0                    |
| CIP                                    | 0                                    | 98,864              | 2,315               | (101,179)            | 0                 | 104,982             | 3,890               | (108,872)            | 0                            | 81,767              | 3,890               | (85,657)             |
| <b>Administration Total:</b>           | <b>13,389,721</b>                    | <b>2,364,651</b>    | <b>1,766,264</b>    | <b>9,258,806</b>     | <b>12,385,238</b> | <b>2,339,544</b>    | <b>1,752,764</b>    | <b>8,292,930</b>     | <b>12,385,238</b>            | <b>2,440,361</b>    | <b>1,812,737</b>    | <b>8,132,140</b>     |
| <b>Parks and Facility Maintenance</b>  |                                      |                     |                     |                      |                   |                     |                     |                      |                              |                     |                     |                      |
| Building Maintenance                   | 0                                    | 918,546             | 515,569             | (1,434,115)          | 0                 | 1,031,759           | 404,230             | (1,435,989)          | 0                            | 932,231             | 404,230             | (1,336,461)          |
| Park Operations                        | 383,350                              | 1,986,651           | 2,041,627           | (3,644,928)          | 385,848           | 2,454,388           | 1,993,542           | (4,062,082)          | 385,848                      | 2,074,733           | 1,967,442           | (3,656,327)          |
| <b>Parks and Facility Maintenance:</b> | <b>383,350</b>                       | <b>2,905,197</b>    | <b>2,557,196</b>    | <b>(5,079,043)</b>   | <b>385,848</b>    | <b>3,486,147</b>    | <b>2,397,772</b>    | <b>(5,498,071)</b>   | <b>385,848</b>               | <b>3,006,964</b>    | <b>2,371,672</b>    | <b>(4,992,788)</b>   |
| <b>Community Services</b>              |                                      |                     |                     |                      |                   |                     |                     |                      |                              |                     |                     |                      |
| Camp Shelly                            | 65,000                               | 0                   | 13,359              | 51,641               | 65,000            | 0                   | 14,030              | 50,970               | 7,500                        | 0                   | 14,030              | (6,530)              |
| Extended Student Services              | 2,373,869                            | 3,139,380           | 162,551             | (928,062)            | 3,417,800         | 3,134,019           | 208,926             | 74,855               | 3,131,086                    | 3,262,913           | 174,398             | (306,225)            |
| Senior Services                        | 58,163                               | 118,809             | 35,832              | (96,478)             | 132,434           | 168,262             | 88,172              | (124,000)            | 46,924                       | 129,214             | 36,196              | (118,486)            |
| Preschool                              | 39,673                               | 69,244              | 2,839               | (32,410)             | 484,750           | 443,210             | 14,000              | 27,540               | 39,600                       | 42,628              | 2,800               | (5,828)              |
| Open Space                             | 458,190                              | 906,604             | 94,330              | (542,744)            | 512,849           | 1,043,616           | 124,390             | (655,157)            | 512,849                      | 998,544             | 124,390             | (610,085)            |
| Community Outreach                     | 0                                    | 662,047             | 1,306               | (663,353)            | 0                 | 666,454             | 8,050               | (674,504)            | 0                            | 658,696             | 3,850               | (662,546)            |
| Believes Program                       | 0                                    | 3,676               | 0                   | (3,676)              | 149,194           | 155,062             | 0                   | (5,868)              | 79,000                       | 79,013              | 0                   | (13)                 |
| Middle School Program                  | (148)                                | 49,581              | 768                 | (50,497)             | 301,521           | 341,417             | 8,000               | (47,896)             | 0                            | 78,809              | 0                   | (78,809)             |
| <b>Community Services Total:</b>       | <b>2,994,747</b>                     | <b>4,949,341</b>    | <b>310,985</b>      | <b>(2,265,579)</b>   | <b>5,063,548</b>  | <b>5,952,040</b>    | <b>465,568</b>      | <b>(1,354,060)</b>   | <b>3,816,959</b>             | <b>5,249,817</b>    | <b>355,664</b>      | <b>(1,788,522)</b>   |
| <b>Recreation</b>                      |                                      |                     |                     |                      |                   |                     |                     |                      |                              |                     |                     |                      |
| Classes, Camps & Events                | 3,098                                | 0                   | 2,411               | 687                  | 84,000            | 0                   | 60,000              | 24,000               | 19,500                       | 0                   | 11,000              | 8,500                |
| Adult Sports & Fitness                 | 3,307                                | 5,963               | 995                 | (3,651)              | 109,310           | 69,196              | 36,150              | 3,964                | 40,694                       | 68,584              | 11,600              | (39,490)             |
| Customer & Business Services           | 450                                  | 158,510             | 107,717             | (265,777)            | 0                 | 316,766             | 169,870             | (486,636)            | 0                            | 150,610             | 169,870             | (320,480)            |
| Facility Use & Rentals                 | 79,254                               | 77,762              | 1,443               | 49                   | 257,288           | 313,013             | 16,350              | (72,075)             | 89,088                       | 137,253             | 1,700               | (49,865)             |
| Youth Sports & Fitness                 | 121,009                              | 95,744              | 30,045              | (4,780)              | 271,950           | 136,194             | 75,750              | 60,006               | 96,600                       | 126,114             | 16,350              | (45,864)             |
| Field & gym Rentals                    | 258,381                              | 142,072             | 11,405              | 104,904              | 403,301           | 254,430             | 70,300              | 78,571               | 261,950                      | 142,560             | 59,350              | 60,040               |
| Recreation Administration              | 4,869                                | 648,947             | 700                 | (644,778)            | 20,782            | 640,920             | 13,845              | (633,983)            | 20,782                       | 639,109             | 13,845              | (632,172)            |
| Building Operations                    | 0                                    | 365,180             | 16,190              | (381,370)            | 0                 | 459,909             | 45,730              | (505,639)            | 0                            | 277,696             | 42,830              | (320,526)            |
| Aquatics (incl unit 04 - MN)           | 317,142                              | 208,735             | 47,000              | 61,407               | 241,780           | 427,773             | 77,130              | (263,123)            | 241,780                      | 175,623             | 77,130              | (10,973)             |
| Concessions                            | 0                                    | 0                   | 0                   | 0                    | 25,000            | 9,645               | 14,100              | 1,255                | 0                            | 0                   | 0                   | 0                    |
| <b>Recreation Total:</b>               | <b>787,510</b>                       | <b>1,702,913</b>    | <b>217,906</b>      | <b>(1,133,309)</b>   | <b>1,413,411</b>  | <b>2,627,846</b>    | <b>579,225</b>      | <b>(1,793,660)</b>   | <b>770,394</b>               | <b>1,717,549</b>    | <b>403,675</b>      | <b>(1,350,830)</b>   |
| <b>DISTRICT TOTALS</b>                 | <b>17,555,328</b>                    | <b>11,922,102</b>   | <b>4,852,351</b>    | <b>780,875</b>       | <b>19,248,045</b> | <b>14,405,577</b>   | <b>5,195,329</b>    | <b>(352,861)</b>     | <b>17,358,439</b>            | <b>12,414,691</b>   | <b>4,943,748</b>    | <b>(0)</b>           |

(\*) the proposed Mid-Year Budget includes actual results through Dec20 and forecasted results from Jan21 through Jun21

# Preliminary Operating Budget – FY21-22

- P13 Overview/Highlights
- P14-18 Key Assumptions
- P19 Summary View: Preliminary Budget FY21-22
- P20 Supporting unit-level detail – FY21-22

# Preliminary Operating Budget – FY21-22: Overview

In anticipation of the FY21-22 financial planning process, staff have generated detailed plans that extend through June, 2022. These plans for the upcoming fiscal year are presented herein for the Finance Committee's feedback, but their recommendation related to subsequent Board approval is not requested nor required today.

1. Net Operating Results (Revenue less operating expenses) of \$1.3 million for FY21-22 on total revenues of \$20.3 million. Relative to the District's proposed FY20-21 Mid-Year budget update, the Net Operating Results are \$542k, or 69% better.
2. Dramatic improvements in ESS, fueled by enhanced enrollment expected from less restrictive COVID requirements, are largely driving the year-over year gains, along with a continued focus on cost recovery and revenue optimization in Recreation. Reduced Administrative Services costs associated with the annualization of this year's restructuring of the organization are helping to offset the return to relatively normal operations in Parks and Facilities Maintenance, as are increased Property and Parcel Taxes.
3. Ability to fund \$368k worth of CIP initiatives via the General Fund without requiring the use of reserves.
4. No contingency is currently included in this budget, though the net contribution, after considering the use of the General Fund to finance certain CIP initiatives, which stands at \$955k, could certainly be considered as such.

# Key Assumptions – FY2021-22

## District-wide:

1. A new salary schedule will consider the following changes, effective in July, 2021:
  - a. A 2% COLA - \$ Impact: \$225k for FY2021-22 (incl sal, taxes, WC, retirement)
  - b. Adjustments to 6 job classifications are required to comply with the January, 2022 change to the state's minimum wage of \$15; no compression issues exist re: related job classifications.
2. Step Increases are assumed in January, 2022; prior to the onset of COVID, step increases would occur on each eligible employee's anniversary date, but we are planning to revisit this practice and provide them simultaneously. \$ Impact: ~\$140k for FY21-22 (half year).
3. Health premiums will increase by 4% for Kaiser (majority of benefited staff) and 5% for United Health Care as of February, 2022, and the District will assume 50% of this increase; \$ Impact for FY21-22 of 50% share for the District is \$36k for the period from Feb22-Jun22 (\$72k annualized).
4. The District's 457 match (4%) for non-pensioned, benefited staff will be re-implemented in July, 2021. \$ Impact: \$127k per year if 100% participation is realized.
5. Workers' Compensation expense is assumed to grow 5% for FY21-22. \$ Impact: \$16k
6. ACERA contribution rates are assumed to grow by 10%; \$ impact: \$150k
  - a. No impact of a Pension Obligation bond is assumed for ACERA contribution rates

# Key Assumptions – FY2021-22

## Administration:

1. Property Tax revenues will grow by 5% above prior year levels, and Parcel Taxes will increase by the maximum allowed by the underlying legislation (2%).
2. There's no election in FY21-22, so services spending will drop by approximately \$300k versus FY20-21.
3. Unemployment expense will drop considerably (from \$46k/mo this year to \$30k/mo in FY21-22). Variables abound – Cares act extension?
4. General Liability will grow by 10% (\$55k) for FY21-22.
5. IT spend assumes the completion of technology upgrades to eliminate old Win7 machines (roughly 50 units); the deployment of a budgeting tool, and a subscription cloud-based service for contract administration.
6. Wellness programs will continue (modest spend but significant importance).
7. The District's Program Guide will again be mailed in physical form for the Summer 2022 guide (produced in Q4 FY21-22).



# FY 2021-22 Key Assumptions (cont.)

## Community Services:

1. We will be slowly building back our ESS program as things continue to open. We are still under the health order, which is reflected in the current budget proposal. We have lost our Kidango Grant as of July 1, 2021, but will work with families who are on the Community Support Program, which assists low income families on a fee sliding scale (staff propose that the District provide approximately \$200k to continue the level of subsidy that would have been available via the Kidango grant).
2. Preschool enrollment has been limited to 4 sites/5 classes for FY21-22. We will increase that number in January if conditions allow. There is no plan to rehire a Full Time Coordinator
3. Middle School enrollment will not reach “normal”, pre-COVID-19 levels, and revenue and expenses have been adjusted accordingly. The ASES (After School Education and Safety) Grant has not been budgeted in FY21-22 (approximately \$159k/yr);
4. Open Space school programs will begin once school is back full time. We will continue the new programs that we began in FY20-21. Parking was budgeted to be at Pre-Covid levels.
5. Senior Trips will resume slowly in the Fall, increasing in 2022.

# FY 2021-22 Key Assumptions (cont.)

## Recreation:

### 1. Aquatics

- a. Swim Lessons will transition back to May Nissen once pool plaster project is completed / expected date: mid-July to August 2021.
- b. RLAC will be the comp pool: swim team rentals and high performance aquatic programs (lap swim).
- c. Long term pool rentals Monday-Friday from 4pm-8pm (all 13 lanes)/anticipated to have a dead lane to separate team cohorts until 01/2022.
- d. Rec Swim starting up at both facilities June 2022.

### 2. Facility Operations and Rentals

- a. No Barn (ada issues) and Vets Hall - no revenue projected; continue to push facility rentals at RLCC and Ravenswood.
- b. Hire casual senior office assistant to help with facility rental administration in August 2021

### 3. Sports Facility Rentals

- a. Sports Field Rentals continue at full capacity to meet our community's needs.
- b. Field closed November 2021 through Mid-February 2022 due to inclement weather, to allow for rest, and to provide yearly maintenance.

### 4. Front Counter Operations

- a. Anticipated building opening as of June 2021 – hours will change to Monday-Friday from 10am-5pm; no nights or weekends for front-office staff.
- b. Facility staff and/or Supervisor overseeing program will cover nights and weekends.

### 5. Recreation Classes and Events

- a. Planned for Movie in the Park – July and August 2021 – Recreation Event / early planning stages
- b. Trunk & Boo planned for October 2021.

### 6. Sports & Fitness Programs and Classes

- a. Adult sports leagues returning in the Fall 2021.
- b. Summer 2022 include both Fun in the Sun Summer Camp and Summer Sports Camp – all day programs with full capacity for registration.
- c. Continue to offer various programs and camps.

# FY 2021-22 Key Assumptions (cont.)

## **Parks and Facilities Maintenance:**

1. Utility and water expenses will grow vs FY20-21. Building hours will expand as COVID-driven restrictions subside, and water usage, which had been reduced during FY20-21 to levels that would not jeopardize the health of our turf but which would ensure cost savings, will revert to pre-COVID levels. Other things being equal, weather will play a significant role in determining water usage and costs.
2. Personnel expense reflects the restructuring of the Parks team to establish two non-pensioned leadership roles that we plan to fill with internal staff who will not be back-filled. The two leaders who retired in FY20-21 were ACERA participants.
3. FY21-22 will reflect a full year of services from park maintenance contractor TerraCare.
4. Maintenance of Structures and Grounds expenses were significantly reduced in both Parks and Facilities in consideration of the uncertainty driven by COVID. For FY21-22, these expenses will return to a more Pre-COVID level. Spending in these areas includes everything from preventive maintenance and small repairs to small/medium construction projects that keep our facilities and parks operating safely for our staff and the community.

**LIVERMORE AREA RECREATION AND PARK DISTRICT (LARPD)**  
**PRELIMINARY BUDGET: FY21-22 vs FY20-21 Mid-Year Budget and FY19-20 Actual Results**

|                              | FY19-20              | FY20-21                       | Incr/(Decr) vs FY19-20 |              | FY21-22               | Incr/(Decr) vs FY20-21 |               |
|------------------------------|----------------------|-------------------------------|------------------------|--------------|-----------------------|------------------------|---------------|
|                              | Actual               | Mid-Year Budget<br>(Proposed) | \$                     | %            | Preliminary<br>Budget | \$                     | %             |
| <b>Revenue</b>               |                      |                               |                        |              |                       |                        |               |
| Taxes                        | \$12,887,484         | \$13,388,169                  | \$500,685              | 4%           | \$13,875,300          | \$487,131              | 4%            |
| From Operations              | 7,254,852            | 4,167,159                     | (3,087,693)            | (43%)        | 6,438,777             | 2,271,618              | 55%           |
| <b>Total Revenue</b>         | <b>\$20,142,336</b>  | <b>\$17,555,328</b>           | <b>(\$2,587,008)</b>   | <b>(13%)</b> | <b>\$20,314,077</b>   | <b>\$2,758,749</b>     | <b>16%</b>    |
| <b>Salary and Benefits</b>   | <b>14,947,213</b>    | <b>11,922,102</b>             | <b>(3,025,111)</b>     | <b>(20%)</b> | <b>13,295,973</b>     | <b>1,373,870</b>       | <b>12%</b>    |
| <b>Services and Supplies</b> | <b>6,387,537</b>     | <b>4,843,556</b>              | <b>(1,543,981)</b>     | <b>(24%)</b> | <b>5,695,061</b>      | <b>851,505</b>         | <b>18%</b>    |
| <b>Capital</b>               | <b>39,128</b>        | <b>8,795</b>                  | <b>(30,333)</b>        | <b>(78%)</b> | <b>0</b>              | <b>(8,795)</b>         | <b>(100%)</b> |
| <b>Sub-total, Expenses</b>   | <b>\$21,373,878</b>  | <b>\$16,774,453</b>           | <b>(\$4,599,425)</b>   | <b>(22%)</b> | <b>\$18,991,034</b>   | <b>\$2,216,581</b>     | <b>13%</b>    |
| <b>Net Operating Results</b> | <b>(\$1,231,542)</b> | <b>\$780,875</b>              | <b>\$2,012,417</b>     | n/a          | <b>\$1,323,043</b>    | <b>\$542,168</b>       | <b>69%</b>    |
| <b>General Fund - CIP</b>    | <b>\$213,556</b>     | <b>\$341,325</b>              | <b>\$127,769</b>       | <b>60%</b>   | <b>\$367,675</b>      | <b>\$26,350</b>        | <b>8%</b>     |
| <b>Total, General Fund</b>   | <b>(\$1,445,097)</b> | <b>\$439,550</b>              | <b>\$1,884,648</b>     | n/a          | <b>\$955,368</b>      | <b>\$515,818</b>       | <b>117%</b>   |

**LIVERMORE AREA RECREATION AND PARK DISTRICT (LARPD)**  
View of PRELIMINARY BUDGET FY21-22

| Department                             | FY19-20 Actual Results |                     |                     |                      | FY20-21 Mid-Year Budget Proposal |                     |                     |                      | FY21-22 Preliminary Budget |                     |                     |                      |
|--|------------------------|---------------------|---------------------|----------------------|----------------------------------|---------------------|---------------------|----------------------|----------------------------|---------------------|---------------------|----------------------|
|  | Revenue                | Salaries & Benefits | Services & Supplies | Revenue less Expense | Revenue                          | Salaries & Benefits | Services & Supplies | Revenue less Expense | Revenue                    | Salaries & Benefits | Services & Supplies | Revenue less Expense |
| <b>Administration</b>                  |                        |                     |                     |                      |                                  |                     |                     |                      |                            |                     |                     |                      |
| Administration                         | 12,887,484             | 2,068,937           | 1,040,876           | 9,777,671            | 13,388,169                       | 2,169,017           | 1,286,713           | 9,932,439            | 13,875,300                 | 2,056,868           | 1,101,398           | 10,717,034           |
| Marketing & Public Information         | 20,926                 | 218,804             | 148,241             | (346,119)            | 1,552                            | 71,487              | 29,013              | (98,948)             | 0                          | 0                   | 67,080              | (67,080)             |
| Technology & Communications            | 0                      | 94,863              | 410,912             | (505,775)            | 0                                | 25,283              | 439,428             | (464,711)            | 0                          | 0                   | 487,644             | (487,644)            |
| Capital Equipment                      | 0                      | 0                   | 39,128              | (39,128)             | 0                                | 0                   | 8,795               | (8,795)              | 0                          | 0                   | 0                   | 0                    |
| CIP                                    | 0                      | 261,785             | 258,990             | (520,775)            | 0                                | 98,864              | 2,315               | (101,179)            | 0                          | 107,479             | 0                   | (107,479)            |
| <b>Administration Total:</b>           | <b>12,908,410</b>      | <b>2,644,389</b>    | <b>1,898,147</b>    | <b>8,365,874</b>     | <b>13,389,721</b>                | <b>2,364,651</b>    | <b>1,766,264</b>    | <b>9,258,806</b>     | <b>13,875,300</b>          | <b>2,164,346</b>    | <b>1,656,123</b>    | <b>10,054,831</b>    |
| <b>Parks and Facility Maintenance</b>  |                        |                     |                     |                      |                                  |                     |                     |                      |                            |                     |                     |                      |
| Building Maintenance                   | 0                      | 945,642             | 665,432             | (1,611,074)          | 0                                | 918,546             | 515,569             | (1,434,115)          | 0                          | 1,077,090           | 730,095             | (1,807,185)          |
| Park Operations                        | 337,403                | 2,355,703           | 2,609,196           | (4,627,496)          | 383,350                          | 1,986,651           | 2,041,627           | (3,644,928)          | 408,252                    | 2,129,018           | 2,536,052           | (4,256,818)          |
| <b>Parks and Facility Maintenance:</b> | <b>337,403</b>         | <b>3,301,345</b>    | <b>3,274,628</b>    | <b>(6,238,570)</b>   | <b>383,350</b>                   | <b>2,905,197</b>    | <b>2,557,196</b>    | <b>(5,079,043)</b>   | <b>408,252</b>             | <b>3,206,109</b>    | <b>3,266,147</b>    | <b>(6,064,004)</b>   |
| <b>Community Services</b>              |                        |                     |                     |                      |                                  |                     |                     |                      |                            |                     |                     |                      |
| Camp Shelly                            | 20,224                 | 43,925              | 19,412              | (43,113)             | 65,000                           | 0                   | 13,359              | 51,641               | 0                          | 0                   | 0                   | 0                    |
| Extended Student Services              | 4,015,344              | 4,144,194           | 323,802             | (452,652)            | 2,373,869                        | 3,139,380           | 162,551             | (928,062)            | 3,358,100                  | 3,390,035           | 170,696             | (202,631)            |
| Senior Services                        | 139,401                | 167,676             | 101,546             | (129,821)            | 58,163                           | 118,809             | 35,832              | (96,478)             | 120,525                    | 168,870             | 78,440              | (126,785)            |
| Preschool                              | 314,638                | 327,411             | 10,308              | (32,081)             | 39,673                           | 69,244              | 2,839               | (32,410)             | 172,800                    | 159,761             | 10,800              | 2,239                |
| Open Space                             | 414,544                | 944,019             | 83,132              | (612,607)            | 458,190                          | 906,604             | 94,330              | (542,744)            | 464,330                    | 1,000,683           | 92,510              | (628,863)            |
| Community Outreach                     | 0                      | 171,208             | 3,030               | (174,238)            | 0                                | 662,047             | 1,306               | (663,353)            | 0                          | 717,412             | 7,050               | (724,462)            |
| Believes Program                       | 148,586                | 153,010             | 0                   | (4,424)              | 0                                | 3,676               | 0                   | (3,676)              | 148,586                    | 155,393             | 0                   | (6,807)              |
| Middle School Program                  | 487,604                | 509,464             | 23,518              | (45,378)             | (148)                            | 49,581              | 768                 | (50,497)             | 112,321                    | 102,257             | 12,000              | (1,936)              |
| <b>Community Services Total:</b>       | <b>5,540,341</b>       | <b>6,460,907</b>    | <b>564,748</b>      | <b>(1,485,314)</b>   | <b>2,994,747</b>                 | <b>4,949,341</b>    | <b>310,985</b>      | <b>(2,265,579)</b>   | <b>4,376,662</b>           | <b>5,694,411</b>    | <b>371,496</b>      | <b>(1,689,245)</b>   |
| <b>Recreation</b>                      |                        |                     |                     |                      |                                  |                     |                     |                      |                            |                     |                     |                      |
| Classes, Camps & Events                | 62,810                 | 2,995               | 88,686              | (28,871)             | 3,098                            | 0                   | 2,411               | 687                  | 46,000                     | 0                   | 29,600              | 16,400               |
| Adult Sports & Fitness                 | 72,558                 | 47,148              | 46,543              | (21,133)             | 3,307                            | 5,963               | 995                 | (3,651)              | 72,035                     | 0                   | 41,200              | 30,835               |
| Customer & Business Services @         | 0                      | 307,728             | 140,661             | (448,389)            | 450                              | 158,510             | 107,717             | (265,777)            | 0                          | 192,435             | 146,200             | (338,635)            |
| Facility Use & Rentals                 | 425,987                | 205,585             | 70,958              | 149,444              | 79,254                           | 77,762              | 1,443               | 49                   | 261,828                    | 147,965             | 17,800              | 96,063               |
| Youth Sports & Fitness                 | 126,861                | 110,632             | 84,578              | (68,349)             | 121,009                          | 95,744              | 30,045              | (4,780)              | 238,400                    | 182,728             | 35,660              | 20,012               |
| Field & gym Rentals                    | 389,548                | 212,498             | 49,750              | 127,300              | 258,381                          | 142,072             | 11,405              | 104,904              | 435,800                    | 179,901             | 22,330              | 233,569              |
| Recreation Administration              | 15,239                 | 514,747             | 3,158               | (502,666)            | 4,869                            | 648,947             | 700                 | (644,778)            | 8,600                      | 698,086             | 8,255               | (697,741)            |
| Building Operations @                  | 28                     | 583,912             | 92,138              | (676,022)            | 0                                | 365,180             | 16,190              | (381,370)            | 0                          | 384,120             | 26,800              | (410,920)            |
| Aquatics (incl unit 04 - MN)           | 232,180                | 541,834             | 103,534             | (413,188)            | 317,142                          | 208,735             | 47,000              | 61,407               | 574,200                    | 440,151             | 64,350              | 69,699               |
| Concessions                            | 30,971                 | 13,493              | 9,136               | 8,342                | 0                                | 0                   | 0                   | 0                    | 17,000                     | 5,721               | 9,100               | 2,179                |
| <b>Recreation Total:</b>               | <b>1,356,182</b>       | <b>2,540,572</b>    | <b>689,142</b>      | <b>(1,873,532)</b>   | <b>787,510</b>                   | <b>1,702,913</b>    | <b>217,906</b>      | <b>(1,133,309)</b>   | <b>1,653,863</b>           | <b>2,231,107</b>    | <b>401,295</b>      | <b>(978,539)</b>     |
| memo: Recreation Programs and Mgmt @   | 1,356,154              | 1,648,932           | 456,343             | (749,121)            | 787,060                          | 1,179,222           | 93,999              | (486,161)            | 1,653,863                  | 1,654,552           | 228,295             | (228,984)            |
| <b>DISTRICT TOTALS</b>                 | <b>20,142,336</b>      | <b>14,947,213</b>   | <b>6,426,665</b>    | <b>(1,231,542)</b>   | <b>17,555,328</b>                | <b>11,922,102</b>   | <b>4,852,351</b>    | <b>780,875</b>       | <b>20,314,077</b>          | <b>13,295,973</b>   | <b>5,695,061</b>    | <b>1,323,043</b>     |

# CIP Plan – FY20-21 through FY22-23

P22 Overview

P23 CIP Plan – FY20-21 through FY22-23

# CIP Overview – FY2020-21 through FY2022-23

1. **The Approved CIP budget (as of June 2020) for FY20-21** was limited to three projects:
  - A. Sunset Park renovation project - assumed to be completed (\$300k left; AB funding) by August, 2020 , with spending to be completed within the approved \$1.2M budget.
  - B. Rodeo Stadium Improvements – May 2021 (\$340k)
  - C. Michell Buildings – budgeted at \$1.5M and assumed to be completed in the Spring of 2022.
  
2. **The proposed budget** now assumes the following:
  - A. Pushing the rodeo stadium improvements to FY2021-22;
  - B. Michell Buildings – now projected to fall below the total project budget by \$165k, while timing of project completion remains Spring 2022;
  - C. Solar project onset – 6-8 month project with zero capital outlay, to begin late March (assuming City Council approval on March 8<sup>th</sup>);
  - D. Addition of \$200k for May Nissen Pool resurfacing in FY2020-21 (will support expanded Aquatics rental and programming opportunities);
  - E. Resuming work on the Patterson Ranch project in FY2021-22;
  - F. Bike Pump Track – consulting to reassess this project in FY2020-21, with project work to follow in FY2021-22;
  - G. Resuming Shade Structure deployment in FY2021-22;
  - H. Addition of a line item labeled “Park Capacity Enhancements”, a placeholder required for us to submit AB1600 plans to the City, while set to address numerous projects to facilitate outdoor activities (such as pavilions, etc);
  - I. Several modest projects to address infrastructure enhancements at May Nissen
  
3. The District’s revised **CIP planning process**, which allows for the critical review of projects as major phases are completed (Concept, Design, Bid, Construction), will support discussion of additional projects as clarity surrounding the District’s financial projections improves.

# FY2020-21 Through FY22-23 CIP Budget (Preliminary)

LARPD 2/23/21

| Item | Project # | Project Name                                | Funding Source |
|------|-----------|---|----------------|
| 1    | 902       | Joe Michell Building                        | AB1600         |
| 2    | 719       | Sunset Park Renovation                      | AB1600         |
| 2    | 732       | Solar Energy Implementation                 | n/a            |
| 3    | 109       | May Nissen Pool Resurfacing                 | General Fund   |
| 4    | 730       | Rodeo Stadium Infrastructure Improvements   | General Fund   |
| 5    | 723       | Patterson Ranch Trail                       | AB1600         |
| 6    | 451       | Bike Pump Track                             | AB1600         |
| 7    | 455       | Shade Structures/Various Parks              | AB1600         |
| 8    | 727       | May Nissen Bleacher Demolition              | General Fund   |
| 9    |           | Park Capacity Enhancements                  | AB1600         |
| 10   |           | Resurface/restripe May Nissen Tennis Court  | AB1600         |
| 11   |           | May Nissen Tennis Court Fence               | General Fund   |
| 12   |           | May Nissen Basketball Court Paint/Re-stripe | General Fund   |
| 13   |           | May Nissen Fence Replacement                | General Fund   |

| Annual Totals       |                     |                     |
|---------------------|---------------------|---------------------|
| FY20-21             | FY21-22             | FY22-23             |
| 509,951             | 875,000             |                     |
| 32,827              | -                   | -                   |
| -                   | -                   |                     |
| 200,000             | -                   |                     |
| 52,325              | 287,675             |                     |
| 72,505              | 44,495              |                     |
| 56,000              | 300,000             |                     |
| -                   | 280,000             | 280,000             |
| 33,000              | -                   |                     |
| 77,000              | 923,000             | 1,000,000           |
| 45,000              | -                   |                     |
| 36,000              | -                   |                     |
| 20,000              | -                   |                     |
| -                   | 80,000              |                     |
| <b>\$ 1,134,607</b> | <b>\$ 2,790,170</b> | <b>\$ 1,280,000</b> |
| <b>\$793,282</b>    | <b>\$2,422,495</b>  | <b>\$1,280,000</b>  |
| \$341,325           | \$367,675           | \$0                 |
| \$0                 | \$0                 | \$0                 |
| <b>\$1,134,607</b>  | <b>\$2,790,170</b>  | <b>\$1,280,000</b>  |

**TOTALS**  
**AB1600**  
 General Fund  
 City of Livermore  
**TOTALS**

## DEFERRED MAINTENANCE items

| Item | Project # | Project Name     | Funding Source    |
|------|-----------|------------------|-------------------|
| 14   | 901       | COL Trails Grant | City of Livermore |

| FY20-21 | FY21-22 | FY22-23 |
|---------|---------|---------|
| 82,857  | 497,143 | -       |

\* Total Project Spend includes life to date spend (some of which pre-dates FY2020) plus projections from January 2021 through June 2022





Thank You