

LIVERMORE AREA RECREATION AND PARK DISTRICT

FINANCE COMMITTEE

MINUTES

Thursday, August 29, 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: Julie Dreher, 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 3:10 p.m.

2. Public Comment: There was no public comment.

3. FY 2018-19 Financial Results:

Administrative Services Manager Jeffrey Schneider distributed “Actual Results vs. Budget, YTD thru Month 1 (JULY 2019): Results by Unit/Department”, “Actual Results vs Budget, YTD thru JUNE 2019: Results by Unit/Department”, and “Actual Results (Pre-Audit) for FY18-19 vs Budget and vs Prior Year” for review and discussion.

No committee action was taken.

4. Review of Actual vs. Budget Results for CIP:

ASM Schneider distributed “CIP Results for FY18-19 vs Budget” for review and discussion.

No committee action was taken.

5. Matters Initiated: None.

6. Adjournment: The meeting was adjourned at 3:55 p.m.

LIVERMORE AREA RECREATION AND PARK DISTRICT (LARPD)
Actual Results vs Budget, YTD thru Month 1 (JULY 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	0	133,704	78,547	(212,251)	1	6,250	147,219	114,530	(255,499)	(6,250)	13,515	35,983	43,248
17	Marketing & Public Information	930	20,846	8,242	(28,158)		0	20,688	10,235	(30,923)	930	(158)	1,993	2,765
18	Technology & Communications	0	7,243	19,220	(26,463)		0	6,803	22,000	(28,803)	0	(440)	2,780	2,340
45	Capital Equipment	0	0	0	0		0	0	0	0	0	0	0	0
Administration Total:		930	161,793	106,009	(266,872)		6,250	174,710	146,765	(315,225)	(5,320)	12,917	40,756	48,353
Parks, Maintenance & Open Space														
05	Building Maintenance	0	69,662	50,108	(119,770)	2	0	70,720	71,933	(142,653)	0	1,058	21,825	22,883
06	Camp Shelly	7,790	4,627	4,937	(1,774)		5,720	8,651	3,131	(6,062)	2,070	4,024	(1,806)	4,288
07	Park Operations	23,007	225,572	251,626	(454,191)	3	23,204	206,748	296,305	(479,849)	(197)	(18,824)	44,679	25,658
16	Open Space	9,480	124,208	6,767	(121,495)	4	10,611	118,635	8,537	(116,561)	(1,131)	(5,573)	1,770	(4,934)
60	CIP	0	7,746	0	(7,746)		0	21,375	0	(21,375)	0	13,629	0	13,629
Parks, Maintenance & Open Space Total:		40,277	431,815	313,438	(704,976)		39,535	426,129	379,906	(766,500)	742	(5,686)	66,468	61,524
Community Services														
09	Extended Student Services	385,359	359,550	41,299	(15,490)	5	403,083	356,804	31,718	14,561	(17,724)	(2,746)	(9,581)	(30,051)
10	Senior Services	17,888	13,416	7,849	(3,377)	6	28,624	13,155	18,955	(3,486)	(10,736)	(261)	11,106	109
11	Preschool	10,397	10,020	97	280		4,000	8,651	200	(4,851)	6,397	(1,369)	103	5,131
32	Community Outreach	0	10,594	0	(10,594)		0	11,868	0	(11,868)	0	1,274	0	1,274
40	Believes Program	0	3,913	0	(3,913)		0	0	0	0	0	(3,913)	0	(3,913)
41	Middle School Program	31,034	43,075	3,105	(15,146)		36,790	45,826	4,916	(13,952)	(5,756)	2,751	1,811	(1,194)
Youth & Senior Services Total:		444,678	440,568	52,350	(48,240)		472,497	436,304	55,789	(19,596)	(27,819)	(4,264)	3,439	(28,644)
Recreation														
02	Classes, Camps & Events	(670)	1,006	31,814	(33,490)	7	20,000	3,591	12,500	3,909	(20,670)	2,585	(19,314)	(37,399)
03	Adult Sports & Fitness	25,722	3,168	6,607	15,947		29,850	3,925	4,606	21,319	(4,128)	757	(2,001)	(5,372)
20	Customer & Business Services	0	22,950	16,348	(39,298)		0	18,009	18,915	(36,924)	0	(4,941)	2,567	(2,374)
25	Facility Use & Rentals	57,968	19,024	7,707	31,237		70,092	32,741	13,475	23,876	(12,124)	13,717	5,768	7,361
26	Youth Sports & Fitness	36,304	38,959	14,866	(17,521)		32,950	39,886	19,750	(26,686)	3,354	927	4,884	9,165
27	Field & gym Rentals	31,191	16,771	9,702	4,718		26,600	16,738	12,300	(2,438)	4,591	(33)	2,598	7,156
31	Recreation Administration	3,568	22,841	1,362	(20,635)		1,620	41,559	3,450	(43,389)	1,948	18,718	2,088	22,754
42	Building Operations	0	50,787	9,958	(60,745)		0	44,157	13,130	(57,287)	0	(6,630)	3,172	(3,458)
54	Aquatics	106,790	156,355	21,405	(70,970)		115,750	131,016	24,000	(39,266)	(8,960)	(25,339)	2,595	(31,704)
57	Concessions	17,881	6,439	7,699	3,743		20,000	8,277	8,225	3,498	(2,119)	1,838	526	245
Recreation Total:		278,754	338,300	127,468	(187,014)		316,862	339,899	130,351	(153,388)	(38,108)	1,599	2,883	(33,626)
DISTRICT TOTALS		764,639	1,372,476	599,265	(1,207,102)		835,144	1,377,042	712,811	(1,254,709)	(70,505)	4,566	113,546	47,607

Notes:

- Administration**
 Personnel: open position in Accounting (w incumbent moving to Procurement)
 Svcs and Supplies: Contingency budget for the year of \$431k spread evenly by month, or \$35.9k per month; and Legal accrual to be made of \$12k (\$0 hit so far)
- Building Maintenance**
 Svcs and Supplies: Utilities are \$10k favorable (we budgeted assuming savings would be offset by OnBillFinancing, but that has not yet begun; rest is maint timing)
- Park Operations**
 Personnel: JE to move Aizawa to unit 60, where he is budgeted, is needed (~\$14k); rest is impact of termination of T Doyle
 Svcs and Supplies: Primarily lower water expense vs Plan (\$32k)
- Open Space**
 Personnel: termination payout for EE G Florey of \$9k is driving the negative variance here
- Extended Student Svcs**
 Svcs and Supplies: \$8.5k for roof at Arroyo seco is driving this variance
- Senior Services**
 Revenue: Trip activity timing - will see catch up in Aug/Sept
 Svcs and Supplies: Trip activity timing - will see catch up in Aug/Sept
- Recreation:**
 Revenue: budget calendarization needs to be revisited to better reflect planned activity
 Personnel Cost: JEs needed to reclass payroll expense to budgeted units as follows:
 Unit 31: initial July Pay Period (PPE) for Ikeda, Weidenfeld to unit 31 from units 20 and 27 respectfully; only one PPE for Benjamin (start date), plus Sermeno exit (\$0)
 Unit 54: Over budget in Part-time staff (\$10k) and termination pay for Sermeno (\$10k)
 Unit 25/42: OK overall - the offsetting variances here are related to assumptions for split of facilities maintenance crew between maint and events
 Services and Supplies: unit 02 is \$19k over budget due to timing of instructor invoice processing; should see offsetting favorability in upcoming months

LIVERMORE AREA RECREATION AND PARK DISTRICT (LARPD)
Actual Results vs Budget, YTD thru JUNE 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	12,081,954	1,560,936	925,375	9,595,643	11,959,941	1,613,008	893,463	9,453,469	122,013	52,073	(31,912)	142,174
17	Marketing & Public Information	0	119,961	142,140	(262,101)	0	131,695	149,045	(280,739)	0	11,734	6,905	18,638
18	Technology & Communications	0	101,923	250,139	(352,062)	0	108,846	264,683	(373,529)	0	6,923	14,544	21,467
45	Capital Equipment	0	0	318,780	(318,780)	0	0	419,358	(419,358)	0	0	100,578	100,578
Administration Total:		12,081,954	1,782,820	1,636,434	8,662,700	11,959,941	1,853,549	1,726,548	8,379,843	122,013	70,730	90,114	282,857
Parks, Maintenance & Open Space													
05	Building Maintenance	0	542,858	784,618	(1,327,476)	0	562,761	779,578	(1,342,339)	0	19,903	(5,040)	14,863
06	Camp Shelly	75,411	28,289	11,963	35,159	77,121	31,731	20,450	24,940	(1,710)	3,442	8,487	10,219
07	Park Operations	432,964	2,526,436	2,395,226	(4,488,698)	452,259	2,559,485	2,312,971	(4,420,197)	(19,295)	33,049	(82,255)	(68,501)
16	Open Space	541,373	1,149,578	91,357	(699,562)	538,357	1,177,617	122,632	(761,892)	3,016	28,039	31,275	62,330
60	CIP	0	115,947	3,068	(119,015)	0	120,315	5,217	(125,532)	0	4,368	2,149	6,517
Parks, Maintenance & Open Space Total:		1,049,748	4,363,108	3,286,232	(6,599,592)	1,067,737	4,451,909	3,240,848	(6,625,020)	(17,989)	88,801	(45,384)	25,428
Community Services													
09	Extended Student Services	5,141,361	4,204,973	332,483	603,905	5,250,909	4,380,385	503,111	367,413	(109,548)	175,412	170,628	236,492
10	Senior Services	191,833	325,691	135,384	(269,242)	186,882	281,624	121,731	(216,473)	4,951	(44,067)	(13,653)	(52,769)
11	Preschool	445,514	422,919	26,856	(4,261)	460,174	417,061	21,791	21,322	(14,660)	(5,858)	(5,065)	(25,583)
40	Believes Program	136,128	135,736	0	392	132,255	134,809	0	(2,554)	3,873	(927)	0	2,946
41	Middle School Program	623,033	503,832	27,304	91,897	605,776	515,573	55,209	34,994	17,257	11,741	27,905	56,903
Youth & Senior Services Total:		6,537,869	5,593,151	522,027	422,691	6,635,996	5,729,452	701,842	204,702	(98,127)	136,301	179,815	217,989
Recreation													
02	Classes, Camps & Events	538,442	79,549	273,760	185,133	455,450	89,309	266,713	99,428	82,992	9,760	(7,047)	85,705
03	Adult Sports & Fitness	140,876	45,984	60,426	34,466	159,259	50,900	75,198	33,161	(18,383)	4,916	14,772	1,305
20	Customer & Business Services	0	459,893	201,372	(661,265)	0	472,652	205,521	(678,173)	0	12,759	4,149	16,908
25	Facility Use & Rentals	889,652	391,356	159,868	338,428	811,494	391,644	148,074	271,776	78,158	288	(11,794)	66,652
26	Youth Sports & Fitness	191,833	125,395	52,778	13,660	224,166	144,063	56,143	23,960	(32,333)	18,668	3,365	(10,300)
27	Field & gym Rentals	476,537	222,655	37,767	216,115	463,273	232,440	50,510	180,323	13,264	9,785	12,743	35,792
42	Building Operations	0	541,826	137,063	(678,889)	0	545,097	134,125	(679,222)	0	3,271	(2,938)	333
54	Aquatics	516,328	1,088,951	133,589	(706,212)	527,476	1,044,114	131,543	(648,181)	(11,148)	(44,837)	(2,046)	(58,031)
57	Concessions	56,067	35,179	21,001	(113)	60,823	40,100	23,078	(2,355)	(4,756)	4,921	2,077	2,242
Recreation Total:		2,809,735	2,990,788	1,077,624	(1,258,677)	2,701,941	3,010,320	1,090,905	(1,399,284)	107,794	19,532	13,281	140,607
DISTRICT TOTALS		22,479,306	14,729,867	6,522,317	1,227,122	22,365,615	15,045,231	6,760,143	560,240	113,691	315,364	237,826	666,882

LARPD: Pre-Audit Financial Results for Fiscal 2018-2019 (through June)

	FY17-18 Actual	FY18-19 Actual (Prelim)	\$ Incr/<Decr> vs Prior Yr	% Incr/<Decr>	FY18-19 Mid-Year Budget	\$ Variance B/(P)	% Variance B/(P)
Revenue	\$ 21,626,591	\$ 22,479,306	\$ 852,715	4%	\$22,365,615	\$ 113,691	1%
Personnel Expense	13,796,267	14,729,867	933,600	7%	15,045,231	315,364	2%
Services and Supplies	6,091,011	6,203,537	112,526	2%	6,340,786	137,249	2%
Sub-total, operating results	\$ 1,739,313	\$ 1,545,902	\$ (193,411)	(11%)	\$979,598	\$ 566,304	58%
Capital (excl CIP)	473,873	318,780	(155,093)	(33%)	419,358	100,578	24%
Total, including Capital spend	\$ 1,265,440	\$ 1,227,122	\$ (38,318)	(3%)	\$560,240	\$ 666,882	119%
Memo re: Revenue Split							
Property and Special Tax Rev	\$ 11,387,562	\$ 12,081,954	\$ 694,392	6%	\$11,959,941	\$ 122,013	1%
Program Revenues	10,239,029	10,397,352	158,323	2%	10,405,674	(8,322)	(0%)
Total Revenues	\$ 21,626,591	\$ 22,479,306	\$ 852,715	4%	\$22,365,615	\$ 113,691	1%

LIVERMORE AREA RECREATION AND PARK DISTRICT (LARPD)

CIP Results for FY18-19 vs Budget

Project #	Project Name	FY18-19 Spend	FY18-19 Budget	Variance	Life to Date Spend thru 18/19	Total Project Budget	Remaining Project Budget
508	May Nissen Playgrounds Renovation (1)	\$2,293,810	\$2,186,971	(\$106,839)	\$2,510,372	\$3,878,288	\$1,367,916
426	Big Trees Park Playground Renovation (1)	938,234	824,116	(114,119)	1,079,704	1,521,317	441,613
706	Pleasure Island Playground Renovation (1)	1,005,292	752,518	(252,774)	1,120,492	1,375,168	254,676
327	Jane Addams Playground Renovation (1)	193,136	175,000	(18,136)	274,775	863,955	589,179
446	SG Extension-Arroyo Del Valle Trail Bridge Connection	0	0	0	151,044	151,044	0
603	SG - Arroyo Del Valle Trail Renovation (incl EBRPD)	835,518	835,518	0	1,144,448	1,144,448	0
209	Ravenswood Upgrade (2)	393,249	391,000	(2,249)	646,541	758,036	111,495
432	ADA Projects - ESS Buildings	0	0	0	0	14,373	14,373
432	ADA Projects - Camp Shelly	445,617	515,000	69,383	474,490	515,000	40,510
905	Bill Payne Park Master Plan	93,669	97,045	3,376	146,625	150,000	3,376
726	RLCC Security and Alarm System	6,680	116,500	109,820	10,180	120,000	109,820
729	Asset Management High Priority Projects	0	0	0	202,561	202,561	0
729A	Rodeo Stadium Infrastructure Improvements	15,125	50,000	34,875	48,575	283,450	234,875
729B	May Nissen Pool Renovation	0	0	0	0	400,000	400,000
729C	Tex Spruiell Park Renovation	34,150	90,000	55,850	34,150	90,000	55,850
729D	Energy Efficiency Measures (3)	2,336,971	2,697,000	360,029	2,336,971	2,697,000	360,029
729E	Max Baer Lighting	35,992	35,992	0	107,662	107,662	0
455	Shade Structures at Various Parks (4)	164,450	164,000	(450)	164,450	564,000	399,550
442	RLCC Aquatics Center Renovation (5)	1,964,082	2,278,177	314,096	2,011,905	2,326,000	314,096
719	Sunset Park Playground	76,160	125,000	48,840	198,485	1,325,000	1,126,515
723	Patterson Ranch Trail	69,859	117,000	47,141	69,859	117,000	47,141
720	Robertson Park Synthetic Turf	171,435	171,435	0	183,366	183,366	0
538	Bill Clark Park	17,200	100,000	82,800	17,200	100,000	82,800
516	Barn Renovation	0	124,223	124,223	75,777	600,000	524,223
806	Altamont Creek Park Playgound	200,000	200,000	0	200,000	200,000	0
TOTALS		\$ 11,290,629	\$ 12,046,495	\$ 755,865	\$ 13,209,633	\$ 19,687,668	\$ 6,478,035

(1) Total project budgets are intact, though year over year split is slightly off.

(2) Change orders for lead abatement, dry rot damage, and additional railing caused the porch replacement part of the project to go modestly over 18/19 budget.

(3) Project is nearly complete. Taking into account invoicing through August, the remaining budget balance is \$116k, a portion of which will be spent on the Solar initiative (legal fees, permits, etc.).

(4) Shade structures themselves were on budget but we received an invoice in late June for \$931 for the permits for the structures.

(5) Project is complete and came in under budget by \$314k.

LIVERMORE AREA RECREATION AND PARK DISTRICT

PERSONNEL COMMITTEE

MINUTES

**THURSDAY, AUGUST 29, 2019
2:00 P.M.**

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

Committee Members Present: Jan Palajac, David Furst
Staff Present: Mat Fuzie, Patricia Lord, Jeffrey Schneider,
Public Present: None

1. **Call to Order:** The meeting of the Personnel Committee was called to order at 2:05 p.m.
2. **Public Comment:** There was no public comment.
3. **Human Resources Initiatives for FY 19-20 (Discussion)**
ASM Schneider distributed a copy of the “Administrative Services – FY 19-20 Goals and Objectives” for discussion.

No action was taken by the Committee.

4. **New Classifications:**
 - a. Accountant
 - b. Purchasing Agent

The Committee received a report from ASM Schneider on the proposed changes to the Finance Department organization which includes job descriptions for a new, full-time regular Accountant, and a regular, full-time Purchasing Agent. An internal staff member will be migrated to the Purchasing Agent role once the Accountant position is filled. These positions are funded within the Operating Budget.

The Committee recommended the item move forward to the full Board for review and approval, along with a revised Organization Chart.

5. **Matters Initiated:** None.
6. **Adjournment:** The meeting was adjourned at 3:05 p.m.

Administrative Services – FY19-20 Goals and Objectives – HUMAN RESOURCES As of : 8/28/19

#	Item	Date	Status	Person	Notes
1	District Notice - Leave of Absence / Paid Time Off	Q1			Guidelines, Process/Policy update; goal is consistency across the District and updates to existing policies and practices as necessary.
2	Kronos Implementation – Leave of Absence	Q1			Provide an automated facility in support of new leave of absence policies
3	Uniform Policy	Q1			Create cross-functional team to consistently address dept-specific needs
4	Health and Wellness Program	Q2			Establish a formal Employee wellness program; pursue better utilization of existing resources (MHN, CAPRI)
5	Sexual Harassment Training – ALL	Q2			Potential use of consultant S Fleming
6	Open Enrollment	Q2			Challenge will be to accomplish this in Kronos (educating staff)
7	District Notice - Performance Management Policy and Guidelines	Q2			Guidelines, Process/Policy document update (requirements for probationary period, requirements for on-going communication with employees , etc...)
8	Kronos Implementation – Performance Management	Q2			Provide an automated facility in support of new Performance Management guidelines
9	District Notice – Compensation	Q2			Revisit policies for compensation, including On-Call, on-site during overnight assignments, comp for job-related certifications, multi-lingual skills, etc..)
10	Employee Communications	Q2-4			Effective use of Kronos and involvement in HR-focused elements of the District’s Intranet/Ecosystem initiative
11	Leadership Academy	Q2-3			Develop leadership programs for all leaders of staff – guidelines for management at LARPD; initial foray will be RGS training in October for Field Supervisors and other Supervisors as schedules allow
12	Training Administration	Q3			Establish processes for administering ALL District training activities, to include record keeping by employee. Recommended, required classes/certifications on specific technical topics, general management, IT applications, etc
13	Dashboard re-started	Q3			View of HR activity for GM, AGM (WC, recruiting, etc...) – KRONOS?
14	District Notice – Education reimbursement	Q4			Revisit policies for work-related education reimbursement
15	Kronos Implementation – Talent Acquisition	Q4			Deploy talent acquisition module in Kronos and identify opportunities to integrate Kronos with CalOpps recruiting tool
16	On-Boarding Process / New Hire Orientation	Q4			Revisit New Hire processes and methods of orienting new staff